



**TIMOTHY CHRISTIAN SCHOOLS**  
Parent-Student Handbook  
2022–2023



**TIMOTHY**  
CHRISTIAN SCHOOLS

**Timothy Christian Schools**  
188 West Butterfield Road  
Elmhurst, IL 60126

 **Go Beyond.**  
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# **MISSION/VISION/VALUES**

## **MISSION**

For the glory of God, Timothy Christian Schools exists to uphold Biblical truth, ignite academic growth, and inspire courageous leadership one student at a time.

## **VISION**

Timothy Christian Schools will develop life-long learners and servant leaders who fully live out their purpose in the world for Christ.

## **VALUES**

1. Christ-centered
2. Biblically-rooted
3. Excellence-driven
4. Growth-oriented
5. Relationship-focused
6. Individually-customized
7. Leadership-minded
8. Opportunity-based
9. Collaboratively-supported

## **MOTTO**

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## **STATEMENT OF BELIEF ON MARRIAGE, GENDER, AND SEXUALITY**

Timothy Christian Schools believes that the term marriage refers to the uniting of one man and one woman in a single, exclusive, lifelong union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4).

Timothy Christian Schools believes that God wonderfully and immutably creates each person as male or female and acknowledges the rare intersex birth condition. These two complementary genders reflect the image and nature of God (Genesis 1:26-27). We acknowledge the reality that sin has distorted the image of God in men and women and mourn anyone's willful rejection of God's image in them.

Timothy Christian Schools believes that moral misconduct includes, but is not limited to, promiscuity, adultery, fornication, co-habitation, homosexual behavior, bisexuality, polygamy, bestiality, incest, transgender identity, gender non-conformity, non-binary gender conformity, use of pornography, or any other violation of the unique, distinct roles of male and female (Exodus

20:14; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:18-20; Romans 1:21-27; 1 Corinthians 6:9-20; Colossians 3:5).

Timothy Christian Schools believes that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Harassing and hateful behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Timothy Christian Schools. We believe that God offers redemption and restoration to all who confess and repent of their sin, seeking his mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

These statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Timothy Christian Schools' faith, doctrine, practice, policy, and discipline, our school board or its designee is the final interpretive authority on the Bible's meaning and application.

# **INTRODUCTION**

## **I. PURPOSE OF PARENT-STUDENT HANDBOOK**

The purpose of this Handbook is to notify students and their parents of Timothy's policies and procedures and not to create a contractual relationship. Throughout the Handbook, the word parent or parents also includes guardian or guardians. The first section contains policies applicable to all students and parents. The following sections apply to high school, elementary school/middle school, and preschool, respectively. The Board of Directors and Timothy reserve the right to amend, modify, or delete, without prior notice, this Handbook and the school rules, policies, and procedures contained herein as may be needed for the routine operation of the school and to ensure continued compliance with federal, state, or local laws. Timothy 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. This Handbook, and the Board Policy Manual that govern the operation of Timothy are available from Timothy.

## **II. PARENT-STUDENT 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 the Board Policy Manual, and that they have reviewed this Handbook with their student(s).



# **SECTION ONE**

## **POLICIES FOR ALL TIMOTHY PARENTS AND STUDENTS**

### **I. GENERAL POLICIES**

#### **A. ATTENDING AND ADDRESSING MEETINGS OF THE BOARD OF DIRECTORS**

All regular and special open Board of Directors meetings are open to all parents of students currently enrolled in Timothy schools. Non-Board members may attend and be present during the open portion(s) of Board meetings. Non-Board members may address the Board during the time(s) on the agenda designated for parent comments unless granted special permission by the Board President or other presiding Board member. Parents of students currently enrolled in Timothy schools who would like to address the Board 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. See Board Policy, *Open and Closed Meetings of the Board of Directors* and Board Policy, *Participation at Board of Directors Meetings*.

#### **B. EMERGENCY PROCEDURES**

Timothy 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. Please see the Board Policy Manual for further information.

#### **C. SCHOOL CLOSINGS**

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

If Timothy 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 Timothy 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 Timothy website.

#### D. PHOTOGRAPHS

Timothy staff may photograph, videotape, or sound record participants enrolled in Timothy programs, classes, events, or using the school's facilities. All photographs and digital images, videotapes, and sound recordings taken by authorized individuals on behalf of Timothy are for Timothy use and are the sole property of Timothy. These photographs and digital images, videotapes, and sound recordings may be used for Timothy publications, brochures, and other print and electronic communications.

#### E. CONFIDENTIALITY & RELEASE OF STUDENT RECORDS

Timothy 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.

Upon graduation, transfer, or withdrawal from Timothy, only the student's transcript will be retained by Timothy. Timothy shall notify parents and students of the opportunity to pick up the student's cumulative school records upon graduation, transfer, or withdrawal, and at least ten (10) calendar days before destruction of the non-transcript portions of the student's school records.

Timothy will request a certified copy of a student's transcript within 14 days of enrollment. The school sends unofficial records of students transferring out of Timothy within 10 days of the request.

Please see Board Policy, *Student Records*, for further information.

#### F. 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.

#### G. 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 website at: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). See Board Policy, *Visitors to and Conduct on Timothy Premises*.

## H. TUITION & FEES

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

## I. SMOKING

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

## J. SOLICITATION

Students are prohibited from selling any merchandise or participating in individual fundraising activities on Timothy property except as expressly permitted by the Superintendent or Designee.

## K. SCHOOL PICTURES

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

## L. PARENT VOLUNTEERS

Parents are an important part of Timothy 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. Coordination of parent-volunteers at school and in classrooms 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. See Board Policy, *Visitors to and Conduct on Timothy Premises*; Board Policy, *Parent Organizations*; and Board Policy, *Checks for Volunteers*.

## M. PARENT SUPPORT AND INVOLVEMENT

Parent support and involvement is essential to every school. Parent involvement occurs through hospitality, teacher support, and fundraising activities to build community and enhance resources. For more information about parent involvement opportunities, please see the Timothy website. See also Board Policy, *Visitors to and Conduct on Timothy Premises*; Board Policy, *Parent Organizations*; and Board Policy, *Background Checks for Volunteers*.

## N. CALENDAR

The school calendar is adopted by the Board of Directors in compliance with the 23 Illinois Administrative Code Section 425.20(a)(2)(A). The school calendar will be distributed to all families prior to the start of each school year and is available on the Timothy website. The school calendar is subject to change by the Board of Directors.

## O. SELECTION OF INSTRUCTIONAL MATERIALS

### 1. Introduction

Whenever teachers at Timothy Christian Schools choose material for curricular use, they consider several important, foundational principles. Some of the principles used include the following questions: Is the material consistent with the Christian perspective on culture in which Timothy stands? Is the material aesthetically and academically excellent? Is the material developmentally appropriate for the intended age group?

Material selection at Timothy Christian Schools, at all grade levels, is a concrete exercise in fulfilling our mission: For the glory of God, Timothy Christian Schools exists to uphold Biblical truth, ignite academic growth, and inspire courageous leadership one student at a time.

### 2. Policy

All textbooks, books, and other instructional materials distributed to and used by an entire class must be approved by the faculty and/or a faculty committee, the administration, and the Education Committee.

Instructional materials for individual and/or occasional use need not receive formal approval but should be defensible and follow the principles outlined below. Materials could include, but are not limited to, books, pamphlets, articles, films, and videos. These materials will be made available to parents upon request.

The instructional materials selected according to this policy are listed on the course curriculum map and are evaluated on an ongoing basis as to their effectiveness.

### 3. Procedure for Challenging Materials

All educational materials are initially selected by following the criteria and procedure for selecting curricula. See Board Policy, *Curriculum and Selection of Instructional Materials*. Parents have the right to challenge materials (books, magazines, journals, video, assignments, etc.) used at Timothy Christian Schools. Materials being challenged will remain in use during this process.

In general, Timothy parents appropriately place a high level of trust in the school for the selection of instructional materials. However, this procedure is in place for accountability purposes and has been activated only on rare occasions.

- a. A parent who questions the selection of material should first discuss the matter with the classroom teacher or librarian.

- b. If the building Principal or any other staff member is the first to receive the concern, the parent will be referred to the classroom teacher or librarian.
- c. If the teacher or librarian is the first to receive the concern, the teacher should inform the Director of Teaching and Learning and the Principal.
- d. The classroom teacher or librarian will contact the parent to initiate the discussion, preferably in person, to resolve the matter.
- e. If the discussion does not reach a satisfactory resolution, the Director of Teaching and Learning will contact the parent for further discussion with the goal of resolving the matter.
- f. If a resolution is still not reached at that time, the parent may obtain the [Request for Reconsideration Form](#) from the Director of Teaching and Learning.
  - i. After reading the book in question, the form should be completed by the parent and returned to the Director of Teaching and Learning.
  - ii. A committee composed of the teacher or librarian who received the challenge, another representative from the department, two more faculty members who have an interest, and the Director of Teaching and Learning will consider the request.
- g. The committee will then make a recommendation and return it in writing to the building Principal.
- h. The Principal will contact the parent with the committee's recommendation.
- i. If the matter is still not settled, the parent has the right to appeal the committee's decision to a group composed of the building Principal, the Superintendent, the Education Committee (official board members of the committee only), and the Executive Committee of the board.
- j. If the matter is still not settled, the parent has the right to further appeal to the Board of Directors. The decision of the Board of Directors will be considered final.

## P. COMPLAINT PROCEDURES

A student, parent, employee, or community member should notify any Timothy School Complaint Manager, or any Timothy School employee, if he or she believes that the Board of Directors, its employees, or its agents have violated his or her rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title IX of the Education Amendments of 1972 (20 USC 1681);
- Age Discrimination in Employment Act of 1967 (29 USC 621);
- Individuals with Disabilities Education Act (20 USC 1400);
- Americans With Disabilities Act of 1990 (42 USC 12101);
- Titles IV and VII of the Civil Rights Act of 1964 (42 USC 2000d);
- The Illinois Human Rights Act (775 ILCS 5); or
- Public Works Employment Discrimination Act (775 ILCS 10).

All complaints will be addressed consistent with Board Policy and federal law.

Nondiscrimination Coordinator:

Name: Justin Horne

Mailing Address: 188 West Butterfield Road  
Email: [horne@timothychristian.com](mailto:horne@timothychristian.com)  
Phone: (630) 833-4616

Complaint Managers:

Name: Jon Hamelinck  
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## II. STUDENT HEALTH

### A. EXAMINATION, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

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 Timothy. Timothy requests that such documentation be submitted no later than the required due dates set forth below. The forms are available from the school office and on the Timothy website

- Health Examination and Immunizations: All students entering Kindergarten or 1<sup>st</sup> grade, 6<sup>th</sup> Grade, 9<sup>th</sup> Grade, and any first-time enrollees at Timothy are required to submit proof of a health examination and proof of immunizations against, and screenings for, preventable communicable diseases no later than the first (1<sup>st</sup>) day of school. Students entering 6<sup>th</sup> and 12<sup>th</sup> Grade must also submit proof of immunization against meningococcal disease.
- Eye Examination: All students entering Kindergarten or entering school in Illinois for the first time, transferring from another school, and as otherwise referred to do so by teachers, are required to have an eye examination and submit proof of the examination to Timothy by October 15. Students in 2<sup>nd</sup> and 8<sup>th</sup> grade will participate in a vision screening at school.
- Dental Examination: All students in Kindergarten, 2<sup>nd</sup> Grade, 6<sup>th</sup> Grade, and 9<sup>th</sup> Grade are required to have a dental examination and submit proof of the examination to Timothy by May 15.
- Hearing Screening: All students in Kindergarten, 1<sup>st</sup> Grade, 2<sup>nd</sup> Grade, 3<sup>rd</sup> Grade, transferring from another school, and as otherwise referred to do so by teachers will participate in a hearing screening at school.
- Sports Physicals: middle and high school students must present an annual physical, less than 395 days old, prior to participating in athletic practices or competitions.

