

# Timothy Christian Schools

## Board Policy Manual

Updated August 2024



**TIMOTHY**  
CHRISTIAN SCHOOLS

**Timothy Christian Schools**  
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 **Go Beyond.**

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**MISSION/VISION/VALUES 2.0**

**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**

Go Beyond.

**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.

## SECTION 1 – BOARD GOVERNANCE AND ORGANIZATION

### 1.1 BY-LAWS OF THE TIMOTHY CHRISTIAN SCHOOLS

#### Article 1: Name, Purposes, Powers, and Office.

**Section 1.1. Name.** The name of this corporation is Timothy Christian Schools, hereinafter referred to as “Timothy.”

**Section 1.2. Purposes.** Timothy is organized exclusively for charitable, religious and educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provisions of any future United States internal revenue laws).

The purposes for which Timothy is organized are subject to the limitations set forth below:

No part of the net income of Timothy shall inure to the benefit of, or be distributable to, any of its Directors, officers or other private persons, except that Timothy shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

No substantial part of the activities of Timothy shall be the carrying on of propaganda, or the attempting to influence legislation. Timothy shall not participate or intervene in any political campaign (including the publishing or distributing of statements) on behalf of or in opposition to any candidate for public office.

Notwithstanding any provision of the Articles of Incorporation of Timothy or any other provision of these Bylaws, Timothy shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provisions of any future United States internal revenue laws) or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended (or the corresponding provisions of any future United States internal revenue laws).

**Section 1.3. 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.

**Section 1.4. Vision.** Timothy Christian Schools will develop life-long learners and servant leaders who fully live out their purpose in the world for Christ.

**Article 2: Powers.**

Except as provided otherwise by the Articles of Incorporation and these Bylaws, Timothy shall have all the powers of a corporation organized under the Illinois General Not For Profit Corporation Act of 1986, as amended (“Act”), and shall have such additional powers as are permitted by any applicable law.

**Article 3: Office and Registered Agent.**

Timothy shall have and maintain in the state of Illinois a registered office and a registered agent whose business office is identical with such registered office and may have other offices within or without the state of Illinois as the Board of Directors may determine.

**Article 4: Members.**

Timothy shall have no members as defined in the Act.

**Article 5: Board of Directors.**

**Section 5.1. General Powers.** The affairs of Timothy shall be managed by the Board of Directors. The Board of Directors is the custodian of all property of the Schools; manages the business of the schools; and may perform or delegate other duties necessary to carry out the Mission and Vision of Timothy. The Board of Directors employs a Superintendent who supervises and evaluates Timothy’s employees, and the Board of Directors directly supervises and evaluates the Superintendent.

**Section 5.2. Number, Nomination, Election, Tenure, and Qualifications.**

A. The Directors shall be appointed by the Board of Directors. In addition, without creating any contractual rights hereunder, the Superintendent shall serve *ex officio* as a non-voting Director, except as to any matters relating to his own employment or any other matters designated by the Board of Directors. The terms of all Directors except the Superintendent shall expire at the annual meetings of the Board of Directors.

The minimum number of Directors on the Board of Directors shall be sixteen (16) and the maximum shall be twenty-one (21). No sitting Director’s term shall be terminated due to any decreases in the number of Directors.

In the event the number of Directors is increased, Directors appointed to fill these additional positions shall be appointed for staggered terms, as determined by the Board of Directors.

B. Directors may nominate Board of Directors candidates to the Superintendent throughout the year. The Superintendent shall maintain a list of recommendations, and from that list, the Executive Committee and Superintendent shall create a list of preferred candidates for Board consideration. The Superintendent and Executive Committee shall consider the needs of

future Boards and the related skill sets of the candidate(s). Each candidate on the preferred list shall meet with the Superintendent and/or the Board President either in person or by electronic means. If the candidate, Board President, and Superintendent wish to move forward, the candidate shall complete the Board of Directors Application and submit it to the Superintendent. The Superintendent shall share the application(s) with the Executive Committee for review. If the Executive Committee approves of the candidate recommendation, the application(s) shall be sent to the Board of Directors for review, discussion, and a vote at the next Board meeting.

C. Election of a new Director is pursuant to Section 5.12, below.

D. The term of a Director shall be three (3) years. Directors are eligible to serve no more than two (2) consecutive three-year terms. However, Directors may be elected to terms of less than three (3) years if necessary, in the discretion of the Board of Directors, in order to provide for staggered terms, such that the number of terms expiring each year shall not exceed one-half of the directorships on a Board.

E. Unless approval is otherwise granted by the Executive Committee, (a) Directors must be parents or guardians of students currently enrolled in Timothy's schools; and (b) all school age children of Directors shall be enrolled in Timothy's schools. Directors must subscribe to the Mission and Vision of Timothy and must be actively involved in a Christian church.

**Section 5.3. Vacancies.** Any vacancy occurring in the Board of Directors, for reasons other than the expiration of a term of a Director, may be filled by appointment by the Board of Directors for the unexpired portion of the term, unless the Board of Directors votes to reduce the size of the Board, in which case the vacancy shall not be filled. Members of the Board of Directors are expected to attend all meetings of the Board and Committees of which they are members. Three (3) absences without notice shall be cause for the Board of Directors to consider the Director's seat vacant upon a vote by the Board of Directors.

**Section 5.4. Removal of Directors.** A Director may be removed from the Board of Directors with or without cause. Removal of a Director shall require an affirmative vote of a majority of the Directors then in office present and voting at a meeting of the Board of Directors at which a quorum is present. Action to remove a Director may not be taken informally under Section 5.9. Notice of such meeting must be made in accordance with the Notice provision of Section 5.9 and shall state that a purpose of the meeting is to vote upon the removal of one or more Directors named in the Notice. Only the named Director(s) may be removed at such a meeting.

**Section 5.5. Annual Meetings.** The annual meeting of the Board of Directors shall be held at the principal office, unless otherwise provided by notice.

**Section 5.6. Regular Meetings.** The Board of Directors shall meet regularly and as necessary, at least quarterly. At the annual meeting of the Board of Directors, the time and place of one or more additional regular meetings (e.g. quarterly, monthly other scheduled regular meetings) may be fixed. If no action is taken by the Board of Directors at their annual meeting to fix either the time or place of the additional regular meetings, then such special meetings may be called as necessary throughout the year. The meetings of the Board shall open with prayer. The meetings shall be

closed to all individuals except the Board of Directors, unless invited by the Board President or the Superintendent to attend. The Board of Directors may establish rules or policies to allow for limited participation at meetings by non-directors.

**Section 5.7. Special Meetings.** Special meetings of the Board of Directors may be called by or at the request of the President or any five (5) Directors, and such persons may fix any place within twenty (20) miles of the principal office of Timothy as the place for holding any special meeting so called.

**Section 5.8. Notice of Meetings.** Notice of any special meeting of the Board of Directors shall be given in accordance with these Bylaws at least two (2) days in advance thereof by written notice to each Director. In the case of a special meeting called for the purpose of removal of one or more Directors, written notice shall be delivered to each Director not less than twenty (20) nor more than sixty (60) days before the date of the meeting. Notice of any special meeting of the Board of Directors may be waived in a writing signed by the person or persons entitled to such notice either before or after the time of the meeting. Attendance of a Director at any meeting shall constitute a waiver of notice of such meeting except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law, the Articles of Incorporation or these Bylaws.

**Section 5.9. Action Without a Meeting.** Any action required by law to be taken at a meeting of the Board of Directors, or any other action which may be taken at a meeting of the Board of Directors or a committee thereof, may be taken without a meeting if a consent in writing setting forth the action so taken shall be approved in writing by all Directors or by all the members of such committee entitled to vote with respect to the subject matter thereof, as the case may be. The consent shall be evidenced by one or more written approvals, each of which sets forth the action taken and provides a written record of approval. Such record of approval may be provided by electronic mail or other electronic written means. All the approvals evidencing the consent shall be delivered to the Secretary to be filed in the records of Timothy. The action taken shall be effective when all the Directors or the committee members, as the case may be, have approved the consent unless the consent specifies a different effective date. Any such consent shall have the same force and effect as a unanimous vote.

**Section 5.10. Attendance by Electronic Means.** Directors or non-director committee members may participate in and act at any meeting through the use of a conference telephone or other communications equipment by means of which all persons participating in the meeting can communicate with each other. Participation in such meeting shall constitute attendance and presence in person at the meeting. Meetings may take place entirely by telephone or videoconferencing or other simultaneous interactive electronic means.

**Section 5.11. Quorum.** A majority of the Directors then in office shall constitute a quorum for the transaction of business at any Board of Directors meeting; provided, that if less than a majority of the Directors are present, a majority of the Directors then present may adjourn the meeting to



another time without further notice. Withdrawal of Directors from any meeting shall not cause failure of a duly constituted quorum at that meeting.

**Section 5.12. Action at a Meeting.** The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law, the Articles of Incorporation or these Bylaws.

**Section 5.13. Proxy Prohibited, Presumption of Assent.** No Director may act by proxy on any matter. A Director who is present at a meeting at which action on any corporate matter is taken by the Board of Directors, or by a committee thereof acting on its behalf, is conclusively presumed to have assented to the action taken unless the Director's dissent or abstention is entered in the minutes of the meeting or unless the Director files his or her written dissent or abstention to the action with the person acting as the Secretary of the meeting before the adjournment of the meeting or forwards the dissent or abstention to the Secretary immediately after the adjournment of the meeting. The right to dissent or abstain does not apply to a Director who voted in favor of the action.

**Section 5.14. Compensation; Reimbursement.** No Director shall receive any payment for services as a Director, except that a Director may be reimbursed for reasonable expenses incurred in connection with his or her service as a Director.

**Section 5.15. Director Conflicts of Interest.** The Board of Directors shall adopt a policy to address potential conflicts of interest, and each Director shall sign all required statements or disclosures and shall otherwise comply with that policy. In addition, the Board of Directors shall adhere to all applicable state and federal laws governing conflicts of interest.

#### **Article 6: Supporting Church.**

**Section 6.1. Definition of Supporting Church.** A Supporting Church of Timothy Christian Schools (a) upholds the Bible as the divinely inspired Word of God and the final authority on Christian beliefs and as a guide to living; (b) adheres to the belief and practice of the Apostles Creed; (c) is approved as a Supporting Church by a 2/3 vote of the Board of Directors; and (d) pledges through its governing body the following:

1. To actively and prayerfully support the cause of Christian education at Timothy Christian Schools.
2. To actively encourage parents from their congregation to enroll their children in Timothy Christian Schools.
3. To accept responsibilities in helping parents from their congregation meet the actual costs of educating their children at Timothy Christian Schools.

**Section 6.2. Review of Financial Commitment.** So that the quality of Christian education may be maintained at Timothy, it is imperative that the actual costs of education of children enrolled from a Supporting Church be met within the Supporting Church on an annual basis. Status as a

Supporting Church will be reviewed and be subject to revocation by the Board of Directors if a Supporting Church fails to fulfill its financial or other commitments to the schools.

**Section 6.3. Representation on Board of Directors.** When the Board of Directors exercises its discretion to appoint Directors, consideration shall be given to ensuring that one or more Directors is a member of a Supporting Church. However, no Supporting Church has any guarantee of representation on the Board of Directors, and no Director's term or appointment shall be invalidated by reason of this Section 6.3. Supporting Churches may nominate Director candidates, but the Board of Directors has exclusive discretion to elect Directors and may propose different nominees.

#### **Article 7: Committees.**

**Section 7.1. Committees of the Board of Directors.** A majority of the Board of Directors, by resolution, may create one or more committees of the Board of Directors and appoint Directors or others to serve on the committee or committees. Each committee may exercise the authority of the Board of Directors to the extent permitted by law and as specified by the Board of Directors or in the Articles of Incorporation or these Bylaws, but the designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him or her by law. Unless otherwise provided for in the Bylaws, each committee shall have two (2) or more Directors as members, at least a majority of its members shall be Directors, and all committee members shall serve at the pleasure of the Board.

**Section 7.2. Action of Committees of the Board.** A majority of the members of a committee of the Board of Directors shall constitute a quorum. The act of a majority of committee members present and voting at a meeting at which a quorum is present shall be the act of the committee. A committee may act by unanimous consent in writing without a meeting or may participate in and act at any meeting through the use of a conference telephone or other similar communications equipment in the manner provided by these Bylaws for written consents and for meetings of the Board of Directors. Committee meetings may take place entirely by telephone or videoconferencing or other simultaneous interactive electronic means. No member of a committee of the Board of Directors may act by proxy. Subject to these Bylaws and to action by the Board of Directors, a majority of the members of a committee of the Board shall determine the time and place of meetings and the notice required for meetings.

**Section 7.3. Advisory Committees.** The Board of Directors may create one or more advisory committees or other advisory bodies and appoint persons to such advisory committees or bodies who need not be Directors. Such advisory committees or bodies may not act on behalf of Timothy or bind it to any action but may make recommendations to the Board of Directors or any committee of the Board.

**Section 7.4. Minutes.** All committees shall keep minutes of their meetings, which shall be distributed to the Board of Directors.

**Section 7.5. Education Committee.**

A. The Education Committee shall be a committee under the direction of the Board of Directors to establish policies related to instruction and curriculum.

B. All recommendations and actions of the Education Committee shall be subject to the approval and direction of the Board of Directors, unless unanimous approval is received both from the Education Committee and the Executive Committee.

C. The Education Committee shall be appointed by the Board of Directors annually. At least three (3) members shall be appointed from the members of the Board and at least two (2) but no more than three (3) shall be non-Board members. Members are eligible for reappointment.

D. Advisory (non-voting) members may be appointed to the Committee from the faculty subject to approval of the Chair.

E. The Board of Directors may, in its discretion, remove a member of the Committee at any time and may fill any vacancy for the balance of any unexpired term.

F. An officer of the Board of Directors shall be the Chair of the Education Committee.

**Section 7.6. Committee on Finance.** Timothy shall have a committee on finance (herein referred to as the “Finance & Operations Committee,” though its title may change from time to time to reflect its scope of duties) to review Timothy’s finances and budget and to make recommendations to the Board of Directors and Executive Committee concerning the same.

**Section 7.7. Executive Committee.** The officers of the Board of Directors shall constitute the Executive Committee. The Executive Committee may take action on behalf of the Board of Directors between Board of Directors meetings that may be necessary for the operation of the Schools. The Executive Committee may perform other duties that are necessary to carry out the duties of the officers or which are not prohibited by the Board of Directors or otherwise expressly required to be approved by the Board of Directors by these Bylaws or applicable law. The Board of Directors may delegate any of its powers under these Bylaws to the Executive Committee in the event of an emergency. The outgoing Executive Committee annually recommends or nominates the following year’s Executive Committee members to the Board of Directors.

**Section 7.8. Limitations on Committee Authority.** A committee may not: (1) adopt a plan for the distribution of the assets of Timothy, or for dissolution; (2) fill vacancies on the Board of Directors or on any of its committees; (3) elect, appoint or remove any officer or Director or member of any committee, or fix the compensation of any member of a committee; (4) adopt, amend, or repeal the Bylaws or the Articles of Incorporation; (5) adopt a plan of merger or adopt a plan of consolidation with another corporation, or authorize the sale, lease, exchange or mortgage of any real property or of all or substantially all of the property or assets of Timothy; or (6) amend, alter, repeal or take action inconsistent with any resolution or action of the Board of Directors when the resolution or action of the Board of Directors provides by its terms that it shall not be amended, altered or repealed by action of a committee.

## **Article 8: Officers of the Board of Directors.**

**Section 8.1. Enumeration.** The officers of the Board of Directors shall consist of the President, Vice President, Assistant Vice President(s), Secretary, and Treasurer. The officers shall be elected by the Board of Directors from among their number. The term of office shall be one (1) year. Officers may be reelected to their offices and may be removed by the Board of Directors.

**Section 8.2. The President.** The President, or in his/her absence, the Vice President, shall preside at all meetings of Directors and shall be the chief elected executive officer of Timothy, and in general supervise and control all business and affairs of Timothy, perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President is an ex-officio member of all committees and shall be notified of all meetings of standing committees.

**Section 8.3. The Vice President.** The Vice President shall assist the President and shall act and have the power of the President in the absence or inability of the President.

**Section 8.4. The Assistant Vice President(s).** One (1) or two (2) Assistant Vice Presidents shall assist the Vice President. If two (2) Assistant Vice Presidents are elected, one shall be First Assistant Vice President, and the other shall be Second Vice President. In the absence or inability of the Vice President, the Assistant Vice President or First Assistant Vice President shall act and have the power of the Vice President. In the absence or inability of the First Assistant Vice President, the Second Vice President shall act and have the power of the Vice President.

**Section 8.5. The Secretary.** The Secretary shall record the proceedings of all Board of Directors meetings, take charge of correspondence for the Board of Directors, act as custodian of all official records and legal papers of Timothy and cause notice of Board of Directors meetings to be issued. The Secretary may attest to or certify documents and actions of the Board of Directors. The Secretary shall (a) keep the minutes of meetings of the Board of Directors and committees of the Board of Directors in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; and (c) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or the Board of Directors.

**Section 8.6. The Treasurer.** The Treasurer shall chair the Finance & Operations Committee. The Treasurer shall work with the Finance & Operations Committee, Superintendent and Director of Finance in regard to developing and managing the budget and operations and shall in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

## **Article 9: Contracts and Financial Transactions.**

**Section 9.1. Contracts.** The Board of Directors, Executive Committee or Superintendent may authorize any officer or officers, agent or agents of Timothy to enter into any contract or execute and deliver any instrument in the name of and on behalf of Timothy, and such authority may be

general or confined to specific instances. However, any contracts for the purchase or sale of real estate must be approved by a two-thirds (2/3) vote of the Board of Directors.

**Section 9.2. Loans.** No loans shall be contracted on behalf of Timothy and no evidences of indebtedness shall be issued in the name of Timothy unless authorized by a resolution of the Board of Directors. Such authority to make loans may be general or confined to specified instances. No loan shall be made by Timothy to a Director or officer.

**Section 9.3. Checks, Drafts, Etc.** All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness, issued in the name of Timothy or the Schools, shall be signed by the Treasurer, the Superintendent or designee or such other officer as authorized by resolution of the Board of Directors or Executive Committee.

**Section 9.4. Deposits.** All funds of Timothy shall be deposited to the credit of Timothy in such banks, trust companies or other depositories as the Board of Directors, Executive Committee or Superintendent may select.

**Section 9.5. Gifts.** The Board of Directors, Executive Committee or Superintendent may accept on behalf of Timothy any contribution, gift, bequest or devise for the general purposes or for any special purpose of Timothy subject to any policies adopted by the Board of Directors.

**Section 9.6. Policies and Procedures.** The Board of Directors, Executive Committee and Superintendent shall adopt such financial policies and procedures as may be needed from time to time.

**Section 9.7. Fiscal Year.** The fiscal year of Timothy shall be from July 1 to June 30.

**Section 9.8. Audit.** The accounts of Timothy shall be audited periodically, as of the close of the Fiscal Year, by either an internal audit committee or a certified accountant to be decided by the Board of Directors, Executive Committee or Superintendent.

#### **Article 10: Records.**

Timothy shall keep correct and complete books and records of account, minutes of the proceedings of its Board of Directors and committees having any authority of the Board of Directors and shall keep at its registered office or principal office a record giving the names and addresses of the members, Directors and committee members. Except as prohibited by law, all books and records of Timothy may be inspected by any Director or any Director's agent or attorney for any proper purpose at any reasonable time.