Unless an exemption or extension applies, students will be excluded from school on October 15 if the required health examination and immunization forms have not been submitted to Timothy. If a student fails to present proof of the required eye examination by October 15, Timothy may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within sixty (60) days after October 15. If a student fails to present proof of the required dental

examination by May 15, Timothy may hold the student's report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15.

New students who are admitted and enroll after October 15 of the current school year shall have thirty (30) days following registration to comply with these health examination, immunization, dental examination, and eye examination requirements, as applicable.

Exemption requests must be submitted to Timothy 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 eye examination waiver is due by October 15 of the current school year and the dental examination waiver is due by May 15 of the current school year. The waiver forms are available from the school nurse.

#### 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, and emergency contact information if a student's parent is not available. It is important that Timothy have current, complete, and accurate information for each student. Please update emergency contact information online.

#### B. ILLNESS

To prevent the spread of illness, students exhibiting the following symptoms must be kept home until well, and the student's parents provide a doctor's note as to the student's good health or the school nurse approves the student's return:

1. Fever of 100.4°F or higher within the past 24 hours;
2. Severe coughing, sore throat, or difficulty swallowing;
3. Diarrhea or vomiting within the past 24 hours;
4. Undiagnosed rash (student may return to school with a doctor's note that rash is not contagious);
5. 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);
6. Unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside); or
7. Evidence of a 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 sent to the school office after obtaining permission from the student's classroom teacher. The Principal or designee will then make arrangements for proper care or contact the student's parent should the student need to go home. If necessary, a student may spend up to one period in the sick room.

#### C. INJURY

If a student is injured during the school day, the student's teacher will tend to the student's needs and the Principal 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 will return to class. If the student requires medical attention or cannot resume classwork, the student will be sent to the school office and the Principal or designee will contact the student's parent. In the event that emergency action is necessary, the Principal or designee will call 911 and follow the instructions of the emergency personnel. The Principal 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.

#### D. CONTAGIOUS AND CHRONIC INFECTIOUS DISEASE

Timothy abides by all applicable laws and regulations regarding communicable and chronic infectious diseases and works in cooperation with State and federal government health agencies to enforce the applicable laws and regulations.

Parents must notify the school office if a student is diagnosed with a contagious or communicable disease or other contagious condition. Examples include, but are not limited to, COVID-19, 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 contagious or communicable to others, it is imperative that the student remain home until cleared by a doctor to return to school. Timothy reserves the right to disclose necessary information regarding student health concerns to notify students and staff. Student health information will remain as confidential as possible.

If a student's communicable or infectious disease affects his/her ability to participate in Timothy's educational programs, the Timothy Communicable and Chronic Infectious Disease Review Team will convene a meeting with the student's parents and other necessary parties to determine the appropriate course of action.



## E. 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 except as medically necessary pursuant to a doctor's written note and except as otherwise permitted by this Parent-Student Handbook.

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

1. The student's parent must complete, sign, and turn in the Student Prescription Medication Administration Authorization Form to the school office with the prescription medication.
2. 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.
3. The Principal shall designate a staff member to administer prescription medication. All prescription medications will be kept in a secure location by the Principal or designee, to be accessible only by those individuals designated by the Principal.
4. When a student must take medication, a student's teacher will permit the student to do so at the times set forth in the student's Medication Administration Authorization Form and/or when the student requests a pass from the student's teacher to go to the school office.
5. The student will be given medication by the Principal or designee. A written log of the prescription medications dispensed will be kept.
  - a. 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 or designee will contact the student's parent.
  - b. 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 Prescription Medication Administration Authorization Form to the school office and a copy of the written prescription from a licensed physician.
  - c. The student's parent must pick up all medication at the end of the school year or upon discontinuation of use, whichever occurs first.

Timothy, its schools, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or an epinephrine auto-injector. Parents must sign and return an acknowledgement to the school that they indemnify and hold harmless Timothy and its employees and agents against any claims, except for a claim based on willful and wanton conduct arising out of the administration of asthma medication or an epinephrine auto-injector.

### Undesignated Epinephrine Injectors

Schools are permitted by law to voluntarily maintain a supply of undesignated epinephrine auto-injectors (e.g. EpiPens). *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the school. This undesignated medication is intended for emergency use in the event that a student or staff member demonstrates a medical emergency from an undiagnosed allergy. It is not meant to be used by students with known allergies and standing orders for epinephrine auto-injectors. Timothy maintains a supply of undesignated epinephrine injectors. The school nurse or any other trained employee may administer undesignated epinephrine to any student that he or she, in good faith, believes is having an anaphylactic reaction. Neither Timothy nor its employees incur liability for the administration of good faith administration of emergency epinephrine. If a student is injured or harmed from the administration of epinephrine that was obtained and administered in compliance with the law, Timothy and its employees will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety. If a parent does not wish for their student to receive this medication in case of emergency, a written request will be accepted. Please refer any questions to the nurse.

### Undesignated Opioid Antagonists

Schools are permitted by law to voluntarily maintain a supply of undesignated opioid antagonists, and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Timothy shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. Neither Timothy nor its employees incur liability for the administration of good faith administration of an opioid antagonist. If a student is injured or harmed from the administration of an opioid antagonist that was obtained and administered in compliance with the law, Timothy and its employees will not be held responsible for the injury unless the opioid antagonist was administered with a conscious disregard for safety. Please refer any questions to the nurse.

### Ashley's Law

For information regarding the administration of medical cannabis infused products, please see the Board Policy Manual.

### Diabetes and Epilepsy Plans

For a student with diabetes or epilepsy, the student's parent must submit a diabetes care plan or seizure action plan, signed by a student's parent, to the school office. The student's parent must submit a diabetes care plan or seizure action plan for the student at the beginning of the school year, upon enrollment, as soon as possible 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 or seizure action 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).

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's epilepsy management during the school day are clearly set forth in the seizure action plan. The seizure action plan must include the treating health care provider's instructions concerning the student's epilepsy management during the school day, including a copy of the signed prescription and the methods of administering those prescriptions. The Principal will assign a delegated care aide to perform any activities and tasks necessary to assist with the student's epilepsy management, as well as school compliance with the seizure action plan.

#### F. NON-PRESCRIPTION MEDICATION POLICY

Students are 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 or designee may give a student ibuprofen or acetaminophen provided the student's parent has filled out and submitted the Non-Prescription Medication Release Form available in the school office. 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.

#### G. ALLERGIES

School attendance may increase a student's risk of exposure to allergens that could trigger an allergic reaction, including a food-allergic reaction. It is the responsibility of parents and students to notify Timothy of any and all known allergies. Timothy is committed to reasonably accommodating students' allergies and strives to reduce the risk of exposure to allergens and provide timely treatment of allergic reaction. Please direct all questions or concerns regarding allergies to the Principal.

Parents are required to identify the student's allergies online at the time of registration, and must inform the Principal, 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 and on the Timothy 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](http://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.

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.

#### H. STUDENT MEDICATION SELF-ADMINISTRATION

A student may possess an epinephrine auto-injector (i.e., an EpiPen®) and/or asthma/diabetes/seizure medication prescribed for use at the student's discretion, provided the student's parent has completed and signed a Student Prescription Medication Administration Authorization Form, and any other required forms, have been submitted for the student. A student with an asthma action plan, an Individualized Health Care Plan, an Illinois Food Allergy Emergency Action Plan, or other qualifying plan will be allowed to self-administer medication required under those plans if the student's parent has provided 1) written permission for the student's self-administration of medication and 2) written authorization from the student's health care provider. Timothy will develop an emergency action plan for any student who self-administers medication, including a plan of action in the event the student is unable to administer the medication and when to contact emergency medical services.

Timothy 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, the storage of any medication by school personnel, or the self-administration of medication. A student's parent must indemnify and hold harmless Timothy and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of authorized medication, or the storage of any medication by school personnel.

Nothing in the Board's policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

##### Sunscreen

A student may possess and self-apply a topical sunscreen product while on Timothy property or while attending a Timothy-sponsored activity or event without a physician's prescription or note, provided the topical sunscreen product has been approved by the United States Food and Drug Administration. Timothy staff is not responsible for the

application of topical sunscreen products. Timothy is not responsible for the provision of topical sunscreen products.

#### I. DRUG & ALCOHOL TESTING

Timothy reserves the right to require a student to undergo testing for alcohol or drugs. A student's refusal to be tested, or refusal by a student's parent to allow the student to be tested, may result in student discipline, up to and including expulsion.

Alcohol breath testing equipment will be available for testing students during the school day or at school-sponsored events after school hours on or off campus.

**Positive Results:** If a student tests positive for drugs or alcohol, it is the responsibility of the student to pay for the test. A student who receives a positive test result will be subject to discipline, up to and including expulsion.

Timothy may require periodic drug testing of any student after the first offense. Testing expenses will be the responsibility of the student and his/her parent.

#### J. STUDENT HEALTHY FOOD & BEVERAGE OPTIONS FOR SCHOOL FUNCTIONS

At any school function (e.g., parties, celebrations, meetings) during school hours (8:00 a.m. to 3:00 p.m.), healthful food and beverage options should be made available to promote student wellness. All food and beverages must be commercially prepared and packaged.

### **III. SCHOOL AND PERSONAL PROPERTY**

#### **A. USE, CARE, AND RESPECT OF SCHOOL AND PERSONAL PROPERTY**

Respect for school and personal property is always expected.

Students should not, to the extent possible, bring personal belongings onto school grounds. All belongings should be marked for easy identification. Timothy is not responsible for any personal property that is lost, damaged, stolen, or destroyed. Students should report lost items as soon as possible.

Students are responsible for school equipment and other materials that have been issued to them for their use. Students will be responsible for the repair or replacement cost of any school property issued to them. Appropriate costs will be determined by the Principal or designee. Students in grades 5 through 12 and their parents are responsible for the appropriate care, handling, and use of the TCS issued iPads as outlined in the TCS iPad User Guide and Agreement and the TCS iPad Acknowledgement.

Students may use special schoolrooms and equipment only with the permission of the faculty person responsible for that particular area or equipment. Such designated places include offices; the computer, family and consumer science, technology, and music rooms; the library, The Learning Commons, and computer labs; the science laboratories, auditorium, performance center, and the dark room.

Students are prohibited from being in the stage area or using any equipment except under supervision of a faculty member.

Student belongings shall not be left in the hallway (except during chapel).

#### **B. PERSONAL ELECTRONIC DEVICES**

All personal electronic devices, including, but not limited to, cell phones, smart watches, iPads, and iPods, must be powered off, stored away, and not accessed during the school day, starting with the bell 1st period and until the bell at the end of 7th period or end of school day, if there is an assembly or early dismissal. Electronic devices may be used during the school day only with the supervising teacher's or administrator's permission. Use of electronic devices is expected to be in accordance with the Electronic Network Acceptable Use Policy.

Violation of the policy will result in the student's electronic device being confiscated and kept in a secure location in the school office. In addition, the following consequences will apply:

1. 1st Offense: The electronic device will be returned to the student at the end of the school day with a warning.

2. 2nd Offense: The electronic device will be returned to the student at the end of the school day with a \$10 fine.
3. 3rd Offense: The electronic device will be returned to the student at the end of the school day with a \$25 fine.
4. 4th Offense: The electronic device will be returned at the end of the school day only to the student's parent, who must pick up the electronic device in person.

Continued violations of this policy also may result in discipline under the student discipline policy.

### C. LOCKERS

Students may not share lockers or change lockers without the permission of the Principal, Dean, or designee.

Students must keep lockers clean and organized, with books, papers, and belongings placed neatly inside. Students may not display pictures, phrases, or objects inside of lockers that are inconsistent with the Timothy Mission Statement and Vision.

A student's locker door must be completely closed when not being used by the student.

Timothy students may only use locks purchased from the bookstore on lockers.

The safety of the locker contents is the student's responsibility. Money and items of value should not be left in a student's locker. Timothy is not responsible for items in a student's locker that may be lost, damaged, stolen, or destroyed. Thefts should be reported immediately to the Principal or Dean.

An Administrator has the right to inspect a student's locker.