#### **Article 11: Notices.**

**Section 11.1. Manner of Notice.** Whenever under the provisions of law, the Articles of Incorporation or these Bylaws, notice is required to be given to any Director or member of any committee designated by the Board of Directors, it shall not be construed to require personal delivery. Notice may be given in writing by depositing it in a sealed envelope in the United States mail, and such notice shall be deemed to be given at the time when it is thus deposited in the United

States mail; or notice may be given in writing by any other means and if given by other means, shall be deemed given when received. The requirement for notice shall be deemed satisfied, except in case of meetings of Directors or committees of the Board of Directors with respect to which written notice is required by law, if actual notice is received orally or in writing by the person entitled thereto as far in advance of the event as the minimum notice period required by law, the Articles of Incorporation or these Bylaws.

**Section 11.2. Waiver of Notice.** Whenever any notice is required to be given by law, by the Articles of Incorporation or by these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

### **Article 12: Indemnification and Insurance.**

Each person who at any time is or shall have been a Director, officer, employee or agent of Timothy or is or shall have been serving at the request of Timothy as a Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, shall be indemnified by Timothy in accordance with and to the full extent permitted by the Act as in effect at the time of adoption of this Bylaw or as amended from time to time, and by any subsequent Illinois not-for-profit corporation law. The foregoing right of indemnification shall not be deemed exclusive of any other rights to which a person seeking indemnification may be entitled under any Bylaw, agreement, vote of disinterested Directors or otherwise. If authorized by the Board of Directors, Timothy may purchase and maintain insurance on behalf of any person to the full extent permitted by the Act as in effect at the time of the adoption of this Bylaw or as amended from time to time, and by any subsequent Illinois not-for-profit corporation law.

**Article 13: Dissolution.**

Timothy may be dissolved upon approval of two-thirds (2/3) of the full membership of the Board of Directors. Upon dissolution, the Board of Directors shall consider whether to adopt a plan for the distribution of Timothy's assets in accordance with Article 12 of the Act, as amended from time to time, and shall comply with the following limitations:

Upon the dissolution of Timothy, the Board of Directors shall pay, satisfy, and discharge, or make provision for the payment, satisfaction, and discharge of, all of the liabilities and obligations of Timothy, and shall return, transfer, or convey any assets held by Timothy upon a condition requiring return, transfer, or conveyance by reason of the dissolution. Thereafter, the Board shall transfer or convey the remaining assets of Timothy to one or more institutions of education whose Mission and Vision are consistent with those expressed in the Bylaws and which at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or corresponding provisions of any future United States internal revenue laws), in such manner as the Board of Directors shall determine pursuant to a plan of distribution adopted by the Board.

Any such assets not so disposed of shall be disposed of by the court of general jurisdiction of the county in which the principal office of Timothy is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

**Article 14: Amendment.**

These Bylaws may be altered, amended or repealed by the affirmative vote of two-thirds of the full membership of the Board of Directors, when taken at a meeting at which a quorum is present, of which written notice setting forth the proposed alteration, amendment or repeal shall be given to each Director in accordance with these Bylaws.

ADOPTED:

## **1.2 MEETINGS OF THE BOARD OF DIRECTORS**

All regular and special Board of Directors meetings are closed to non-directors, except with invitation by the Superintendent or Board President. Any person wishing to address the Board, the Executive Committee, or a Board member, formally or informally, is expected to first follow Board Policy, *Communication Chain-of-Command*. Individuals with complaints are directed to follow Board Policy, *Grievance Procedure*.

## **1.3 PARTICIPATION AT EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS MEETINGS**

After following Board Policy, *Communication Chain-of-Command*, individuals invited to appear before the Executive Committee of the Board are expected to follow these guidelines:

1. Address the Executive Committee at the appropriate time indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to five (5) minutes. An individual may, upon request in advance to the Board President, be granted permission to address the Executive Committee for longer than five (5) minutes. In this circumstance, the Board President will notify the individual of the length of time he/she will be permitted to address the Executive Committee.
3. Observe the Board President's decision to shorten the speaker's comments to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the Board President's decision to determine procedural matters regarding participation at Executive Committee meetings not otherwise covered in Board Policy.
5. Conduct oneself with respect, civility, and Biblical values toward others and otherwise abide by Board Policy, *Visitors to and Conduct on Timothy Premises*.

In rare circumstances, based on the recommendation from the Board President (per the *Communication Chain-of-Command* policy, a matter may be brought to the entire Board of Directors. The same guidelines as above would apply in that circumstance.

All decisions of the Board of Directors are considered final.



## **1.4 CONFLICT OF INTEREST**

### Purpose

Timothy is a nonprofit, tax-exempt organization. Maintenance of its tax-exempt status is important both for its continued financial stability and for public support. Therefore, the IRS as well as state regulatory and tax officials view the operations of Timothy as a public trust, which is subject to scrutiny by and accountable to such governmental authorities as well as to members of the public.

Consequently, there exists between Timothy and its Board of Directors, officers, and employees who can influence the actions of Timothy and the public a fiduciary duty, which carries with it a broad and unbending duty of loyalty and fidelity. The Board, officers, and employees who can influence the actions of Timothy have the responsibility of administering the affairs of Timothy honestly and prudently, and of exercising their best care, skill, and judgment for the sole benefit of Timothy. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with Timothy or knowledge gained therefrom for their personal benefit, directly or indirectly. The interests of the organization must be the first priority in all decisions and actions.

The secondary objective of this Policy is to uphold, maintain, and improve the high moral, ethical and Christian values, goals, and mission of Timothy, and also to maintain, improve, and uphold the high moral standing of Timothy in the community and among the stakeholders of Timothy. Any conflict whether actual, potential, implied or perceived should not be allowed to jeopardize the Christian values the school maintains. Likewise, no such conflict should detract from the reputation of Timothy, its students, parents, employees, or other stakeholders.

### Persons Concerned

This statement is directed not only to Directors and officers, but also to all employees who can influence the actions of Timothy. For example, this would include all who make or influence purchasing decisions, all persons who might be described as “management personnel,” and anyone who has non-public or proprietary information concerning Timothy.

### Areas in Which Conflict May Arise

By way of illustration, conflicts of interest may arise in the relations of Directors, officers, and employees who can influence the actions of Timothy with any of the following:

1. Persons and firms supplying goods and services to Timothy.
2. Persons and firms from whom Timothy leases property and equipment.
3. Persons and firms with whom Timothy is dealing or planning to deal in connection with the gift, purchase or sale of real estate, securities, or other property.
4. Donors, contributors, and others who support Timothy.
5. Agencies, organizations, and other persons or entities that affect the operations of Timothy.
6. Family members, friends, and other employees.

### Nature of Conflicting Interest

Conflicts of interest arise when a Director, officer, or employee who can influence the actions of Timothy is directly or indirectly a party to a transaction with Timothy. A Director, officer, or employee who can influence the actions of Timothy is indirectly a party to a transaction if that individual has a material financial interest or is an officer, Director, or general partner in an entity that is a party to the transaction. Such an interest might arise through:

1. Owning stock or holding debt or other proprietary interests in any third party dealing with Timothy.
2. Holding office, serving on the Board, participating in management, or being otherwise employed (or formerly employed) with any third party dealing with Timothy.
3. Receiving remuneration for services with respect to individual transactions involving Timothy.
4. Using Timothy's time, personnel, equipment, supplies, or good will for other than Timothy-approved activities, programs, and purposes.
5. Receiving personal gifts or loans from third parties dealing with Timothy. Receipt of any gift is disapproved except gifts of a value less than fifty dollars (\$50.00), which could not be refused without discourtesy. No personal gift of money should ever be accepted.

Notwithstanding the foregoing, a Director's relationship with a Supporting Church, shall not, by itself, create a conflict of interest.

#### Interpretation of This Statement of Policy

The areas of conflicting interest listed above, and the relations in those areas that may give rise to conflict, also listed above, are not exhaustive. Conflicts might arise in other areas or through other relations. It is assumed that the Directors, officers, and employees who can influence the actions of Timothy will recognize such areas and relation by analogy.

The fact that one of the interests exists does not necessarily mean that a conflict exists, or that the conflict, if it exists, is material enough to be of practical importance, or if material, that upon full disclosure of all relevant facts and circumstances it is necessarily adverse to the interests of Timothy.

However, it is the policy of the Board that the existence of any of the interests described above shall be disclosed before any transaction is consummated. It shall be the continuing responsibility of the Board, officers, and employees who can influence the actions of Timothy to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures.

#### Disclosure Policy and Procedure

Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the following are observed:

1. The conflicting interest is fully disclosed;
2. The person with the conflict of interest is excluded from the discussion and approval of such transaction;
3. A competitive bid or comparable valuation exists; and
4. The Board has determined that the transaction is just, fair, reasonable, and in the best interest of the organization.

Disclosure in the organization should be made to the Superintendent (or if he/she is the one with the conflict, then to the Board President), who shall bring the matter to the attention of the Board. Disclosure involving Directors should be made to the Board President (or if he/she is the one with the conflict, then to the Board Vice-President) who shall bring these matters to the Board.

The Board shall determine whether a conflict exists; and in the case of an existing conflict, whether the contemplated transaction may be authorized as just, fair, reasonable, and in the best interest of Timothy. If a Director is the subject a potential conflict, that Director shall be excluded from the decision. The decision of the Board on these matters will rest in their sole discretion, and their concern must be the welfare of Timothy and the advancement of its purpose, mission, and integrity.

#### Compensation

A Director who receives compensation, directly or indirectly, from Timothy for services is precluded from voting on matters pertaining to that Director's compensation. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Timothy for services is precluded from voting on matters pertaining to that member's compensation. No Director or voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from Timothy, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### Annual Disclosure

As part of this Policy, in addition to other disclosures that may be required by this Policy, all members of the Board of Directors, members of any Board committee, officers, and employees who can influence the actions of Timothy shall disclose annually any financial interests that could lead to an actual, potential, or apparent conflict of interest.