### D. SEARCH & SEIZURE

#### Searches

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 Superintendent or designee is authorized to conduct reasonable searches of property and equipment owned or controlled by Timothy, as well as of students and their personal effects while on Timothy property or at Timothy-sponsored events.

The Superintendent or designee may inspect and search property and equipment owned or controlled by Timothy (e.g., lockers, coat hook areas, desks, parking lots), as well as personal effects left there by a student, and including electronic devices issued to the student, without notice to or the consent of the student. Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein.

The Superintendent or designee may search a student and the student's personal effects in the student's possession (e.g., purses, wallets, backpacks, book/sports bags, lunch boxes) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or Timothy policies and rules.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of students and school property for controlled substances or illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. 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.

#### Seizure of Property

If a search produces evidence that a student has violated or is violating the law or Timothy's policies or rules, such evidence may be seized and impounded by the Superintendent or designee, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### 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.

### E. ACCEPTABLE USE OF ELECTRONIC NETWORKS

Please refer to Board Policy, *Acceptable Use of Electronic Networks*.

All use of the Timothy 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. Users have no expectation of privacy in any material that is stored, transmitted, or received via the Timothy electronic network. General rules for behavior and communications apply when using the Timothy electronic network. 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.



Timothy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Timothy will not be responsible for any damages the user suffers. The failure to follow the terms of the Timothy Acceptable Use of Electronic Networks Policy or other rules promulgated by the Superintendent or designee will result in the loss of privileges, disciplinary action, and appropriate legal action.

#### F. 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/trimester.

### IV. TCS HUMAN DIGNITY & ANTI-BULLYING POLICY

#### A. 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 Timothy 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 Board. Bullying, physical, sexual, and emotional abuse, and harassment diminish students’ ability to learn and Timothy’s ability to educate. Preventing these harmful and disruptive behaviors is an important goal of Timothy. 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 policy.

#### B. DEFINITIONS

1. **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:
  - a. Placing the student in reasonable fear of harm to the student’s person or property.
  - b. Causing a substantially detrimental effect on the student’s physical or mental health.
  - c. Substantially interfering with the student’s academic performance.
  - d. 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.

2. **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, photo electronic system, or photo optical 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.
3. **Physical abuse** means any intentional act or threat of an act that results or could result in physical pain or injury to another person.
4. **Sexual abuse** means unwanted, unwelcome advances, and/or behavior of a sexual nature. Sexual abuse may or may not involve physical contact.
5. **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.
6. **Harassment** means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational environment whether occurring on or off Timothy property. The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort.
7. **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.
8. **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.

### C. PROHIBITION

Bullying, intimidation, harassment, and physical, sexual, or emotional abuse, 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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by Timothy if the bullying causes a substantial disruption to the educational process or orderly operation of Timothy. This item (#4) applies only in cases in which a Timothy staff member receives a report that bullying through this means has occurred and does not require Timothy to staff or monitor any non-school-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 Timothy; or
6. In any other way that has a nexus to Timothy or school activities.

### D. REPORTING

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

Timothy High School  
Brad Mitchell, Principal  
(630) 833-7575  
mitchell@timothychristian.com

Jon Hamelinck, Director of  
Student Life  
(630) 833-7575  
hamelinck@timothychristian.com

Janna Piersma, Social Worker  
(630) 833-7575  
piersmaj@timothychristian.com

Timothy Elementary School & Middle  
School  
Justin Horne, Principal  
(630) 833-4717  
horne@timothychristian.com

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

Timothy Preschool  
Kristine Wise  
(630) 833-4717  
wise@timothychristian.com

Anonymous reports of bullying may be made by a telephone call or submitted in writing, including using the Report Form, to one of the above-listed individuals. These reports will be investigated.

Any report of bullying may be submitted on the Report Form available in the school office and on the Timothy website, but it is not required. Written as well as verbal reports will be accepted.

2. The Dean, 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.

#### E. INVESTIGATING BULLYING

When a report of bullying is received, the Dean, 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 Timothy 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 Dean, 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 Dean, 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 Dean, Principal, Director, or designee shall document all reports of bullying incidents, investigation steps, determinations, and outcomes.

#### F. 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 Dean, 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.

#### G. REVIEW AND COMMUNICATION

This policy will be reviewed and reevaluated every two years with input from a variety of Timothy 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 Timothy 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 Timothy website, included in the Parent-Student Handbook, and distributed annually to students, parents, and school staff, including new employees when hired.

## H. ADMINISTRATIVE PROCEDURES

The Board of Directors 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.

## V. DRESS & APPEARANCE

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

Since Timothy's primary goal is the Christian education of each student, parents can help the school achieve this end by maintaining a positive standard of dress in the home before the student comes to school each day. Our goal is to help students make appropriate life decisions, which includes appearance, in a sinful, secular world. Extreme, distracting fashions do not have a place in a Christian academic setting.

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

1. Hats, hoods, caps, bandanas, sweatbands, and sunglasses in the school building during school hours
2. Tops that are ripped, frayed, or cut that expose undergarments or midriff
3. Clothing and backpacks that advertise alcohol, cigarettes, illegal drugs, controlled substances, weapons, or that have a sexual, inappropriate, or disrespectful connotation
4. Shorts that are less than eight inches (8") above the knee for girls and less than four inches (4") above the knee for boys
5. Skirts and dresses that are shorter than five inches (5") above the kneecap
6. Shirts that are low cut in front (must cover the bust line), off the shoulder, or expose a student's midriff (front and back)
7. "Spaghetti-strap" sleeveless shirts must be at least one and one-half inches (1.5") across each shoulder, or two fingers
8. Clothing that allows any undergarments to be visible
9. Clothing that is "see through" in any way; clothing must be opaque from the shoulder to the thigh

10. Yoga pants/leggings unless properly covered by a shirt that extends to the top of the thigh and covers the bottom completely

11. Biker shorts that are greater than 6" from the top of the knee and they should be covered by a top that extends to the top of the thigh and covers the bottom completely.

Jewelry and hair styling shall comply with the neat, clean, and modest standard. For example, chains, metal spikes, and studs are not permitted. Timothy does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks, and twists.

Shoes or sandals must be worn at all times.

Outerwear such as hats or gloves must be properly stored in a student's locker and are not to be worn in the classroom.

#### Dress Code Enforcement Procedures

If, as determined by school officials, a student's dress or appearance is not in compliance with the dress code or the expectation that students must dress in a neat, clean, and appropriate manner, the student will be withheld from classes, assigned a detention and the student's parent will be contacted by the Principal. If necessary, the student's parent will be requested to bring appropriate clothing for the student.

Instances of repeated dress code violations will be dealt with on an individual basis and may result in discipline consistent with the student discipline policy.

## SECTION TWO

# TIMOTHY CHRISTIAN HIGH SCHOOL POLICIES

### I. HIGH SCHOOL ACADEMICS

#### A. ACADEMIC PREPARATION

All students are to be prepared for each class by completing all assignments, bringing necessary materials, and participating in class discussions. Each student is expected to perform to the best of his abilities.

#### B. ACADEMIC HONESTY

Academic honesty is expected of all students. Cheating on any assignment, including daily homework or assessment, is not only an academic infraction but also a violation of our community standards as a Christian School. If a student cheats or allows another student to cheat off of his/her work, the student will receive a “0” for the test or assignment and will not be permitted to make up the test or assignment. The student also will receive a Saturday School or a suspension, and the teacher will contact the student’s parent. If there is a second incident in **any** class, the student will be removed from the class and will receive a final grade of Withdraw Fail (WF). Any further instances of cheating will result in further discipline consistent with the Student Conduct Expectations and Discipline policy, up to suspension and/or expulsion.

Cheating includes, but is not limited to:

1. Copying homework or allowing one’s homework to be copied;
2. Summarizing a reading assignment for someone else who has not read it;
3. Reading a plot summary or watching a movie or show in place of reading the original assignment;
4. Sharing test or quiz questions, answers, or topics (to say a test was “hard” or “easy” is acceptable); and
5. Using another’s notes in place of one’s own on a test or quiz where notes are permitted.

Plagiarism includes, but is not limited to\*:

1. The Clone: word-for-word writing in place of one’s own writing;
2. CONTROL-C: use of meaningful and unchanged parts of text from a source;
3. Find-Replace: use of a passage that keeps the basic information and changes only a few words or phrases;
4. Remix: paraphrasing from several sources and creating a single text;
5. Recycle: use of an earlier work without citation;



6. Hybrid: use of cited work interspersed with uncited work;
7. Mash-up: use of word-for-word material from several sources;
8. 404 Error: use of fictitious citations or false information about sources;
9. Aggregator: all information is properly cited but paper includes little-to-no original work; and
10. Re-tweet: use of accurate citation but wording is too close to the original wording of the source.

\* *The Plagiarism Spectrum: Tagging 10 Types of Unoriginal Work*, Turnitin: Leading Plagiarism Checker, Online Grading and Peer Review. N.p., 11 June 2012. Web. 15 June 2012.

#### C. GRADE POINT AVERAGE

All courses are included in calculating a student's Grade Point Average (GPA) according to the amount of credit they receive. See the Student Registration Handbook for course credits and to identify courses that receive weighted quality points. A student's GPA is based on summative semester grades. GPA is used to determine class rank.

#### D. GRADE REPORTS

Student grades and attendance are available via PowerSchool. Students and parents will receive a PowerSchool username and password at the beginning of the school year. Semester grades are also mailed to the home.

Parent or student questions or concerns regarding a student's grades and attendance must be brought to the attention of the school administration in the current academic year (August to July), not retroactively in subsequent school years.

#### E. HONOR ROLL & HONOR SOCIETY

The **honor rolls** are computed each semester. There are two designations for honor roll:

- A student qualifies for the **high honor roll** with a minimum semester GPA of 3.75. A semester grade of any kind of "D" or "F" disqualifies a student from the high honor roll.
- A student qualifies for the **honor roll** with a semester GPA of 3.25-3.74. A semester grade of any kind of "D" or "F" disqualifies a student from the honor roll.

The Timothy Christian Honor Society is designated as follows:

- **High honors:** A student must maintain a minimum semester GPA of 3.75 or above for each semester.
- **Honors:** A student must maintain a minimum semester GPA of 3.25 for each semester.

## F. REGISTRATION AND DROPPING OF COURSES

Students must be registered for at least 5.5 credits during each school year.

To add or drop a course, a student shall see the student's counselor.

If a student drops a course after the permitted drop time, the student will receive a final grade of "F" for the course. Any exception to this must be requested by the teacher and approved by the Registrar and Principal.

## G. RENEW

Renew is the Timothy Christian High School ("TCHS") 8-day term each January prior to Second Semester. The focus of this term is to engage students in discipleship opportunities through coursework, internships, service, and/or travel experiences not available to students during the rest of the academic year. See the Timothy website for more information about Renew.

Annual participation in Renew is a graduation requirement.

- Upon successful completion of a Renew course (including internships, service, and/or trips), the student will receive 0.5 credit for a 3-hour course or 1.0 credit for an all-day (6+ hour) course.
- Internships will be full-day internships.
- Internships are limited to juniors and seniors.
- Students must earn 1.0 Renew credit for each year they are in attendance at TCHS.
- Renew credit and Renew service credit will be entered on student transcripts as Pass (P) or Fail (F). The Renew credit and Renew service credit are **in addition to** the 22 credits required for graduation.
- If a student does not successfully complete a Renew course, the student will be required to make up this credit during the upcoming summer. Should this situation occur, the Registrar will contact the student and the student's parent to enroll the student in a summer course to earn a replacement credit for the failed Renew credit. The student and parent will be responsible for any additional fees associated with the replacement credit. Summer internships may not be used to make up a Renew credit.
- Renew course registration will occur as follows:
  - Registration for trips will occur in the spring with deposits due May 1st of the preceding school year.
  - Students will register for Renew courses and internships in October of each school year.
- Renew course and internship fees will be provided in October of the school year. Some courses and internships will not have a fee.

Attendance is taken during the Renew term.