#### Periodic Reviews

To ensure Timothy operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

2. Whether partnerships, joint ventures, and arrangements with management organizations conform to Timothy's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### Violations of the Conflict of Interest Policy

If the Board or its designee has reasonable cause to believe a Director, officer, or employee who can influence the actions of Timothy has failed to disclose actual or possible conflicts of interest, it shall inform the Director, officer, or employee of the basis for such belief and afford the Director, officer, or employee an opportunity to explain the alleged failure to disclose.

If, after hearing the Director, officer, or employee's response and after making further investigation as warranted by the circumstances, the Board or its designee determines the Director, officer, or employee has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **1.5 GIFTS TO INDIVIDUALS**

As part of Board Policy, *Conflict of Interest*, Timothy requires that Directors, officers, and employees who can influence the actions of Timothy decline to accept certain gifts, consideration or remuneration from individuals or companies that seek to do business with Timothy or are a competitor of it. This Policy is intended to implement that prohibition on gifts.

#### Definitions

1. "Responsible Person" is any person serving as an officer, employee, or a member of the Board of Directors of Timothy.
2. "Family Member" is a spouse, parent, child or spouse of a child, or a brother, sister, or spouse of a brother or sister, or a grandchild of a Responsible Person.
3. "Contract" or "Transaction" is any agreement or relationship involving the sale or purchase of goods, services or rights of any kind, receipt of a loan or grant, or the establishment of any other pecuniary relationship. The making of a tax-deductible gift to Timothy is not a "Contract" or "Transaction."

#### Exceptions

For purposes of this Policy, acceptance of a grant or scholarship for or on behalf of a Family Member from the Timothy Foundation is not considered a prohibited gift under this Policy. However, such should be disclosed to the Board for review.

This Policy is not intended to be applicable to contracts between Timothy and parents or students for the payment of tuition.

Gifts to Timothy that may incidentally inure to the benefit of a Responsible Person or a Family Member are also not prohibited.

#### Prohibited Gifts, Gratuities, and Entertainment

Except as approved by the Board President or designee or for gifts of a value of no more than fifty dollars (\$50.00), which could not be refused without discourtesy, no Responsible Person or Family Member shall accept gifts, gratuities, entertainment, or other favors from any person or entity that:

1. Does or seeks to do business with Timothy, or
2. Does or seeks to compete with Timothy, or
3. Has received, is receiving, or is seeking to receive a Contract or Transaction with Timothy, or
4. Is a current or prospective vendor or other provider of goods or services to Timothy.

#### Intent of Policy

The primary intent of this Policy is to prevent inappropriate related transactions among Responsible Persons and Family Members, to the detriment of Timothy, and also to prevent Responsible Persons or their Family Members from benefiting unfairly at the expense of or to the detriment of Timothy, from either a current or prospective Contract or Transaction.

In keeping with the spirit and intent of this Policy, any suspected gift that may violate this Policy or the spirit of this Policy should be reported; however, such a gift may not necessarily be adverse to the interests of Timothy. Consistent with the interest of Timothy and the spirit and intent of this Policy, the Board of Directors may make exceptions to this Policy and determine that the individual may accept the gift. When in doubt, disclose and let the Board of Directors determine the propriety of accepting the gift.

### **1.6 GIFT AND GRANT ACCEPTANCE BY TIMOTHY**

Timothy actively solicits gifts and grants to further the mission of Timothy.

This Policy recognizes it is the general intention of the Board of Directors to provide donors the opportunity to annually support Timothy and the programs of Timothy through regular annual fundraising, whether for unrestricted or restricted purposes; major gift initiatives and special capital or endowment fund programs, and planned gifts; in addition to recurring support of the annual fundraising programs. All gifts must be recorded in the books and records of Timothy and in Timothy's bank account and evaluated for potential tax treatment.

Timothy reserves the right to decline gifts and grants. When considering whether to solicit or accept gifts or grants, the organization will consider the following factors:

1. Values - Whether the acceptance of the gift or grant compromises any of the core values of Timothy Christian Schools.

2. Compatibility - Whether there is compatibility between the intent of the donor and the organization's use of the gift or grant.
3. Public Relationships - Whether acceptance of the gift or grant could damage the reputation of Timothy Christian Schools.
4. Primary Benefit - Whether the primary benefit is to Timothy Christian Schools, versus the donor.
5. Consistency – Whether acceptance of the gift or grant is consistent with prior practice.
6. Form of Gift - Whether the gift or grant offered is in a form that Timothy Christian Schools can use without incurring substantial expense or difficulty.
7. Effect on Future Giving - Whether the gift or grant encourages or discourages future gifts,
8. Any other factors deemed relevant by the Board, including potential conflicts with Timothy's policies and bylaws or applicable law.

#### Gifts Requiring Administration Approval

Tangible, Personal Property:           Automobiles, boats, furniture, artwork, and equipment  
 Real Property:                               Requires a certified appraisal determining gift value

The acceptance of a gift by Timothy is not an endorsement by Timothy of any product, service, activity, program, entity, or person.

### **1.7 NAMING RIGHTS**

Pursuant to Board Policy, *Gift and Grant Acceptance*, Timothy may accept gifts and grants to further the mission of Timothy.

The Board reserves the right to grant naming rights to Timothy property or projects, where:

1. The gift is in the amount of one million dollars (\$1,000,000.00) or more; AND
2. The donor indicates approval/endorsement with a larger gift on the project; AND
3. The Executive Committee approves the gift and name.

Executive Committee retains sole discretion to approve any such gift and naming right. The naming of any Timothy property or project must be in alignment with the Mission, Vision, and Statement of Beliefs of the Board and Timothy Schools.

### **1.8 BOARD POLICY DEVELOPMENT AND GENERAL SCHOOL COMPLIANCE**

The Board of Directors governs the development and use of written Board policies. Written policies ensure legal compliance, establish Board processes, articulate Timothy ends, delegate

authority, and define operating limits. Board policies also provide the basis for monitoring progress toward Timothy ends.

#### Policy Development and Change

Any Director, employee, or parent or guardian of a Timothy student may propose new policies, changes to existing policies, or deletion of existing policies. Employee and parent or guardian suggestions must be made through the Superintendent or designee, pursuant to Board Policy, *Communication Chain-of-Command*.

The Executive Committee will consider all policy suggestions and provide information and recommendations to the Board.

The Superintendent or designee is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for consideration by the Executive Committee and Board of Directors. The Superintendent or designee shall seek the counsel of the Board Attorney when appropriate.

#### Policy Adoption and Dissemination

New policies and policy revisions will first be considered and reviewed by the Executive Committee. The new or revised policy then will be presented to the Board of Directors for review and input. Once finalized, the policy will be adopted by the Board of Directors at a Board meeting. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

New policies or policy revisions will not be adopted at a Board of Directors meeting at which they are first introduced, except when: (1) no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions, or (3) to be legally compliant.

#### Board Policy Review and Monitoring

The Board of Directors will periodically review its policies for relevancy and legal compliance, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar. The Board may review the Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality no later than every five (5) years.

#### Superintendent Implementation

The Board will support any reasonable interpretation of Board Policy made by the Superintendent. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification. In the absence of Board Policy, the Superintendent is authorized to take appropriate action.

### Suspension and Repeal of Policies

The Board of Directors, by a majority vote of members present at any meeting, may temporarily suspend or repeal a Board Policy except those provisions that are controlled by law or contract.

Timothy will be in general compliance with all applicable sections of the Illinois *School Code* and with 23 Illinois Administrative Code Part 425 to maintain its Recognition status with the Illinois State Board of Education, consistent with Timothy's Mission, Vision, and Statement of Belief on Marriage, Gender and Sexuality. Timothy will comply with all applicable state and federal laws, regulatory requirements, and case law. Timothy will comply with the requirements of the *Eye Protection in School Act* (105 ILCS 115), the *Toxic Art Supplies in Schools Act* (105 ILCS 135), the *Asbestos Abatement Act* (105 ILCS 105), the school year and attendance requirements (23 Il admin § 425.20(a)(2)), the *School Reporting of Drug Violations Act* (105 ILCS 127), the reporting requirements regarding firearms, drug-related incidents, attacks on school personnel in schools (105 ILCS 5/10-27.1A; 10-27.1B; 10-21.7), and the *Personal Information Protection Act* (15 ILCS 530).



## SECTION 2 – GENERAL SCHOOL ADMINISTRATION

### 2.1 COMMUNICATION CHAIN OF COMMAND

Unlike public education, it is a privilege, not a right, to attend Timothy Christian Schools. For the most productive outcomes in any matter, it is imperative that all parties involved with Timothy Christian Schools follow an appropriate chain-of-command for presenting ideas, making proposals, raising issues, voicing concerns, expressing dissatisfaction, lodging complaints and resolving conflict. As a covenant school, Christian principles and a Biblical process will be strictly upheld by the Administration and the Board of Directors. The Superintendent is hired and entrusted to manage the operations of the school, to execute all policy, to oversee all personnel matters, and to carry out the mission. In most instances, the decision of the Superintendent will be considered final.

#### Communication Flow Chart

1. Parents must first speak with the teacher, coach, or staff member directly;
2. If parents are not satisfied with the outcome, then parents must speak with the teacher, coach, or staff member together with their direct supervisor;
3. If parents are not satisfied with the outcome, then they may meet with the Superintendent. In most situations, the decision of the Superintendent will be considered final;
4. If parents still are not satisfied, then they may request a meeting with the Executive Committee of the Board. The request must be in writing and must state the purpose of the meeting. The request must be submitted to the Superintendent and Board President. The parents will be notified whether or not the request to meet with the Executive Committee is approved.
5. If parents still are not satisfied, then in rare cases, the Executive Committee may call for a meeting with the parents and the Board of Directors, thus initiating the formal grievance procedure pursuant to Board Policy, *Grievance Procedure*;
6. The decision of the Board of Directors will be considered final.