Courses

- Students are permitted only one absence per Renew course. Students are required to make up the work from the absence and must make arrangements for the make-up work with the teacher.
- If a student has more than one absence, the student will be considered to have failed the Renew course and will have to enroll in a replacement course, as set forth above.

Internships

- Students are required to complete the required number of hours for the Renew internship. If a student does not complete the required number of hours, the student will be considered to have failed the Renew course and will have to enroll in a replacement course, as set forth above.

Trips

- Students are required to attend the full Renew trip. If a student does not attend the full Renew trip, the student will be considered to have failed the Renew course and will have to enroll in a replacement course, as set forth above.

The Administration retains the discretion to consider student attendance for the Renew term.

## H. CREDITS AND GRADUATION

See the Student Registration Handbook for details regarding graduation requirements. In sum:

- Students are required to complete eight semesters of high school attendance and earn the applicable requisite credits to receive a diploma. Any exceptions to the eight-semester requirement must have the recommendation of a counselor and the Principal and be approved by the Board.
- Students must earn **22** Carnegie credits to graduate. Starting with the class of 2024-25, Carnegie Units to graduate increased to 24.
- Students also must complete all required Renew credits to graduate.
- With few exceptions, most courses are full credit courses receiving 0.5 credits per semester if they meet five periods a week.

## I. GUIDANCE

Students may meet with a counselor regarding academic matters, college and career planning, or personal matters. Students may schedule appointments with a counselor before or after school, during the morning break time, lunchtime, between classes, during the student's study hall period, or during office hours.

## J. EDUCATIONAL SUPPORT

As part of Timothy’s mission to serve a broad range of students, Timothy provides specialized staff and support to meet diverse student needs. The High School Educational Support Staff (“ESS”) includes Educational Support Instructors, our Social Worker, Speech and Language Pathologist, and ESS Director/ School Psychologist, as well as Instructional Aides. The ESS staff works directly with students, consults with staff and parents, and collaborates with the public school district and private providers for assessment, eligibility, and intervention needs. The ESS staff supports students through evidence-based core instruction, supplemental interventions, and intensive interventions.

The Timothy Multi-Tiered System of Support (MTSS) (also known as Response to Intervention [RtI]), provides a framework for prevention and early intervention that involves determining whether students are learning, progressing, or excelling when provided with high quality instruction and interventions in academics and behavior.

Academic support by content-area teachers is available to all students three times a week during Focus Period. For students needing more, supplemental or intensive intervention is provided by licensed Learning Behavior Specialists and instructional aides through Guided Study sessions offered throughout the school day. Support is also provided through co-taught classes for a variety of courses.

For most students with formally identified needs, Timothy will endeavor to provide the accommodations, modifications, supports and instruction needed to allow the student to be successful. While public schools are mandated by federal and state laws to provide Individualized Education Programs for students identified with a need for Special Education and 504 Plans for students with a disability that limits a major life activity, private schools do not have the same legal obligations. As much as Timothy would like to accommodate all students with disabilities, there are circumstances under which Timothy does not have the capability or resources to do so. However, as part of Timothy’s mission to serve diverse learners who possess a range of abilities, Timothy provides Individual Service Plans and Timothy Accommodation Plans that serve a similar purpose as IEPs and 504 Plans.

## K. THE LEARNING COMMONS

### The Learning Commons

The Learning Commons is to be used for research, studying, checking out books, and leisure reading. If The Learning Commons is closed for a class visit, students will be informed via the daily bulletin.

## L. RESTRICTED LIST

Any student receiving two “Ds” or one “F” on a progress report will be placed on the Restricted List. Students on the Restricted List will lose special privileges, including but not limited to, being excused from study hall, late arrival, or early dismissal, or aiding a teacher. In addition, the student will not be permitted to participate in non-academic off-

campus events during the school day. Students on consecutive Restricted Lists shall lose additional privileges and may be subject to discipline consistent with the Student Conduct Expectations and Discipline policy and the Extracurricular & Co-Curricular Code of Conduct.

#### M. COMMUNICATION

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

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 Timothy website to receive this e-newsletter.

#### N. FOCUS PERIODS

Throughout the school year, teachers will have 20-minute academic focus periods, available four days per week, to provide academic assistance to students. A student may meet with a teacher voluntarily for help, or a student may be required to meet with a teacher because of his/her academic performance. The primary purpose of the academic focus periods is to give every student an opportunity to receive help from their teachers during the school day rather than only before or after school. Teachers still will be available upon request before or after school if a student needs additional help or one-on-one assistance.

#### O. SENIOR EXAM EXEMPTION

All TCHS seniors during the Second Semester of their senior year (spring semester) will be considered exempt from the final exam in a class if all of the following criteria apply on Declaration Day (the final day of regular classes):

- The student must have completed all coursework (except for the final exam) and earned a final semester grade of “B” or higher in the class;
- The student has not received more than one detention during the Second Semester of the student’s senior year;
- The student has not served a Saturday School or been suspended during the student’s entire senior year;
- The student has not accumulated more than five absences in the class (for any reason) during Second Semester of the student’s senior year; and
- The student has not violated the Student Conduct Expectations and Discipline policy or the Extracurricular and Co-Curricular Code of Conduct during the student’s senior year.

- If a student is declared exempt from a final exam, it is the student's choice whether or not to take the exam. The teacher must be notified on Declaration Day if the student intends to take the exam.

## P. EIGHTH SEMESTER SENIOR EXAM EXEMPTION

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

- If all work is completed except the final exam, a student must have earned a final semester grade of 'B' or higher in the class from which his eighth semester exam will be exempted.
- The student has not received any detentions during his/her 8th semester.
- The student has not served any Saturday Schools or suspensions during his/her senior year.
- The student has not accumulated more than five unexcused absences in that class during second semester of his/her senior year.
- The student has not violated the Substance Abuse Policy during his/her senior year.
- If a student is declared exempt from an exam it is his/her choice whether or not to take the exam. The teacher must be notified on declaration day if the student intends to take the exam.

## II. HIGH SCHOOL ATTENDANCE

Prompt daily attendance by students is important to educational progress. Generally, being absent will cause students to fall behind in work and may interrupt individual educational progress and that of the class. As a general rule, students are expected to attend school daily for the entire school term, unless an absence occurs as a result of illness or injury.

### A. ABSENCES

#### 1. Excused Absences

- a. Student absence for the student's illness, a death or emergency in the family, the student's medical or dental appointment:
  - i. The student's absence is excused if the student's parent contacts TCHS (630) 833-7575 by 10:00 a.m. the day of the absence. If the student is absent on consecutive days, the student's parent must contact TCHS each morning. If the student's parent does not contact TCHS by 10:00 a.m., TCHS will contact the student's parent to inquire about the student's attendance. If the student's absence is due to a contagious or communicable illness, the parent must identify the type of illness (e.g., strep throat).
  - ii. If a student arrives late to school or must leave school early and the student's parent has not contacted TCHS to excuse the student, the student must bring a note to the school office upon arriving to school or before leaving.
  - iii. A parent's failure to notify TCHS of a student's absence will result in an unexcused absence.

- b. Student absence for a reason other than set forth above:
  - i. The absence must be approved in advance as set forth in this policy or the student's absence will result in an unexcused absence.

## 2. Unexcused Absences

- a. Student absence (other than an excused absence set forth above) that is with the knowledge of the parents but without their approval and the approval of the school will result in an unexcused absence in all missed classes. Repeated offenses may result in a suspension and/or expulsion.
- b. As a result of the unexcused absence:
  - i. The student will not receive credit for work missed;
  - ii. The student will be assigned a Saturday School; and
  - iii. The Principal or designee will contact the student's parent.
- c. Student absence without the knowledge and approval of parents and school will result in an unexcused absence in missed classes. Repeated offenses may result in a suspension and/or expulsion. As a result of the unexcused absence:
  - i. The student will not receive credit for work missed;
  - ii. For the first offense, the student will be assigned a Saturday School or one-day suspension for each day or part of a day missed;
  - iii. For a second offense, the student will receive a suspension of up to three days and a warning that the next offense may result in academic failure for the semester or a recommendation to the board for expulsion;
  - iv. The student may make up and receive credit for work missed during the period of suspension; and
  - v. The Principal or designee will contact the student's parent.

## 3. Excessive Absences

- a. If a student exceeds 14 absences in one semester in any class or classes, the student will not receive credit for that class or classes. School-sponsored absences do not count toward student absences for the purposes of this policy.
- b. An exception may be granted to a student with a long-term illness. The student's parent must submit an appeal to the Principal requesting the extension, which must include a letter from the student's parent and a signed statement from the student's doctor. The Principal shall submit the appeal documents from the parents and any documentation from the school regarding the student's absences to the Education Committee. The Education Committee must approve any exceptions to this policy at the time of the absences. The decision of the Education Committee is final.

## B. TARDINESS, LATE ARRIVAL, & EARLY DISMISSAL

### 1. Late Arrival

School begins at 8:15 a.m. Students arriving after 8:15 a.m. must sign in at the school office for an Admission Slip before proceeding to class. Students arriving after 8:35 a.m. will be marked absent for first period.

### 2. Tardiness

- a. Tardies due to a late school bus are excused.
- b. Students arriving late to first period may bring a note from their parents to the office or have them call before 8:15 a.m. the following school day requesting that the tardy be excused.
- c. After five parentally excused first period tardies in a semester, the Administration reserves the right to consider any additional first period late arrivals as unexcused tardies.
- d. If a student is held after class by a teacher, the student must request a blue slip from the teacher and present it to the next classroom teacher in order for the tardy to be excused.
- e. All tardies are excused or unexcused at the teacher's discretion (except for tardies due to a late school bus, which are excused). All unexcused tardies are reported to and recorded by the school office. After a student's fourth unexcused tardy of the semester, a student will be assigned a one-hour detention for each subsequent tardy. Repeated tardiness will be dealt with on an individual basis, and the student may be subject to additional disciplinary action.

## C. LATE ARRIVAL & EARLY DISMISSAL PRIVILEGES FOR SENIORS

Seniors in good standing (i.e., a student who has no previous discipline record or academic issues) and who have a study hall first or last period may request either late arrival or early dismissal privileges. To request late arrival or early dismissal privileges, each semester the student must fill out the Late Arrival Form and turn in a blue slip from the office to their assigned study hall teacher before the privilege goes into effect. Students granted late arrival privileges must either report to their assigned study hall if they arrive during first period or be on time for their second period class. Students with early dismissal privileges must either vacate the school building and campus before the last period begins or report to their assigned study hall. If a student reports to study hall, the student must remain in study hall for the full period. Seniors with late arrival or early dismissal privileges must be present for all chapels and assemblies.

## III. HIGH SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE

TCHS takes seriously its responsibility to deal immediately and firmly with any student behaviors, attitudes, or activities that are contrary to standards of Christian living or in violation of school rules. In all matters of discipline, the ultimate goal is to restore the student and to bring the student back into the school community as a fully contributing member. TCHS recognizes that in certain



matters of discipline, it may be in the best interest of the student or TCHS that the student is not returned to TCHS.

TCHS faculty and staff make every effort to address student discipline issues individually, recognizing that every situation is unique. TCHS faculty and staff also make every effort to first address matters of student discipline informally. This is done through classroom management, open communication with parents, or counseling. However, TCHS is not required to apply discipline in a progressive manner. If the issue is not resolved, or if the infraction is of a more serious nature, in the Administration's discretion, it may impose more severe consequences.

Students are expected to comply with all school rules. Student conduct should neither harm nor bring discredit to the name of Timothy. All Timothy students are expected to behave and conduct themselves consistent with Timothy's mission, vision, and statement of belief. Students are to serve one another and our Christian school by giving their best in every area of school-life by demonstrating Christ-like behavior and by honoring our Lord Jesus Christ.

To promote the spiritual health of the TCHS community and to ensure a positive learning environment, TCHS adheres to the following guidelines for student conduct expectations and discipline.

#### A. MISCONDUCT

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.