### 2.2 GRIEVANCE PROCEDURE

The Board of Directors strives to offer the highest quality education in a Christian environment. The Board desires that all complaints brought by students, parents/guardians, or employees be resolved through a fair and equitable process. Therefore, the procedure outlined below should be followed to promote the effective processing of grievances.

**Individuals desiring to air a grievance first must follow Board Policy *Communication Chain of Command*. Individuals may not file a formal complaint prior to exhausting the chain of command.**

#### Initiating a Formal Complaint

After exhausting the *Communication Chain of Command* policy, a Complainant who wishes to avail him or herself of this grievance procedure may do so by initiating a formal complaint with the Superintendent (or Board President if the complaint concerns the Superintendent). The

Superintendent or Board President may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the Complainant. As a general rule, anonymous complaints and communications to the Principal, Superintendent, Executive Committee of the Board, or Board of Directors will not be considered credible and may not be investigated.

### Investigation

The Superintendent (or Board President) will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Investigator may notify the parents.

The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant or by the Complainant's parent if the Complainant is under the age of eighteen (18) years. The identity of any witness may remain confidential at the discretion of the Investigator unless required to be disclosed by law. The identity of any student witnesses will not be disclosed except: (1) as required by law, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent of the student witness or by the student if the student is eighteen (18) years of age or older.

The Investigator will endeavor to complete the investigation within a reasonable period of time (e.g., thirty (30) school days) and will keep the Complainant apprised of the status of the investigation and any extensions required to fully investigate the complaint. If the complaint contains allegations of bullying as defined in Board Policy, *Prohibition on Bullying, Discrimination and Harassment*, the Investigator shall notify the Respondent and allow the Respondent to respond to the allegations within three (3) school days and will endeavor to complete the investigation promptly (e.g. ten (10) school days).

### Decision

The Investigator shall notify the Complainant and the accused in writing of the outcome of the investigation within five (5) calendar days of completing the investigation. The Investigator also may, to the extent appropriate to do so, notify any others who have a legitimate need to know of the outcome of the investigation.

### Appeal

If the Complainant or the accused is not satisfied with the outcome of the investigation, he or she may appeal the matter to the Executive Committee. The appeal must be made in writing within five (5) calendar days of being notified of the outcome of the investigation by the Investigator and must be submitted to the Investigator. The Investigator shall promptly notify the Executive Committee of the appeal.

Within thirty (30) calendar days, the Executive Committee shall make its decision to affirm, reverse, or amend the Investigator's decision or direct the Investigator to gather additional information. Within five (5) calendar days of the Executive Committee's decision, the Board President shall inform the Complainant or the accused of the decision.

If the Complainant or the accused is not satisfied with the Executive Committee's decision, he or she may bring concerns to the full Board of Directors by making a written request to the Board President within five (5) calendar days of being notified of the Executive Committee's decision. The Board President shall promptly notify the Board of Directors of the appeal.

Within thirty (30) calendar days, the Board of Directors shall make its decision to affirm, reverse, or amend the Executive Committee's decision or direct the Superintendent or Board President to gather additional information. Within five (5) calendar days of the Board of Directors' decision, the Board President shall inform the Complainant or the accused of the decision. **The decision of the Board of Directors shall be final.**

#### Confidentiality

Complaints, information disclosed and learned during the investigation, and the decision will be kept confidential to the greatest extent possible. This generally means that the information disclosed by the Complainant, the accused, and witnesses in the complaint and during an investigation will be held in confidence and will be disclosed to others only if needed to fully investigate and resolve the complaint.

### **2.3 NONDISCRIMINATION POLICY**

Timothy shall comply with applicable federal and state laws prohibiting discrimination, as required for ISBE recognition, pursuant to 23 Ill. Admin. Code 425.20(a)(2)(H), consistent with its Statement of Belief on Marriage, Gender, and Sexuality.

No discrimination on the basis of race, sex, national or ethnic origin, or immigration status is made in the admission of students. Timothy provides equal opportunities for student participation in academics and extracurricular activities based on the individual needs and abilities of each student free of discrimination, unlawful bias, prejudice, and harassment.

Timothy is an equal opportunity employer. Employment decisions are based on an applicant's or employee's qualifications and performance, regardless of their age, race, color, sex, ancestry, national or ethnic origin, military status, disability, gender, marital status, citizenship, or immigration status (provided the individual is authorized to work in the United States), or other legally protected categories, consistent with its Christian Mission, Vision, Values, and Statement of Belief. Hiring and retention of employees is subject to agreement with Timothy's Statement of Belief on Marriage, Gender, and Sexuality and the Employee Handbook.

Students who believe they have not received equal opportunity for participation in academics or extracurricular activities, or individuals who believe they have not received equal employment opportunities, should report their claims and avail themselves of the grievance procedure outlined in Board Policy, *Prohibition Against Bullying, Discrimination, Harassment, and Retaliation and Racism-Free Schools Act* and Board Policy, *Grievance Procedure*.

## **2.4 PROHIBITION AGAINST BULLYING, DISCRIMINATION, HARASSMENT, AND RETALIATION, AND ENFORCEMENT OF THE RACISM-FREE SCHOOLS ACT**

### **A. Purpose**

The purpose of this Policy is to identify conduct that violates human dignity and to identify the 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, discrimination, harassment, and physical, sexual, and emotional abuse, and retaliation are contrary to God's will for his people, state law, and the policies of the Board. Such behaviors 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. Employees who engage in the misconduct identified in this Policy are subject to discipline in accordance with the employee 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, deprivation, and control another person's life through words, threats, and fear.
6. **Discrimination** means disparity in areas including but not limited to discipline, course assignments, participation in extracurricular activities, and other opportunities in the school setting.
7. **Harassment** means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational and work environment whether occurring on or off Timothy property. The terms "intimidating," "hostile," and "offensive" include words or conduct that have the effect of humiliation, embarrassment, or discomfort.
8. **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 and work environment.
9. **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. Prohibitions**

Bullying, discrimination, harassment, and physical, sexual, or emotional abuse, and retaliation are prohibited.

Such behavior 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.

Intentionally pressuring or intimidating another employee or a student with respect to a claim of bullying, discrimination or harassment, or falsely denying, lying about, or otherwise covering up or attempting to cover up any behavior described above is prohibited conduct.

Filing a false or frivolous complaint under this Policy is prohibited. However, a complaint shall not be considered false and frivolous solely because it is not proven, provided it was made in good faith.

Retaliating against an employee or student for resisting or reporting any behavior under this Policy or for participating in an investigation or testifying regarding a claim of such is prohibited.

No student or employee shall be subjected to bullying, discrimination, harassment, or physical, sexual, or emotional abuse, or retaliation 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, discrimination, harassment, and physical, sexual, and emotional abuse, and retaliation, and encourage others to report such incidents to the following Nondiscrimination Coordinator or one of the Complaint Managers:

**Nondiscrimination Coordinator**

Matt Davidson  
188 West Butterfield Road  
davidson@timothychristian.com  
(630) 833-4616

**Complaint Managers**

**Timothy High School**

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

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

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

If the situation involves an administrator, the individual shall notify the Superintendent either verbally or in writing. If the situation involves the Superintendent, the individual shall notify the Board President either verbally or in writing.

In an effort to reduce or remove any barriers to reporting, any report of misconduct under this Policy may be submitted verbally or in writing. A Report Form is available in the school office and on the Timothy website, but it is not required. Complainants making a verbal report may be accompanied by a support individual of their choosing.

Complaints will be kept confidential to the extent possible given the need to investigate subject to the additional exceptions noted below. Individuals who make good faith complaints will not be disciplined.

2. The Principal, Director, Director of Student Life, or designee will promptly inform parents of all students involved in the alleged 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.
3. Individuals are encouraged first to try to resolve the matter with the individual(s) involved. If, however, that is unsuccessful or not appropriate based on the situation, the Director of Student Life, Principal, Director, or designee will attempt to resolve the matter. If that is unsuccessful or not appropriate based on the situation, the individual shall avail him or herself of Board Policy, *Grievance Procedure*.

E. Corrective Measures, Outcomes and Discipline

Following the final decision on a complaint under this Policy, the Superintendent (or the Board of Directors, if appropriate) shall take any necessary corrective measures. These measures may include, but are not limited to: training, counseling, warning, suspension, or immediate dismissal. Timothy will take ongoing steps to



protect the victim from retaliation or harm and work with the victim to create a safety plan, as appropriate.

Anyone, regardless of position or title, found through investigation to have engaged in improper sexual harassment will be subject to discipline up to and including discharge. Additionally, any employee accused of sexual impropriety by another employee, parent, student, or any other member of the public and who will be or is standing trial for sexual impropriety for any reason will be placed on immediate leave of absence without pay.

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 Director of Student Life, 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.

Individuals may contact the Illinois Department of Human Rights electronically at [dhr.illinois.gov](http://dhr.illinois.gov), by U.S. mail at 555 West Monroe Street, Suite 700, Chicago, IL 60661, or by phone at (312) 814-6200 or (866) 740-3953 (TTY) concerning violations of the *Racism-Free Schools Act*.

#### **F. Review and Communication**

This Policy will be reviewed and reevaluated every two (2) years and may include 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.

## **2.5 RECORD RETENTION AND DESTRUCTION**

Retention and destruction of Timothy records will be governed by applicable law. This Policy covers all records and documents, regardless of form, format, or characteristics, which have been created or received by Timothy in connection with the transaction of business.

#### Electronic Documents

Electronic documents shall be retained as if they are paper documents. Accordingly, any electronic file shall be maintained consistent with this Policy.

#### Record Retention

Timothy shall retain documents for the period of their immediate or current use, and as required by law.

#### Record Destruction

Timothy is responsible for the ongoing process of identifying its records that have met the legally required retention period. Destruction of records may be accomplished by shredding, burning, or other appropriate method of secure disposal.