Misconduct includes, but is not limited to, the following types of conduct:

1. Possession, use, control, or transfer of any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes. This prohibition applies regardless of whether a student is licensed to carry a concealed firearm.
2. Fighting, including any assault of school personnel or other students, or any use of violence, force, coercion, threats, or other such conduct, or urging other students to engage in such conduct.
3. Exhibition of aggressive behavior, including bullying.
4. Intimidation of, or any attempt to intimidate or instill fear in, school personnel or other students.
5. Insubordination to school personnel, including failure to follow directions.
6. Verbal abuse of school personnel or other students.
7. Use of vulgar or profane language and gestures.
8. Engaging in disruptive behavior or conduct.
9. Stealing, damaging, or misusing the school's or another person's property.

10. Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product on school grounds or at a school-related event.

The term “possession” for the purposes of this provision may include when a student is (a) aware of, (b) in the proximity of or has access to, and (c) fails to promptly remove him/herself from the premises where the alcohol, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, medical cannabis, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product is present or being used, distributed, purchased, or sold by a minor.

11. Truancy and attendance violations.
12. Inappropriate displays of affection.
13. Entering or loitering in an unauthorized area.
14. Lying or deception, including forgery or cheating.
15. Disrespect shown towards school personnel or another student.
16. Leaving the campus without permission before the end of the day.
17. Continued lack of academic preparedness.
18. Gambling of any sort.
19. Displaying or demonstrating any type of gang affiliation or participating in gang, gang-like or gang-related activities.
20. Unauthorized possession or use of an electronic device.
21. Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites.
22. Taking pictures of Timothy students or staff without their express consent while on Timothy grounds or at Timothy-sponsored events.
23. Violation of the Dress Code.
24. Repeated incidents of misconduct, including repeated refusal to comply with school rules.
25. Any other acts that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
26. Any other acts that violate the law or school rules.

## B. DISCIPLINARY MEASURES

A student may be disciplined for misconduct that occurs on or within sight of school grounds; on a school bus; at a school bus stop; traveling to or from school or a school event;

off school grounds at a school event or activity reasonably related to school; or before, during or after school hours. A student also may be disciplined for misconduct that occurs anywhere or anytime, if the conduct interferes with, disrupts, or adversely affects the school, the school environment, school operations or processes, school personnel, another student, or an educational function. Timothy is not required to apply discipline in a progressive manner.

The following disciplinary measures may be implemented:

1. Redirection or instruction
2. Verbal warning
3. Notification of parent
4. Meeting with teacher and/or administrator
5. Dismissal from Classroom

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

6. Detentions

Detention periods are typically served on Tuesday or Friday mornings from 7:15-8:10 a.m. It is the student's responsibility to see that detentions are served as soon as possible and do not accumulate. If all detentions are not served before or on the **mandatory** Saturday session, the student will be assigned a four-hour Saturday School as a penalty.

Additionally, teachers may assign and supervise before- or after-school detentions for students.

7. Saturday School

Saturday School is for four hours, from 8:00 a.m. to 12:00 p.m., on designated Saturdays. Students assigned a Saturday School must serve it on the next designated mandatory Saturday Session. If the Saturday School is not served when it is assigned, an additional Saturday School will be assigned as a penalty.

During Saturday School students are expected to follow all school rules and must come prepared to do school-related work. No talking is allowed, and sleeping is prohibited. Computers and tablets may be used only for academic purposes. Other

electronic devices, including but not limited to cell phones and iPods, are prohibited unless the student is granted permission by the Saturday School supervisor.

8. Probation

Probation status means a student's status is tentative for disciplinary reasons. A student's behavior will be more closely monitored, and possible restrictions may be placed on the student during the time of probation. A letter stating terms of the probation will be sent to the student's parent.

9. In-School Suspension

A student may be assigned an in-school suspension. The student's parent will be informed via email, in person, and/or other means of communication 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 office each day of the suspension. A student serving an in-school suspension is prohibited from attending any school functions during the suspension.

10. Out-of-School Suspension

A student may be suspended out of school in accordance with the Suspension Procedures provided below.

11. Expulsion

Upon the recommendation of the Superintendent, Principal, or designee, a student may be expelled for misconduct in accordance with the Expulsion Procedures provided below.

Timothy will follow all State laws with regards to reporting incidents of battery against school employees, any incident involving a firearm on school grounds, or incidents involving drugs on school grounds.

### C. SUSPENSION PROCEDURES

The Superintendent or designee is authorized to suspend a student for up to ten (10) school days, or longer pending consideration by the Executive Committee of a recommendation for expulsion. The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference with the Superintendent or designee during which the charges against the student will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference (see #1) is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. Any suspension shall be reported to the student's parent(s) within one (1) school day. A written notice of the suspension shall state the reasons for the suspension, including any Board Policy or school rule that was violated. The suspension notice shall be sent to the student's parent(s) via email. A copy of the notice shall be given to the Superintendent and the Chair of the Education Committee.
4. The student's parent(s) may request a review of the suspension, but such request will not stay the suspension. During the suspension review process, the student shall continue to serve the suspension. The parent(s)' request for review must be made within five (5) calendar days of receipt of the suspension notice. The review shall be conducted by the Superintendent or designee. At the review, the student's parent(s) may appear and discuss the suspension with the Superintendent or designee and may be accompanied by a representative of their choice at their own cost. Following the suspension review meeting, the Superintendent or designee shall make his/her decision regarding the suspension. The decision of the Superintendent or designee shall be final.

At the discretion of the Superintendent, he/she may consult with the Board President or designee to determine if the suspension review should be considered by the Executive Committee. If the Executive Committee reviews the suspension, the Executive Committee's decision shall be final.

A student who is suspended may make up and receive equivalent 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.

#### D. EXPULSION PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Prior to a student's expulsion, the student and his/her parent(s) shall be invited to meet with the Executive Committee. The written request shall be sent to the student's parent(s) via email, in person, and/or other means of communication. A copy of the written request shall be given to the Superintendent and the Board of Directors. The written request should include:
  - a. The reasons for the proposed expulsion as well as the Board Policy or school rule(s) the student is charged with violating;
  - b. The time, date, and place for the meeting;
  - c. A short description of what will happen during the meeting;

- d. A statement indicating that the Board of Directors may expel a student for a definite period of time or indefinitely, as determined on a case by case basis; and
  - e. A request that the student or parent(s) inform the Superintendent or designee if the student will be accompanied by a representative (of their choice and at their own cost) at the meeting and, if so, the representative's name.
2. Unless the student and parent(s) indicate that they do not want a meeting or fail to appear at the designated time and place, the meeting will proceed. The meeting shall be conducted by the Executive Committee or a hearing officer appointed by it. If a hearing officer is appointed, he/she shall report to the Executive Committee the evidence presented at the meeting.
  3. During the meeting, the Executive Committee or hearing officer shall hear evidence concerning whether the student is guilty of the misconduct as charged. The student and his/her parent(s) may be accompanied by a representative of their choice at their own cost, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Executive Committee shall make its recommendation regarding expulsion to the Board of Directors. The decision of the Board of Directors shall be final.

A student who is suspended pending expulsion is prohibited from being on school grounds and attending any school functions. A student who is expelled is prohibited from being on school grounds and attending any school functions after being expelled.

#### E. BUS CONDUCT EXPECTATIONS & DISCIPLINARY MEASURES

Bus transportation is provided for all Timothy students for a fee.

The Transportation Department will notify each family of their bus assignment, bus stop location, and pick-up and drop-off times. Students should be at their bus stop at least 5 minutes before the designated pick-up time.

Parents may contact the Transportation Department at (630) 782-4076. If calling outside regular work hours, please leave a message.

Riding the school bus is a privilege. Students are expected to follow school rules at all times, including on buses provided for transportation to/from school and Timothy activities. At any time during the school year, this privilege may be revoked for misconduct or violation of bus or school rules. Students must respect the authority of the Bus Driver.

Unacceptable student behavior on the bus includes but is not limited to:

1. Eating or drinking;
2. Changing seats or standing during the bus ride;
3. Being loud or distracting the driver;

4. Sticking any part of body (e.g., head, hands) or belongings out of a bus window or door;
5. Throwing items of any kind around the bus or out the window;
6. Fighting or “horseplay”;
7. Inappropriate language;
8. Taking photos, videos, or audio recordings;
9. Listening to music without headphones.

Violation of this policy shall result in discipline, up to and including revocation of bus privileges and suspension and/or expulsion consistent with the student discipline policy.

#### **IV. HIGH SCHOOL EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES**

Student participation in devotional activities, chapel programs, and assemblies is required. In addition, there is a wide variety of extracurricular and co-curricular activities for TCHS and all students are encouraged to participate. Information regarding extracurricular and co-curricular activities can be obtained from the school office.

##### **A. EXTRACURRICULAR & CO-CURRICULAR CODE OF CONDUCT**

###### **1. 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 TCHS 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.

###### **2. Objectives**

The Extracurricular and Co-Curricular Code of Conduct encourages students to:

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

- f. Become healed and restored after a code violation.

### 3. General Requirements and Expectations

- a. The Code is in effect for all TCHS students who participate in TCHS extracurricular and co-curricular activities. Portions of the year in which a student is not participating in an extracurricular or co-curricular activity (including during the summer) and any period of suspension or ineligibility are still regarded as periods during which these rules apply.
- b. Academic Standards
  - i. All student participants must meet the IHSA scholastic eligibility requirements.
  - ii. In addition to the IHSA requirements, a student may not be failing more than one class on a week-to-week basis.
  - iii. In order to practice, participate, or perform on a school day, a student must be in school for five full periods, unless excused in advance by an Administrator. Students on the Restricted List may be ineligible to participate in extracurricular or co-curricular activities.
- c. Conduct Standards
  - i. 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 Conduct Expectations and Discipline policy.
  - ii. A student-athlete who quits a team during that team's season without the approval of the coach or the Athletic Director will not be allowed to participate in interscholastic sports for a period of up to one calendar year. The length of suspension will be determined by the administration after a conference with the coach, the Athletic Director, the student, and the student's parent.

### 4. Disciplinary Measures – Athletics

- a. 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 Conduct Expectations and Discipline policy.
  - i. First Disciplinary Infraction: suspension from TCHS interscholastic competition for 1/3 of the participant's season in progress;
  - ii. Second Disciplinary Infraction: suspension from TCHS interscholastic competition for one calendar year; and



- iii. Third Disciplinary Infraction: suspension from athletics at TCHS for the remainder of the student's high school career.
  - b. It is possible for a student to receive progressively more severe discipline for committing different offenses. For example, if a student's second or third offense is different from the first offense, the penalty enforced will be at the second or third level. (i.e., if a student's first violation is for smoking, the penalty is 1/3 season suspension; if that same student's second violation is for alcohol, the penalty is a one year suspension; and if that same student's third violation is for fighting, the penalty is suspension from athletics at TCHS for the remainder of the student's high school career).
  - c. If a student is suspended from TCHS interscholastic competition for a calendar year or more, the student may apply to the Administration for reinstatement.
  - d. If a student-athlete's suspension is not completed during the current season, the suspension continues into the next season or year.
5. Disciplinary Measures – Non-Athletics
- a. If it is determined that a student 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 Conduct Expectations and Discipline policy.
  - b. 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.
  - c. 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.
6. Extenuating Circumstances  
At the Administration's discretion, the following situations may lead to reduced or alternative penalties:
- a. Confession  
If a student voluntarily admits or confesses to a violation, the penalty may be reduced at the discretion of the Administration.
  - b. Treatment  
If a student agrees to receive treatment from an organization or doctor approved by the Administration, the penalty may be reduced at the discretion of the Administration.

- c. Time Period  
Code penalties are cumulative over the entire four years of a student's career. However, any student who violated the Code and has not done so again for two years may be moved back one violation level at the discretion of the Administration.
- d. Alternative Penalty
  - i. For a first-time offense, the Administration may choose to provide an Alternative Penalty option which would reduce the length of the suspension by one-half. The Alternative Penalty must be approved by the Administration and agreed to by the student and student's parent.
  - ii. The Alternative Penalty must be completed before a student may resume participation in the extra-curricular or other school activity.