#### Suspending Record Destruction

Timothy's record destruction policy shall be suspended if particular record retention is required by state or federal law, at the request of Timothy's attorney (e.g., preservation of evidence for litigation), Timothy's auditor, or other individual authorized by Board Policy or state or federal law to make such request (e.g., IRS).

#### Record Requests

Requests for Timothy records shall be directed to the Superintendent or designee.

#### Student Records

See Board Policy, *Student Records*.

## SECTION 3 – OPERATIONAL SERVICES

### 3.1 SAFETY

#### Safety

The Superintendent or designee shall develop, implement, and maintain a safety and emergency plan. This plan shall include, without limitation:

1. An emergency operations plan addressing prevention, preparation, response, and recovery for Timothy;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency services personnel, and other necessary parties;
3. A school safety drill plan; and
4. A clear, quick, and coordinated system of internal and external communication.

During each academic year, Timothy must conduct a minimum of:

1. Three (3) school evacuation drills, one (1) of which must include the participation of the appropriate local fire department or district;
2. One (1) bus evacuation drill;
3. One (1) law enforcement drill; and
4. One (1) severe weather and shelter-in-place drill.

The law enforcement drill must be conducted within ninety (90) days of the first day of each new school year. The law enforcement drill must address an active threat scenario in accordance with Timothy emergency and crisis response plan and must involve participation from all school personnel and students present at the time of the drill, as well as participation and observation by the appropriate law enforcement agency. Students may be exempted from the law enforcement drill at the discretion of administrators or school support personnel. This drill may be conducted on days and times that students are not present in the building.

The Board of Directors or designee shall annually review the Timothy safety/emergency and crisis plan, protocols, and procedures, as well as Timothy compliance with safety drill requirements.

#### Automated External Defibrillator

The Superintendent or designee shall implement a written plan for responding to medical emergencies at Timothy's physical fitness facilities in accordance with the *Physical Fitness Facility Medical Emergency Preparedness Act*. The plan shall provide for an automated external defibrillator ("AED") to be available according to state law requirements. This Policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and able to use an AED.

#### Emergency Closing

The Superintendent or designee is authorized to close the school in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

#### Convicted Child Sex Offender and Notification Laws

See Board Policy, *Visitors to and Conduct on Timothy Premises*.

### **3.2 FISCAL AND BUSINESS MANAGEMENT**

The Superintendent is responsible for Timothy's fiscal and business management.

#### Budget

Timothy's fiscal year is from July 1 until June 30. The Superintendent, with the Director of Finance & Operations and other appropriate administrators, shall review and prepare the annual budget. The Superintendent shall approve the budget prior to presentation to the Finance Committee and Board of Directors. Annually, the Board shall approve the budget, including tuition and compensation. The Superintendent or designee shall implement Timothy's budget and provide the Board with a monthly financial report. The Finance Committee shall approve the monthly financial reports.

#### Payment Procedures

The Superintendent or designee shall establish payment procedures. All payments shall appear on the monthly financial reports to the Board.

#### Compensation

The Superintendent, with the Director of Finance & Operations and other appropriate administrators, shall review and make recommendations to the Finance Committee and the Board regarding compensation for all Timothy employees, including administrators, hourly employees, and the salary scales for teachers and classified hourly employees. The Board of Directors shall annually review and approve the contracts for all employees.

#### Payroll

Timothy employees are paid on the 15th and 30th of every month. For salaried employees, paychecks issued on the 15th are for the 1st through 15th of the current month, and paychecks issued on the 30th are for the 16th through the last day of the current month. For hourly employees, paychecks issued on the 15th are for the 16th through the last day of the previous month, and paychecks issued on the 30th are for the 1st through 15th of the current month.

Direct deposit is available to all employees who enroll and have an active bank checking or savings account. For employees who do not enroll in direct deposit, their paychecks are distributed by Human Resources or designee to the employee's Timothy mailbox or, if the employee does not have a Timothy mailbox, the paycheck is mailed to the employee.

### Employee Reimbursement

Only reasonable and necessary expenses incurred pursuant to the employee's employment duties that inure to the primary benefit of Timothy will be reimbursed. Expenses incurred for personal use of the employee when performing employment duties are not subject to reimbursement. This Policy does not apply to employee expenses incurred for work towards additional professional endorsements or Masters' level coursework. Timothy is not responsible for losses or expenses due to an employee's own negligence, normal wear, or theft unless the theft was a result of the employer's negligence.

Employees must submit a request for reimbursement with appropriate supporting documentation within thirty (30) calendar days after incurring the expense.

Each request for reimbursement must be submitted via the appropriate itemized, signed, standardized form and include the following information:

1. The date and amount of the expense incurred, with attached receipts.
2. The name and title of the employee requesting reimbursement.
3. The nature of the employment duties for which the expense was incurred.

The Board of Directors may designate caps for specific anticipated employee expenses, including, but not limited to, expenses incurred for certain events, lodging, meals, and travel. If an expense cap is established, the above-allowed reimbursements will only be reimbursed if the expense falls below the expense cap. Reimbursable mileage expense will be paid at the IRS rate for the calendar year.

If the employee fails to submit a request with the appropriate supporting documentation within the period described above, or if the employee otherwise fails to comply with this reimbursement policy's requirements or exceeds its expenditure guidelines, the employee may not receive reimbursement. Employees should check with the Principal or the Business Office to ensure that any anticipated expenses are appropriate to ensure full reimbursement.

## **3.3 FACILITY MANAGEMENT**

### Standards for Green Cleaning

The Superintendent or designee shall establish and supervise a green cleaning program that complies with guidelines established by the Illinois Green Government Coordinating Council.

### **3.4 FRAUD PREVENTION**

To ensure compliance with the laws and regulations applicable to receipt of state and federal grant funds,<sup>1</sup> and in alignment with best practices as set forth in ISBE’s *Fiscal Procedures Handbook*,<sup>2</sup> the Board of Directors has established this Policy for preventing and reporting fraud. Timothy will take all appropriate measures to deter fraud with respect to its funds, including, but not limited to, those funds deriving from state and federal grants.

#### **Definitions and Examples**

“Fraud” is defined as: (1) fraudulent financial reporting, (2) misappropriation of assets, and/or (3) corruption (bribery and other illegal acts).<sup>3</sup> Examples of fraud include the following:

1. *Fraudulent financial reporting* - Intentional misstatements or omissions of amounts or disclosures in financial statements to deceive financial statement users. This could include intentional alteration of accounting records, misrepresentation of transactions, or intentional misapplication of accounting principles.
2. *Misappropriation of assets* - Theft of Timothy assets. This could include theft of property, embezzlement of money (such as theft of cash or use of Timothy credit or funds to purchase personal items), or fraudulent payments.
3. *Corruption* - Bribery and other illegal acts.

Other conduct not listed above may constitute impermissible or illegal conduct under law, grant terms, or the determination of Timothy.

#### **Reporting**

Timothy encourages all Timothy employees to be vigilant and report suspicions of fraud. All instances of suspected fraud will be investigated. Timothy will (1) report instances of fraud to the appropriate law enforcement authorities for prosecution, both when required by law or grant terms and when otherwise determined appropriate by the Superintendent or Board of Directors, and cooperate with such authorities as needed, and (2) disclose, in a timely manner, in writing, to the federal awarding agency or passthrough entity (e.g. the Illinois State Board of Education) all violations of applicable criminal law involving fraud, bribery, or gratuity violations potentially affecting a grant award.

#### **Enforcement**

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<sup>1</sup> The *Grant Accountability and Transparency Act* (GATA) (30 ILCS 708/) and the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200.113).

<sup>2</sup> Illinois State Board Of Education, Division of Funding and Disbursement Services, *State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures* (March 2019)

<sup>3</sup> The definition of *fraud* in this Policy is from the *Standards for Internal Control in the Federal Government* issued by the Comptroller General of the United States (aka “The Green Book”)(September 2014), which is utilized by ISBE in its GATA guidance materials.

Employees found to have engaged in fraud will be disciplined, up to and including discharge. Timothy also will seek to recover any wrongfully obtained assets from a responsible fraudster, both when required by law or grant terms and when otherwise determined appropriate by the Superintendent or Board of Directors.

#### Reporting Procedures

The procedures for employees to follow if a fraud is suspected are as follows:

1. Make an oral or written report to the Superintendent describing the factual basis of the suspicion, including any individuals involved, a description of the alleged misconduct, and any supporting evidence. Oral reports shall be subsequently documented in writing by the employee or Superintendent.
2. If the reporting employee does not feel comfortable identifying himself/herself in making a report, the employee may deliver the report anonymously to the attention of the Superintendent or make an anonymous call to the Superintendent.
3. If the report concerns alleged misconduct by the Superintendent, the report should be made to the Board President.
4. If the reporting employee has evidence of fraud, he/she must preserve the evidence and provide it to the Superintendent/designee (or Board President/designee, if the report concerns the Superintendent) charged with investigating the suspected fraud.

#### Responsibilities for Implementing this Policy and Response to Reported Incidents

Compliance with this Policy shall be managed by the Superintendent, with oversight by the Board of Directors. Specific responsibilities shall be as follows:

1. Superintendent (and/or Board President/Designee for cases concerning the Superintendent) responds to reports of actual or suspected fraud in Timothy. With respect to any investigation, the Superintendent and/or designee (or Board President/Designee, for cases concerning the Superintendent) shall:
  - a. Ensure all reported instances of fraud, waste, or abuse are investigated by Timothy, and, if appropriate, reported to the proper authorities for further investigation and potential prosecution.
  - b. Ensure Timothy cooperates with law enforcement in any criminal fraud investigations.
  - c. Consult with legal counsel as needed regarding any investigation.
  - d. Keep the Board of Directors informed regarding any ongoing investigations.
  - e. Make all reasonable efforts to ensure the preservation of evidence relevant to an investigation.