7. 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:

- a. Principal;
- b. Executive Committee of the Board of Directors;
- c. Board of Directors.

The decision of the Board of Directors shall be final.

8. Counseling and Restorative Elements

- a. Required Treatment  
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.
- b. Attitude  
It is expected that the Administration, faculty, and students will maintain an attitude of forgiveness, support, and encouragement to assist students in coping with the effects of substance abuse and any disciplinary measures relating to violation of the school's extra-curricular code.
- c. Ending Suspension  
Toward the conclusion of any disciplinary period, the Administration or appropriate faculty member who has worked with the student during the suspension period shall meet with the student and, if appropriate the parents, to communicate forgiveness, to encourage resumption of involvement in activities offered at TCHS, to develop positive aspects from the disciplinary

measures, and to emphasize that the behavior, not the student, was unacceptable.

#### 9. Excused Absences for College/University Visits

Varsity athletes who wish to visit a college/university during their athletic season may be excused from practice with pre-approval from the coach. Preference is given to a student-athlete who:

- a. Multi-sport athlete: communicated with the coach well in advance to determine the best time during the season for the visit and can demonstrate that the student-athlete will be part of a scheduled or organized campus tour.
- b. Single-sport athlete: can demonstrate the need to visit during the season; communicated with the coach well in advance to determine the best time during the season for the visit, and can demonstrate that the student-athlete will be part of a scheduled or organized campus tour.

#### B. TIMOTHY CONCUSSION MANAGEMENT PROGRAM

Timothy takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Timothy's concussion management resources, including consent forms and return-to-learn protocol, are available from the Athletic Director. If you have questions regarding concussions or Timothy's concussion management program, please contact the Athletic Director. Parents and student-athletes will be required to sign acknowledgement of Timothy's concussion protocols prior to participation in practices or competitions.

### V. MISCELLANEOUS HIGH SCHOOL POLICIES

#### A. STUDENT PARKING & VEHICLE REGULATIONS:

1. Students may drive to school and park their vehicle at TCHS during the school day. In order to do so, students must complete a Student Vehicle Registration Form, which is available at the school office. This form requires a parent signature.
2. Student vehicles must be parked in either the south or east lot. All student vehicles must be parked in a parking spot, in accordance with the pavement direction markings, in the designated student parking lots.
3. Students are prohibited from parking immediately behind TCHS along the baseball field or behind the 3rd base dugout. This parking area is reserved for faculty/staff. Students also are prohibited from parking on Prospect Ave. That parking area is reserved for parent and visitor parking.
4. Students are prohibited from being in the school parking lot except when coming to or leaving school. Loitering is not permitted in the parking lot before, during, or after school. Student vehicles are not to be removed from the parking lots until after

the school day ends, unless the student has permission to leave school and has signed out in the school office (e.g., excused absence) or the student has senior early dismissal privileges.

5. Student drivers must exercise caution at all times and follow parking and traffic regulations. At the end of the school day, all students are to turn left (south) onto Prospect Ave. when exiting campus. Care must be taken to observe speed limits on Prospect Ave. south of TCHS as this is a residential area.
6. Student vehicles are not to be used for transporting students who participate in TCHS co-curricular and extracurricular activities. TCHS provides transportation for those students, who must take the TCHS transportation to and from the activity.

Reminder: State law prohibits the use of cell phones while driving in a school zone and while driving elsewhere unless the cell phone is being used in “hands-free” or “voice-operated” mode. In addition, state law prohibits all drivers from texting while driving.

#### B. COPYING & PRINTING

Students may use the copy machine and printer in The Learning Commons.

#### C. HALL PASSES

During class time, the halls are to be quiet. Students are not allowed in the halls without permission from a teacher. Any teacher or administrator may request to see a student’s hall pass and may send the student back to class if the privilege is being misused.

#### D. IN-SCHOOL ACTIVITY RELEASE PROCEDURE

When a student wishes to be excused from a class or study hall to attend another in-school activity, the student must obtain written permission from the teacher assuming responsibility for the student and present it to the assigned class or study hall teacher **before the beginning of the class period**. The student’s assigned class or study hall teacher retains discretion over whether to permit the student to be excused to attend the other in-school activity.

#### E. LOCKER ROOMS

At no time are students allowed to enter the locker rooms except for class or after-school athletic practices or games. The use of cell phones, cameras, and other devices capable of taking photographs or digital images are prohibited in locker rooms.

#### F. LUNCH

Students may bring their lunch or purchase food from the Timothy food service. If a parent delivers lunch for a student, the lunch must be in a bag marked with the student’s name and delivered to the school office.

#### G. SCHOOL HOURS

Students are not to remain in the school building or on school grounds after the end of the school day unless they are involved in activities that are under the direct supervision of a faculty member or studying in The Learning Commons.

#### H. STUDENT IDENTIFICATION CARDS

All TCHS students are issued a Student ID card after payment of the mandatory student activity fee. By presenting this card, students are admitted to all home athletic contests without charge and to away contests at student price.

#### I. TEACHER-STUDENT CONFLICTS

Such conflicts occasionally occur. Except where such conflict involves bullying behavior, intimidation, harassment, and physical, sexual, or emotional abuse, in which case the reporting procedures described in Timothy's Human Dignity and Anti-Bullying Policy should be engaged, students are encouraged to follow the procedures described in Matthew 18:15-17. First, talk to the teacher. If resolution is not reached, the student should make arrangements for a conference with the principal and the teacher.

#### J. WORK PERMITS

Work permits are available for students under the age of 16. Applications may be picked up at the school office

## SECTION THREE

### ELEMENTARY AND MIDDLE SCHOOL POLICIES

#### I. ELEMENTARY & MIDDLE SCHOOL ACADEMICS

##### A. ACADEMIC HONESTY

Cheating and plagiarizing are not tolerated at Timothy. 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 failing grade 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 *Elementary and Middle School Conduct Expectations & Student Discipline*.

## B. ACCELERATION PROGRAM

Timothy strives to provide many opportunities for student challenge and expertise. Philosophically, we consider time to be a gift for students to grow and develop at a developmentally appropriate rate; however, we make rare exceptions to grade level placement based on multiple measures and recommendations. This policy on acceleration acknowledges that a decision for grade level or content area placement is multifaceted. The decision takes into account the whole student, the student's current levels of functioning, and available programming based on available quality data. Accelerated coursework is fast-paced and rigorous.

Timothy currently offers the following options for acceleration:

- Early entrance to Kindergarten
- Early entrance to 1st Grade
- Grade acceleration (i.e., skipping a grade)
- Content area acceleration in Math in 4<sup>th</sup> through 8<sup>th</sup> grade
- Content area acceleration in English and Science in 8<sup>th</sup> grade

More information about the Timothy Acceleration Program and the procedures for determining if a student qualifies is available from the school office and on [Timothy's website](#).

## C. 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 *Elementary and Middle School Conduct Expectations & Student Discipline Policy*.

## D. CHAPEL/WORSHIP

Elementary School Chapel is held every other Friday at the beginning of the day (8:30 a.m.-9:00 a.m.). Middle School Chapel is held every Wednesday after 2<sup>nd</sup> period, from 9:47 a.m.-10:17 a.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.

## E. EDUCATIONAL SUPPORT SERVICES

As part of Timothy's mission to serve a broad range of students, Timothy provides specialized staff and supports to meet diverse student needs. Services that formerly fell under the Discovery Center and Impact programs have been expanded to meet the needs

of more students and are included under the umbrella of Educational Support Services (ESS). The ESS staff includes the Director of Teaching and Learning, Educational Support Instructors, an Advanced Educational Support Instructor, a Social Worker, a Speech and Language Pathologist, a School Psychologist/ Director, and Instructional Aides. The ESS staff works directly with students, consults with staff, and parents, and collaborates with the public-school district and private providers for assessment, eligibility, and intervention needs. The ESS staff supports students through evidence-based core instruction, supplemental interventions, and intensive interventions.

The Timothy Multi-Tiered System of Support (MTSS) (also known as Response to Intervention [RtI]), provides a framework for prevention and early intervention that involves determining whether students are learning, progressing, or excelling when provided with high quality instruction and interventions in academics and behavior.

In Elementary School, during “Tier Time” each week, students participate in small group instruction specifically matched to each student’s particular strengths and challenges in reading and math. During this time, ESS staff is available to assist classroom teachers with targeted group instruction. Student growth is screened three times a year and some students are monitored more closely to determine how well they are responding to interventions. In Middle School, students have the opportunity each school day during Homebase to meet with teachers for academic assistance across subjects. A student may meet with a teacher voluntarily, or a student may be required to meet with a teacher for individualized or small group instruction based on student need for intervention, extra practice, enrichment, or extension. Timothy’s goal is to use data-driven decisions to encourage learning at higher levels for all students; the students’ learning outcomes demonstrate our success.

For most students with formally identified needs, Timothy will endeavor to provide the accommodations, modifications, supports, and instruction needed to allow the student to be successful. While public schools are mandated by federal and state laws to provide Individualized Education Programs for students identified with a need for Special Education and 504 Plans for students with a disability that limits a major life activity, private schools do not have the same legal obligations. As much as Timothy would like to accommodate all students with disabilities, there are circumstances under which Timothy does not have the capability or resources to do so. However, as part of Timothy’s mission to serve diverse learners who possess a range of abilities, Timothy provides Individual Service Plans and Timothy Accommodation Plans that serve a similar purpose as IEPs and 504 Plans.

Advanced Learners are provided with challenging instruction through a differentiated classroom approach, opportunities for extension during our MTSS groups, and the possibility of acceleration for students who would benefit.

## F. 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 students 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.

## G. HOMEWORK

At Timothy a differentiated approach is taken to homework. For example, some students may be given homework that other students do not receive, and some activities may be optional to meet the varying needs and interests of students and families. As students mature and progress through each grade, homework demands will gradually increase. Timothy teachers continuously review their practice to ensure that any homework assigned is effective for Timothy students and consistent with best practice.

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.

### Kindergarten - 6th Grade

In early elementary school years (Kindergarten through 3rd grade), the homework emphasis is on reading (20 minutes per day). Most work in other academic areas is completed at school unless the student requires additional practice with a particular skill at home. Timothy's goal is that appropriate homework demands at the early elementary grades will result in reduced stress at home and, thus, increased time for reading independently or with the student's parents, socializing, playing, and self-directed, unstructured activities students need after a rigorous day at school.

For students in the intermediate grades (4th-6th grades), homework continues to focus on promoting reading (30 minutes per day) and allowing time for students to pursue interests and activities outside of school. Timothy also strives to provide students with an appropriate amount of homework and to teach and help students learn productive study skills. Students in these grades will routinely receive some homework and often will be

given opportunities to start and receive assistance with homework, if needed, during the school day.

Teachers will contact a student's parents or send home additional activities if it is determined that the student *requires* additional practice outside of school. In addition, as students progress through each grade level, access is provided to families to resources for *optional* extra practice or challenge.

#### 5th & 6th Grade Missing and Late Assignments

Missing and late homework assignments are flagged in PowerSchool and can be reviewed by students and parents. 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 trimester, the student's classroom teacher will send an email to the student's parents.
- Level 2: After 10 missing or late assignments in a trimester, the student's classroom teacher will again notify the student's parents by email. The grade-level team also will identify and implement homework supports or interventions for the student.
- Level 3: After 15 missing or late assignments in a trimester, a meeting will be held with the grade-level team, the student, and the student's parents.
- Level 4: After 20 missing or late assignments in a trimester, the grade-level team will have a meeting the student, the student's parents, and the Principal or a member of the ESS team.

#### 7th & 8th Grade

Timothy strives to provide homework for middle school students, across subject areas, that is the most beneficial for student learning and retention. Middle schoolers are developing the skills for independent work that make homework increasingly beneficial at this age. Students often have the chance to get started on homework during homebase or in class, where they also have opportunity for teacher assistance.