- f. Effectuate (or recommend to the Board of Directors) discipline of employees who engage in fraud, waste, or abuse in accordance with Board policies and any applicable collective bargaining agreement(s).
  - g. Manage communications with the media regarding investigations, as needed.
  - h. Manage Timothy efforts to seek recovery of wrongfully obtained assets, as appropriate.
- 2. Superintendent and/or Designee shall:
  - a. Manage communication of the contents of this Policy to all employees and any grant sub-recipients/subcontractors, including how employees should report suspected fraud.
  - b. Manage ethics and standards of conduct training for employees as appropriate.
  - c. Review this Policy on a regular basis for compliance and effectiveness and manage periodic review of this Policy by the Board of Directors.
- 3. Board of Directors shall periodically review this Policy for ongoing compliance and effectiveness.



## SECTION 4 – PERSONNEL

### **4.1 WORKPLACE HARASSMENT PROHIBITED**

Timothy does not tolerate workplace harassment and is committed to providing an employment environment free of harassment. It is unlawful and against Timothy policy for any employee, Director, volunteer, parent, or any other individual on Timothy property or at a Timothy-sponsored activity to harass an employee on the basis of the employee's race; color; sex; religion; age; national origin; sexual orientation; ancestry; citizenship; marital status; disability, physical, or mental handicap; military status; or other protected status. Timothy does not condone such harassment and will take immediate remedial and corrective action if it occurs.

#### Prohibited Conduct

##### Harassment

Unwelcome conduct may constitute harassment if it is directed at another individual on the basis of that individual's status as a member of, or association with, one of the protected groups listed above and has the purpose or effect of substantially interfering with the employee's professional performance or creating a hostile, intimidating or offensive working environment.

##### Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

##### Retaliation

Retaliating against an employee for resisting or reporting any harassment or for participating in an investigation or testifying regarding a claim of harassment is also prohibited activity or conduct. Retaliation may include, but is not limited to, retaliatory discipline, change of work assignments, or refusal to cooperate or discuss work-related matters.

##### Other

Intentionally pressuring or intimidating another employee with respect to a claim of harassment, or falsely denying, lying about or otherwise covering up or attempting to cover up any behavior described above is prohibited conduct and will subject the employee to discipline, up to and including termination. Any employee who is found to have filed a false and frivolous complaint shall be subject to discipline, up to and including termination. However, a complaint shall not be considered false and frivolous solely because it is not proven, provided it was made in good faith.

### Complaints, Investigation Procedure, and Redress

Aggrieved persons who feel comfortable doing so should first directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop. Individuals should report claims of harassment immediately in the manner established in Board Policy, *Grievance Procedure*. There are no express time limits for initiating complaints and grievances under this Policy; however, every effort should be made to file such complaints as soon as possible.

### Dissemination of Policy

The Superintendent or designee shall annually distribute a copy of this Policy to Timothy employees.

### Staff Training

Staff will receive training on sexual harassment prevention on a yearly basis.

## **4.2 ABUSED AND NEGLECTED CHILD REPORTING**

Any Timothy employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline (800/25-ABUSE or 217/524-2606). The employee also shall promptly notify the Superintendent or designee that a report has been made. All Timothy employees shall sign the Acknowledgement of Mandated Reporter Status form provided by the Illinois Department of Child and Family Services (“DCFS”) and the Superintendent or designee shall ensure that the signed forms are retained.

Any Timothy employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children’s CyberTipline 800/843-5678, or online at <https://www.missingkids.org/gethelpnow/cybertipline>. The Superintendent or designee also shall be promptly notified of the discovery and that a report has been made.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students to address and review the reporting requirements of the *Abused and Neglected Child Reporting Act*. The Administrator shall make sure all staff have access to the State Board of Education’s published materials detailing the information that is necessary to enable notification to DCFS of an alleged incident of sexual abuse, and that such materials are reviewed by all mandated reporters at least once annually.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent to comply with the Act’s requirements concerning the reporting of child abuse.

### **4.3 EMPLOYEE CONDUCT EXPECTATIONS AND DISCIPLINE**

Employees are expected to maintain a safe and Christian-centered learning environment for students. Employees shall demonstrate Christ-like behavior, integrity, and honesty; be compassionate, considerate, and cooperative; and maintain professional and appropriate relationships with students, parents, Timothy Board of Directors, administrators, and employees, and others.

#### **Discipline Procedures**

Employees may be disciplined for misconduct, including, but not limited to, violation of Board Policy; Timothy rules; insubordination, including any failure to follow a verbal or written directive from a supervisor; conduct that disrupts or may disrupt the educational program or process; conduct that violates state or federal law; conduct that does not align with Timothy's Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality, and other sufficient causes as determined by the Timothy Administration or Board of Directors.

Discipline may be issued in one of the following forms:

1. Redirection;
2. Verbal warning;
3. Written warning;
4. Suspension with or without pay; and
5. Termination.

Employees do not have a right to progressive discipline.

The Superintendent or designee is authorized to suspend an employee with pay for up to five (5) school days and/or without pay for up to two (2) school days. The Executive Committee must approve a suspension of more than seven (7) school days.

For termination, the Superintendent or designee must make a recommendation to the Executive Committee. To request a meeting before the Executive Committee, the employee must submit a request in writing to the Executive Committee within five (5) calendar days of receipt of the termination recommendation notification. If a meeting is requested, the Executive Committee will promptly schedule the meeting and give the employee written notification of its date, time, and place at least five (5) calendar days in advance. If the Executive Committee determines that the employee should be terminated, the Executive Committee shall make that recommendation to the Board of Directors. The Board of Directors will determine whether or not to terminate the employee. If the employee wishes to contest whether a termination is for cause, the employee's exclusive remedy shall be appeal pursuant to the employee's employment contract.

#### **4.4 NEW EMPLOYEE AND CONTRACTOR BACKGROUND CHECK**

Timothy hires and contracts with the most qualified personnel consistent with budget and staffing requirements and in compliance with Illinois law or administrative rule and Board Policy. As a required condition of employment, all applicants must comply with the background check process established in 105 ILCS 2-3.25o(c-5), including, but not limited to, a fingerprint-based criminal history records check to determine if such applicant has been convicted of any of the enumerated offenses in 105 ILCS 5/21B-80, a check of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database, a DCFS Child Abuse Registry check, and as of July 1, 2023, an employment history check for sexual misconduct pursuant to Public Act 102-0702. Employment is contingent upon Timothy deeming acceptable the results of the above stated criminal background checks. The Superintendent or designee shall notify an applicant if the applicant is identified in these databases. Conviction records obtained in the course of such background inquiries are confidential and disseminated only to persons necessary to the hiring decision or as otherwise required by law. According to the Fair Credit Reporting Act (FCRA) requirements, if a negative result is reported for the background check, the applicant or employee will be given a reasonable amount of time to challenge the finding before action is taken.

Timothy reserves the right to authorize additional background inquiries when it deems it appropriate to do so. Timothy will perform regular background checks of existing employees at least once every five (5) years.

Timothy retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the *Illinois School Code* or who falsifies, or omits facts from, his or her employment application or other employment documents.

Any employees of persons or firms holding contracts with Timothy who have direct, daily contact with pupils must comply with the background inquiry process set forth above.

Each newly hired employee must also complete an Immigration and Naturalization Service Form as required by federal law. Additional criteria for employment or contracting with Timothy applies. Current employees may refer to the Employee Handbook for further information.

## SECTION 5 – INSTRUCTION

### **5.1 ACCEPTABLE USE OF ELECTRONIC NETWORKS**

#### Electronic Network

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

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

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. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the Internet is at the user’s own risk. Timothy specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

#### Authorized Users

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

#### Authorization for Electronic Network Access

Each teacher must submit a signed authorization for access to the Timothy electronic network. Each parent shall submit authorization for access online at the time of registration and each student shall submit authorization for access via electronic form before the student is granted use of the Timothy electronic network. All visitors who wish to use the Timothy electronic network must consent to the authorization for access to the network.

#### Curriculum and Appropriate Online Behavior

The use of the Timothy electronic network shall: (1) be consistent with the curriculum adopted by Timothy as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and

library resource center materials. Use of the Timothy electronic network also shall be consistent with Christian values and integrity. Students will be educated about appropriate online behavior, including, but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff may, after obtaining permission from the Superintendent or designee, use the Internet throughout the curriculum.

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

#### Acceptable Use

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. Authorized 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. Authorized Users are expected to abide by the generally accepted rules of network etiquette. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored, or read by school officials.

#### Internet Safety

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

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

#### Email

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

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

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

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

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

Use of Timothy's electronic network constitutes consent to these regulations and, by using the Timothy electronic network, the user further consents to indemnify Timothy for any losses, costs, or damages, incurred by Timothy relating to, or arising out of, any violation of these policies, including, but not limited to, any lost or stolen electronic data.