#### 7th & 8th Grade Missing and Late Assignments

Missing and late homework assignments are flagged in PowerSchool and can be reviewed by students and parents. 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 parents.
- Level 2: After 10 missing or late assignments in a quarter, a meeting will be held with the grade-level team, an ESS representative, the student, and the student's parents. The grade-level team also will identify and implement homework supports or interventions for the student.
- Level 3: After 15 missing or late assignments in a quarter, a meeting will be held with a member of the grade-level team, the student, the student's parents, and the Principal or a member of the ESS team.

## H. 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 |

## I. LIBRARY

The library opens 15 minutes before the school day begins and closes at 3:15 p.m. Students are welcome in the library before and after school and during the designated time slot for their grade level during the school week 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 standards, are encouraged to read, and have time for browsing and checking out books.

The circulation policy is as follows:

- Kindergarten: Students may check out one (1) book at a time in the first trimester and two (2) books in the second and third trimesters.
- 1st-8th Grades: Students may have a maximum of three (3) books checked out at any one time. More may be checked out at the librarian's discretion.

All students may check out and return library materials 15 minutes before and after school, during their 30 minute class period, or during the designated time slot for their grade level, with teacher permission. The loan period is two (2) weeks, except when students are notified otherwise. Library materials may be renewed one (1) time unless a reserve has been placed on the item. A student does not need to have the book with them to be granted a renewal.

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 biweekly. Emails will be sent to parents when library materials are one to two months overdue.

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 family will be billed for the cost of the replacement.

#### J. RECESS

Normally, all students will spend recess outdoors on the playground. However, if it is raining or the temperature falls below 0°F (wind chill included), students will remain indoors during recess. Students must have appropriate outerwear for recess when held outdoors.

#### K. 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.

#### L. COMMUNICATION

Communication between the school and home is very important to our mutual success. Timothy 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 Timothy website.

- Classroom newsletters and other announcements are emailed weekly to K-6 parents.
- 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 Timothy website to receive this e-newsletter.

##### Contacting Teachers

If parents have questions or concerns that they would like to discuss with their student'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 Timothy email address. Staff contact information is available on the Timothy 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.

## M. 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.

## N. REPORT CARDS

Grades for students in 5th through 8th Grades are available in Power School.

### Kindergarten - 6th Grade

Report cards are issued three (3) times each year at the end of each twelve (12) week grading period.

### 7th-8th Grades

Report cards are issued two (2) times each year at the end of each semester.

## O. SCHOLARSHIPS

At the conclusion of each school year, Timothy 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 Timothy 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 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.

## P. SERVICE PROJECTS

We demonstrate our love of God by serving one another. We encourage Christian service at Timothy 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 Timothy 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.

#### Q. STANDARDIZED TESTING

Standardized testing is administered to all students in 2<sup>nd</sup> through 8<sup>th</sup> Grade each school year. Test results will be distributed to parents. The group results are shared with the Education Committee and are published in the Timothy Curriculum Guide Summary.

## II. ELEMENTARY & MIDDLE SCHOOL ATTENDANCE

Attendance at school is crucial to academic success. Timothy encourages families to make attendance at school a priority and to limit disruptions and absences as much as possible. As a general rule, students are expected to attend school daily for the entire school term, unless an absence occurs as a result of illness or injury.

### A. ABSENCES, EARLY DISMISSAL, AND TARDINESS

On any day that a student is or will be absent from or late to school, the Elementary student's parent must call the Timothy Elementary School office at (630) 833-4717 or email [moreno@timothychristian.com](mailto:moreno@timothychristian.com). The Middle School student's parent must call the middle School office at (630) 833-4617 or email [seremak@timothychristian.com](mailto:seremak@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 Timothy 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 8:45 a.m. Instances of excessive absences will be dealt with on an individual basis, and the student may be subject to disciplinary action.

#### 12-Day Attendance Policy (5th-8th Grades)

Following a student's 12th absence from school or any class in a trimester or semester, as applicable, 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 and for all subsequent absences

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 Timothy Elementary School office at (630) 833-4717 or email [moreno@timothychristian.com](mailto:moreno@timothychristian.com). Middle School Parents must call the Middle School office (630) 833-4617 or [seremak@timothychristian.com](mailto:seremak@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 student's teacher when the student 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 student 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. Timothy 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.

#### Kindergarten - 4th Grade 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 trimester, the Principal or designee will contact the student's parent. When a student is tardy for a 10th time during a trimester, the Principal or designee will contact the student's

parent. If a student accumulates 15 or more tardies during a trimester, 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 Kindergarten - 4th Grade students turn back to zero at the end of each semester.

#### 5th-6th Grade 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 trimester, 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 5th-6th Grade students turn back to zero at the end of each trimester.

#### 7th-8th Grade 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 7th-8th Grade 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.

### B. DAILY SCHEDULE

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



calendar. On the late start Wednesdays, Timothy 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 the elementary school lunchroom 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 *Elementary and Middle School Conduct Expectations & Discipline Policy*), and clean up thoroughly before being dismissed. All food must be eaten at designated times in the lunchroom.

#### Middle School Students

For lunch, students eat in the middle school cafeteria/lobby 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 *Elementary and Middle School Conduct Expectations & Discipline Policy*), and clean up thoroughly before being dismissed. All food must be eaten at designated times in the middle school cafeteria/lobby.

### C. DROP OFF & PICK UP

Please use great care when driving on and near the Timothy campus. Drop off and pick up students along the sidewalk in front of the Middle School/Gym Building or, if you need to walk your student to or from the building, you may park in the East parking lot. Do not pick up or drop off students on Prospect Avenue. Use only designated parking spots. Never block the fire lanes.

Pedestrians should avoid walking behind parked vehicles. Instead, enter the Timothy 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 or after school hours must be in the care of an adult at all times.

#### Late Pick Up

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

### After School Activities

Students remaining after school for a Timothy-sponsored after school activity are supervised by a staff member or coach. Parents must pick up students by 4:45 p.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.

## III. ELEMENTARY & MIDDLE SCHOOL CONDUCT EXPECTATIONS & DISCIPLINE

### A. 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 Timothy Code of Conduct is intended to support the discipleship process for students, to serve as a reflection of Jesus Christ, and to provide support to parents by serving as an extension of the home.

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

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

- **Integrity** in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments well and on time) and respecting authority.
- **Respect** for self, Timothy, 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 Timothy, 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 Timothy will take disciplinary action.

**B. MISCONDUCT**

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.

Misconduct includes, but is not limited to, the following types of conduct:

1. Possession, use, control, or transfer of any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes. This prohibition applies regardless of whether a student is licensed to carry a concealed firearm.
2. Fighting, including any assault of school personnel or other students, or any use of violence, force, coercion, threats, or other such conduct, or urging other students to engage in such conduct.
3. Exhibition of aggressive behavior, including bullying.
4. Intimidation of, or any attempt to intimidate or instill fear in, school personnel or other students.
5. Insubordination to school personnel, including failure to follow directions.
6. Verbal abuse of school personnel or other students.
7. Use of vulgar or profane language and gestures.
8. Engaging in disruptive behavior or conduct.
9. Stealing, damaging, or misusing the school's or another person's property.
10. Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine

product, or any cartridge or component of an alternative nicotine product on school grounds or at a school-related event.

The term “possession” for the purposes of this provision), may include when a student is (a) aware of, (b) in the proximity of or has access to, and (c) fails to promptly remove him/herself from the premises where the alcohol, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, medical cannabis, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product is present or being used, distributed, purchased, or sold by a minor.

11. Truancy and attendance violations.
12. Inappropriate displays of affection.
13. Entering or loitering in an unauthorized area.
14. Lying or deception, including forgery or cheating.
15. Disrespect shown towards school personnel or another student.
16. Leaving the campus without permission before the end of the day.
17. Continued lack of academic preparedness.
18. Gambling of any sort.
19. Displaying or demonstrating any type of gang affiliation or participating in gang, gang-like or gang-related activities.
20. Unauthorized possession or use of an electronic device.
21. Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites.
22. Violation of the Dress Code.
23. Repeated incidents of misconduct, including repeated refusal to comply with school rules.
24. Any other acts that directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
25. Any other acts that violate the law or school rules.

### C. DISCIPLINARY MEASURES

A student may be disciplined for misconduct that occurs on or within sight of school grounds; on a school bus; at a school bus stop; traveling to or from school or a school event; off school grounds at a school event or activity reasonably related to school; or before, during or after school hours. A student also may be disciplined for misconduct that occurs anywhere or anytime, if the conduct interferes with, disrupts, or adversely affects the school, the school environment, school operations or processes, school personnel, another

student, or an educational function. Timothy is not required to apply discipline in a progressive manner.

The following disciplinary measures may be implemented:

1. Redirection or instruction.
2. Verbal warning.
3. Notification of parent.
4. Meeting with teacher and/or administrator.
5. Dismissal from Classroom
6. Detentions

Kindergarten - 4th Grade Students

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

5th-8th Grade Students

Detention 1: Students in 5th and 6th grades will serve a recess detention. Students in 7th and 8th grades will serve a 45-minute detention on Tuesday or Thursday mornings (7:30 a.m.-8:15 a.m.).

Detention 2: Students in 5th and 6th grades will serve a recess detention. Students in 7th and 8th grades will serve a 45-minute detention on Tuesday or Thursday mornings (7:30 a.m.-8:15 a.m.) and meet with the Principal.

Detention 3: The student will serve a 45-minute detention on Tuesday or Thursday mornings (7:30 a.m.-8:15 a.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 Board of Directors.

Detention 5: The student will serve an out-of-school 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 Board of Directors.

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

#### 7. In-School Suspension

A student may be assigned an in-school suspension. The student's parent will be informed via email, in person, and/or other means of communication 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 schoolwork. The student must report to the office each day of the suspension. A student serving an in-school suspension is prohibited from attending any school functions during the suspension.

#### 8. Out-of-School Suspension

A student may be suspended in accordance with the Suspension Procedures provided below.

#### 9. Expulsion

Upon the recommendation of the Superintendent, Principal, or designee, a student may be expelled for misconduct in accordance with the Expulsion Procedures provided below.

### D. SUSPENSION PROCEDURES

The Superintendent or designee is authorized to suspend a student for up to ten (10) school days, or longer pending consideration by the Executive Committee of a recommendation for expulsion. The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference with the Superintendent or designee during which the charges against the student will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference (see #1) is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported to the student's parent(s) within one (1) school day. A written notice of the suspension shall state the reasons for the suspension, including any Board Policy or school rule that was violated. The suspension notice shall be sent to the student's parent(s) via email. A copy of the notice shall be given to the Superintendent and the Chair of the Education Committee.
4. The student's parent(s) may request a review of the suspension, but such request will not stay the suspension. During the suspension review process, the student shall

continue to serve the suspension. The parent(s)' request for review must be made within five (5) calendar days of receipt of the suspension notice. The review shall be conducted by the Superintendent or designee. At the review, the student's parent(s) may appear and discuss the suspension with the Superintendent or designee and may be accompanied by a representative of their choice at their own cost. Following the suspension review meeting, the Superintendent or designee shall make his/her decision regarding the suspension. The decision of the Superintendent or designee shall be final.

At the discretion of the Superintendent, he/she may consult with the Board President or designee to determine if the suspension review should be considered by the Executive Committee. If the Executive Committee reviews the suspension, the Executive Committee's decision shall be final.

A student who is suspended may make up and receive equivalent 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 schoolwork. A suspended student is prohibited from being on school grounds and attending any school functions during the suspension.

#### E. EXPULSION PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Prior to a student's expulsion, the student and his/her parent(s) shall be invited to meet with the Executive Committee. The written request shall be sent to the student's parent(s) via email, in person, and/or other means of communication. A copy of the written request shall be given to the Superintendent and the Board of Directors. The written request should include:
  - a. The reasons for the proposed expulsion as well as the Board Policy or school rule(s) the student is charged with violating;
  - b. The time, date, and place for the meeting;
  - c. A short description of what will happen during the meeting;
  - d. A statement indicating that the Board of Directors may expel a student for a definite period of time or indefinitely, as determined on a case by case basis; and
  - e. A request that the student or parent(s) inform the Superintendent or designee if the student will be accompanied by a representative (of their choice and at their own cost) at the meeting and, if so, the representative's name.
2. Unless the student and parent(s) indicate that they do not want a meeting or fail to appear at the designated time and place, the meeting will proceed. The meeting shall be conducted by the Executive Committee or a hearing officer appointed by

it. If a hearing officer is appointed, he/she shall report to the Executive Committee the evidence presented at the meeting.

3. During the meeting, the Executive Committee or hearing officer shall hear evidence concerning whether the student is guilty of the misconduct as charged. The student and his/her parent(s) may be accompanied by a representative of their choice at their own cost, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Executive Committee shall make its recommendation regarding expulsion to the Board of Directors. The decision of the Board of Directors shall be final.

A student who is suspended pending expulsion is prohibited from being on school grounds and attending any school functions. A student who is expelled is prohibited from being on school grounds and attending any school functions after being expelled.

#### F. BUS CONDUCT EXPECTATIONS & DISCIPLINARY MEASURES

Bus Transportation is available to all Timothy students for a fee. The Transportation Department will notify each family of their bus assignment, bus stop location, and pick-up time. Parents may contact the Transportation Department at (630) 782-4076. If calling after regular work hours, please leave a message.

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

##### 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 students may be disciplined for misconduct consistent with the student discipline policy, up to and including revocation of bus riding privileges and suspension and/or expulsion consistent with the discipline policy. Timothy may implement the following disciplinary procedure:

1. First bus write up or behavior report will be reported to the parents and the student will meet with the principal
2. A second bus write up will lead to a school consequence using our Safe School Rubric
3. A third write up will lead to a loss of one week (5 consecutive school days) of bus riding privileges
4. A fourth write up will be the loss of riding privileges for the balance of that semester. (Additional write-ups could lead to loss of ridership privileges for the rest of the school year.)

Discipline is not progressive, and privileges may be revoked for serious misconduct in the sole discretion of Administration. See *Elementary and Middle School Conduct Expectations & Student Discipline*.

#### **IV. EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES**

##### **A. 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.

Timothy retains the right to approve any club. The purpose and activities of any and all clubs must be in alignment with the Mission, Vision, and Statement of Beliefs of the Board and Timothy Christian School.

B. BAND AND ORCHESTRA

Timothy 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.

C. EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

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

Timothy retains the right to approve any extracurricular or co-curricular activity. The purpose and activities of any and all extracurricular or co-curricular activities must be in alignment with the Mission, Vision, and Statement of Beliefs of the Board and Timothy Christian School, as well as the Extracurricular and Co-Curricular Code of Conduct.

Extracurricular Activities

Interscholastic athletic competition is available in the following grade levels:

|                                    |               |
|------------------------------------|---------------|
| <u>6th Grade Girls &amp; Boys:</u> | Basketball    |
|                                    | Cross County  |
|                                    | Soccer        |
|                                    | Track & Field |

|                                 |               |
|---------------------------------|---------------|
| <u>7th &amp; 8th Grade Boys</u> | Basketball    |
|                                 | Cross County  |
|                                 | Soccer        |
|                                 | Track & Field |

|                                  |               |
|----------------------------------|---------------|
| <u>7th &amp; 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 11:30 a.m. on the day of the competition, unless authorized by the Principal or designee.

## D. 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 Timothy 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.

### 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 Timothy 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 Timothy students who participate in Timothy 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 *High School Conduct Expectations & Student Discipline Policy*.

### 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.<sup>1</sup>

- 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 Timothy 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, 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 *High School Conduct Expectations & Student Discipline Policy*.

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.

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

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<sup>1</sup> 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.

### 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 Board of Directors;
3. Board of Directors.

The decision of the Board of Directors shall be final.

### E. TIMOTHY CONCUSSION MANAGEMENT PROGRAM

Timothy takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Timothy'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 Timothy's concussion management program, please contact the nurse or athletic director.

## **SECTION FOUR**

### **PRESCHOOL POLICIES**

#### **I. PRESCHOOL OVERVIEW**

##### **A. PHILOSOPHY**

The basis of education at Timothy Preschool is the Bible and a belief in the Triune God: God the Father, Creator of all; Jesus, our Savior; and the Holy Spirit, the Guide of our lives. God has commanded us to love Him, to love our neighbors as ourselves, and to rule and care for the earth.

We know from research that young students learn best about God's world through play, their senses, and their own experiences. Children learn more effectively when they experience positive interaction with peers and adults and when they have positive self-concepts. The potential for learning is determined during the early childhood years.

Children learn best:

1. Through play;
2. Using their own senses;
3. Through their own experiences;
4. In a safe, loving environment;
5. When they have positive self-images; and
6. When interaction with peers and adults is positive.

##### **Goals**

We offer hands-on activities appropriate to each student's developmental level to develop:

1. Knowledge and love of God and a caring concern for others;
2. Independence and a positive self-concept; and
3. Curiosity, creativity, sense of responsibility, and thinking skills.

##### **B. COMMUNICATION**

Communication between the school and home is very important to our mutual success. Timothy 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), information is available on the Timothy website.

##### **Preschool Newsletter**

A Preschool Newsletter is sent home via email weekly on Mondays. Parents also are encouraged to sign up to receive the Timothy Newsletter via email.

##### **Contacting Teachers**

Parents may email their student's teacher at the teacher's Timothy email address (preferred), call the school and leave a message for the teacher, or send a note for the

teacher. Teachers are expected to respond to parent emails or telephone calls within 24 hours. 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.

#### C. SCHOOL SUPPLIES

School supplies are provided by Timothy. A supply fee is assessed for each student enrolled in the Preschool.

#### D. SNACK

Snack is an important part of our day. Students take turns bringing a snack to school to share with their classmates. Teachers will create a snack schedule and distribute it to parents. We encourage good nutrition and ask parents to send healthy snacks such as fruits, vegetables, cheese, or crackers. Homemade snacks are not permitted. Snack item must be purchased the store and in their original packaging. Fresh fruits and vegetables must be sent to school whole and in separate packaging; teachers will wash and cut fresh fruits and vegetables for the students.

#### E. SCHOOL BAGS

Students are expected to bring a school bag with them to school each day. We recommend a tote bag as it is easy for preschool-age children to use.

#### F. FIELD TRIPS

Prior to each field trip, specific information regarding the date, time, and place of the field trip, specific field trip protocols, and a permission slip will be sent home by the teacher(s). Students are required to turn in a signed parent permission slip before the student may go on a field trip.

Parents accompany students on 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 students 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.

#### G. DRESS CODE

Students should be dressed for play. Students go outside on the playground frequently in good weather, play in the gym in the event of inclement weather, and use paint or other art media daily. These activities are more enjoyable if students do not have to worry about

keeping their clothes clean. Please label all outer clothing (coats, boots, etc.) for easy identification.

Students may use the washroom at any time. However, accidents do happen. Students shall keep a change of clothing at school in a labeled bag.

## H. VISITORS

See Board Policy, *Visitors to and Conduct on TCS Premises* and Board policy, *Background Checks for Volunteers*.

## II. PRESCHOOL CURRICULUM

The following subject areas are incorporated during free choice and large and small group times throughout the year and are integrated around the weekly theme.

### Art

Drawing and painting  
Gluing and construction  
Manipulating  
Problem solving

### Bible

Awareness that the Bible is God's Word  
Learning Bible stories  
Learning about God's love and care  
Joyfully praising God  
Showing our love for Jesus

### Health and Nutrition

Developing good habits

### Language

Listening  
Speaking in a group  
Reading and writing readiness  
Interest in stories and books

### Mathematics

Classifying  
Comparing  
Measuring  
Problem solving  
Counting  
Developing vocabulary: shapes, sizes, colors

### Music

Singing  
Building a song repertoire  
Responding to rhythm  
Creating motions, rhythms, & responses

### Movement

Walking and running  
Jumping and hopping  
Galloping and climbing  
Throwing and catching  
Balancing  
Developing body awareness  
Developing spatial perception  
Cooperating in games

### Science

Observing  
Problem solving  
Comparing  
Experimenting  
Predicting

### Social Science

Cooperating  
Interacting  
Developing concern for others and God's creation



### III. PRESCHOOL ATTENDANCE & SCHEDULE

Attendance at school is crucial to academic success. Timothy encourages families to make attendance at school a priority and to limit disruptions and absences as much as possible. As a general rule, students are expected to attend school daily for the entire school term, unless an absence occurs as a result of illness or injury. On any day that a student is or will be absent from school, or it is necessary for a student to arrive late or leave early, the student's parent must call the Timothy. Please call the school office at (630) 833-4717 or email the student's classroom teacher. If the absence is due to a contagious or communicable illness, the parent must identify the type of illness (e.g., strep throat).

#### A. CALENDAR

The school calendar is approved 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 Timothy website. Most of the Preschool school year coincides with Timothy's regular school schedule. However, there are some school days when the Elementary, Middle, and High Schools have early dismissal. The early dismissal school days are divided between the Preschool morning and afternoon sessions as listed on the school calendar. On late start days, Preschool still starts at 8:45 a.m. The school calendar is subject to change by the School Board.

##### Sessions

|                                   |                         |
|-----------------------------------|-------------------------|
| Monday/Wednesday/Friday Morning   | 8:45 a.m. – 11:15 a.m.  |
| Monday/Wednesday/Friday Afternoon | 12:00 p.m. – 2:30 p.m.  |
| Tuesday/Thursday Morning          | 8:45 a.m. – 11:15 a.m.  |
| Tuesday/Thursday Afternoon        | 12:00 p.m. – 2:30 p.m.  |
| Monday-Friday Morning             | 8:45 a.m. – 11:15 a.m.  |
| Lunch Bunch                       | 11:15 a.m. – 12:15 p.m. |
| Afternoon Explorations            | 12:15 p.m. – 2:30 p.m.  |

#### B. DAILY SCHEDULE

##### Free Choice

Students may choose to participate in creative art activities, learning games, and dramatic play or use large or small muscle toys. This also is a time for students to interact with their peers and adult teachers and volunteers.

### Clean-Up Time

Students learn to cooperate in a group effort to pick up toys.

### Small Group

Small groups of students and a teacher interact in concrete art, science, math, and language activities.

### Group Time

All students participate in a large group lesson taught from a Christian perspective. Activities from all areas of the curriculum are used to help students learn about the daily topic. Students learn to listen, take turns, and speak in a group situation. One large group time each week is a Bible Story Time.

### Snack Time

Students take turns bringing snacks. They learn to share, say please, and thank you, and pray. Spills are not disasters, but opportunities to develop clean-up skills and responsibility.

### Prayer

Students take turns closing the session with their own prayers.

### Recess

Recess will be held outside weather permitting at the discretion of Timothy or teacher. Generally, students will not go outside for recess when the temperature is below 40°F. Students must have appropriate outerwear for recess when held outdoors. In the event of inclement weather, as determined by Timothy, recess will be held inside.

## C. DROP OFF & PICK UP

Please use great care when driving on and near the Timothy campus. Cell phone use in school zones is prohibited by law. Use only designated parking spots. Never block the fire lanes. Pedestrians should avoid walking behind parked vehicles. Instead, enter the Timothy campus by walking in front of the parking area, north of any parked cars. Cross Butterfield Road at the marked crosswalk using the sidewalks. Students on the school grounds before and after school hours must be in the care of an adult at all times.

Students may arrive five (5) minutes before the beginning of the session. At drop-off, parents must park legally and walk students into the school building and must sign students in at the beginning of each session. At pick-up, parents must park legally and pick up students from the teacher, and sign students out at the end of each session.

If a parent is late, the teacher will wait with the student. If the teacher is unable to wait until the parent arrives, the student will be brought to the school office.

### Dismissal to Person Other than Parent

If someone other than the student's parent or designated carpool driver will be picking up your student, please notify the preschool teacher beforehand via email or by calling the school office. In the event that an unauthorized person attempts to pick up a student

enrolled at Timothy, the student will be moved to a safe location in the school. The Principal or designee will contact the custodial parent and the police.

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