#### Unacceptable Use

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

1. Using the Timothy electronic network for any illegal activity, including violation of copyright or other intellectual property rights, or transmitting any material in violation of any state or federal law;
2. Taking any steps that threaten, or that may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
3. Unauthorized downloading of files, images or software, regardless of whether it is copyrighted or de-virused;
4. Using the electronic network for private financial or commercial gain, including advertising;

5. Wastefully using resources, such as file space;
6. Creating or forwarding chain letters, “spam,” or other unsolicited or unwanted messages;
7. Creating or sending email or other communications that purport to come from another individual (commonly known as “spoofing”), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
8. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, content filter, or other security feature maintained on the electronic network or on any external computer, computer system, or computer account;
9. Hacking or gaining unauthorized access to files, resources, or entities;
10. Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
11. Compromising the privacy or safety of oneself or others, including the unauthorized disclosure, dissemination, or use of personal identifying information such as personal addresses, telephone numbers, photographs, or other information of a personal nature;
12. Using another user’s account or password;
13. Disclosing any computer network password (including your own) to any other individual;
14. Posting material authored or created by another without consent or plagiarizing;
15. Posting anonymous messages;
16. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
17. Using the network while access privileges are suspended or revoked;
18. Disrupting the educational process, including use that is reasonably foreseeable to result in a disruption or interfere with the rights of others at any time, either during the school day or after school hours;
19. Disrupting or interfering with the Timothy electronic network;



20. Sending mass electronic mail to multiple users without prior authorization by the Superintendent or designee;
21. Misrepresenting one's identity in electronic communications;
22. Engaging in any activity that does not meet the intended purposes of the Timothy electronic network, as set forth in the Timothy *Electronic Network Acceptable Use Policy* and any other rules promulgated by the Superintendent or designee;
23. Communicating or socializing with students through private email accounts, Internet accounts, texting, or other means of private electronic communication, including, but not limited to, social networking sites, without the prior authorization of the Superintendent or designee;
24. Vandalizing or attempting to vandalize the electronic network, computer hardware, another user's or Timothy's data or system settings; and
25. Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

#### Disk Storage

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

#### Security

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

## **5.2 CURRICULUM AND SELECTION OF INSTRUCTIONAL MATERIALS**

Timothy complies with the programmatic requirements applicable to nonpublic schools by Illinois law and 23 Ill. Admin. Code 425.30. Accordingly, instruction at Timothy is provided in English, except as permitted by 105 ILCS 5/27-2, and comprises subjects of education taught to children of corresponding age in public school, including language arts, mathematics, the biological, physical and social sciences, the fine arts and physical development, as well as health education as required by 105 ILCS 110.

For policies related to selection of instructional materials and challenging instructional materials, employees may refer to the Employee Handbook and families may refer to the Parent-Student Handbook.

## SECTION 6 – STUDENTS

### **6.1 ADMISSION**

Timothy Christian Schools welcomes applications from families of Trinitarian Christian churches. To be considered for admission, families must be willing to support and embody the Timothy Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality. Parents/guardians and students who cannot demonstrate a lifestyle in accordance with Timothy’s Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality will not be considered for admission. Students must agree to abide by student conduct requirements. Parents must be willing to allow their children to be educated and influenced in an intentionally Christian environment and to live in accordance with biblical lifestyle requirements that are part of Timothy’s enrollment criteria. No discrimination on the basis of race, sex, national or ethnic origin, or immigration status is made in the admission of students.

This Admission Policy and its related Admission Procedures apply to new student applications for admission to Timothy and re-enrolling students. Timothy does not guarantee admission to any individual child or group of children. The Admissions Committee considers every applicant individually and in relation to the applicant pool while taking into account whether the student and the student’s family can demonstrate a lifestyle reflective of Timothy’s Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality. If it is determined that information has been either intentionally or inadvertently withheld by a family during the admission process, Timothy reserves the right to revoke a student’s acceptance and enrollment without refund of any amounts paid, or waiver of any amounts due.

This Policy does not apply to the Timothy International Student Program. Please see the Timothy website or contact the Director of Admissions for more information regarding this program.

#### Application Fees

The Board of Directors shall annually review and set application fees.

#### Applications and Due Dates

All applications for admission to Timothy must be submitted online. The online application is accessible through the Timothy website. All required documents are identified in the online application. The priority application deadline for all grades for the following school year is January 31. All questions should be directed to the Director of Admissions.

For Preschool, a child must be three (3) years old by September 1 of the school year for which they are applying and toilet trained. On the application, parents must indicate their order of preference for the offered Preschool sessions.

For Kindergarten, a child must be five (5) years old by September 1 of the school year for which they are applying. On the application, parents must indicate their order of preference for the offered Kindergarten sessions.

For Grades 1-12, applications are accepted throughout the year for the upcoming school year.

For all Timothy programs and grades, applications are accepted for the current school year throughout the school year if there is space available in the session or class. If the application is approved, the Director of Admissions and the school's Director or Principal will determine a reasonable start date for the student. Typically, the start date will coincide with the beginning of a new quarter or semester. For high school students, this may include the Renew period.

### Admission Process

For Preschool, completed applications are entered in a draw and selected until each session is full. In the draw, preference will be given to siblings of current students, children of Timothy families, children of active participants in Timothy-supporting churches, and children of Timothy full-time, salaried employees. An application received after the draw will be considered if there is space available. Parents will be notified of their child's admission status by email. If a child is not admitted due to a session being at capacity, the child's name automatically will be placed in a waitpool and parents will be notified by email if a space becomes available. Sessions for the second year of Preschool will be filled first with students who attended the first year of Preschool at Timothy and are eligible for re-enrollment, and then if space is available based on the draw for new students. In the draw, preference may be given to siblings of current students, children of Timothy families, children of active participants in Timothy-supporting churches, and children of Timothy full-time, salaried employees.

For Kindergarten, completed applications are considered by the Admissions Committee. All applicants must participate in Kindergarten Screening as part of the application process. Approved applications are entered in a draw and selected until each session is full. In the draw, preference may be given to students who attended Preschool at Timothy, siblings of current students, children of Timothy families, children of active participants in Timothy-supporting churches, and children of Timothy full-time, salaried employees. An application received after the draw will be considered if there is space available. Parents will be notified of their child's admission status by email. If a child is not admitted due to a session being at capacity, the child's name automatically will be placed in a waitpool and parents will be notified by email if a space becomes available.

For Grades 1-12, completed applications are considered by the Admissions Committee. All admissions decisions are made on a rolling basis taking into account if there is space available in a particular class and until each class reaches capacity. Timothy may require an interview as part of the admission process. Parents will be notified of their child's admission status by email. If a child is not admitted to Timothy due to a class being at capacity, the child's name automatically will be placed in a waitpool and the parents will be notified by email if a space becomes available.

For Grades 1-12, each class will be filled first with current students who are eligible for re-enrollment. Following that, admission decisions will be made by the Admissions Committee upon consideration of the Admission Requirements and according to the Admission Procedures. Preference may be given to siblings of current students, children of Timothy families, children of active participants in Timothy-supporting churches, and children of Timothy full-time, salaried employees among equally eligible applicants.

### Re-Enrollment

For Preschool, parents of students enrolled in the first year of Preschool must notify Timothy if they intend to re-enroll their student(s) for the second year of Preschool. Parents will be notified by email when the re-enrollment period opens at the beginning of January and parents must declare their re-enrollment intention for each student by the end of January. Parents will be notified of their child's re-enrollment status by email.

For students entering Kindergarten, parents of students who attended Preschool at Timothy must apply for Kindergarten as set forth in the Timothy Admission Policy. There is no "re-enrollment" from Preschool to Kindergarten.

Students entering Grades 1-12 are continuously enrolled pursuant to their Continuous Tuition and Enrollment Contract, and parents of students enrolled in Timothy must notify Timothy by January 31 if they do not intend to re-enroll their student(s) for the next school year.

The re-enrollment period will be established by the Administration. Parents will be notified by email when the re-enrollment period opens. For all programs and grades, Timothy reserves the right to review each student during the period of re-enrollment, and Timothy reserves the right to dismiss a student at the end of the school year if the student's enrollment is no longer in the best interest of Timothy or the student. Continued enrollment at Timothy is not automatic; but rather contingent upon parents' and student's willingness to support the Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality, above, and the student's eligibility.

## **6.2 ENROLLMENT DEPOSIT, TUITION AND FEES**

The Board of Directors shall annually review and set the enrollment and re-enrollment deposits, tuition rates and fees. Timothy reserves the right to revoke a student's acceptance and enrollment without refund of any amounts paid, or waiver of any amounts due, if the required tuition and fees are not current.

### Enrollment/Re-Enrollment Deposit

The initial enrollment deposit is due upon execution of the Continuous Tuition and Enrollment Contract. If it is not received within ten (10) days, enrollment may be forfeited. Re-enrollment deposits are automatically charged to the tuition account on January 31 for the upcoming school year.

### Tuition

Tuition payments are collected by a third-party agency on behalf of Timothy Christian Schools. Parents must enroll before their child is permitted to attend classes.

Timothy offers four (4) payment options:

1. Payment in Full: Due on or before August 20;
2. Bi-annual payments: Due on or before August 20 and January 20;
3. Quarterly payments: Due on or before the 20th day of August, November, February, and May.

4. Monthly payments: Due monthly from August through May, on or before the 20th day of the month.

There is no reduction in tuition and fees due to a student's inability to attend school because of illness, vacation, bad weather, suspension, expulsion, participation in remote instruction, or any other reason.

### Fees

Timothy assesses fees for various purposes, including, but not limited to, registration, capital maintenance, transportation, field trips, classroom materials, publications, and extracurricular activities. Following admission or re-enrollment to Timothy, parents will be notified of the required fees for the upcoming school year, the respective due dates, and method of payment. Other fees may be assessed during the school year. Parents will be notified of those fees, the respective due dates, and method of payment. For more information regarding fees, see the Timothy website.

### Financial Assistance

Financial assistance may be available for Timothy students. Applications are due in the spring prior to the school year for which the student is applying. The application due date will be established by the Administration. Applications submitted after the deadline will be considered if funds are available. Financial assistance applications will be considered only for admitted and re-enrolled students. Please see the Timothy website or contact the Business Office for more information.

## **6.3 REGISTRATION**

If a child is admitted to Timothy (see Board Policy, *Admission*), additional information and documentation is required at the time of registration. Parents of students enrolling in Timothy for the first time must present a certified copy of the student's birth certificate at time of registration unless it was submitted with the student's application. Annually, parents must complete the required information in their online enrollment account accessible through the Timothy website. Parents will be notified of additional registration and other documentation required by Timothy, including health, eye, and dental examinations and immunizations forms required by the state of Illinois (See *Examinations, Immunizations, and Exclusion of Students in Parent-Student Handbook*).

If the person enrolling a student fails to comply with the above requirement to provide a certified copy of the student's birth certificate within thirty (30) days of registration, the Superintendent or designee immediately shall notify the local law enforcement agency and also shall notify the person enrolling the student in writing that, unless he or she complies within ten (10) days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten (10) day period, the Superintendent or designee shall so refer the case.

## **6.4 MISSING STUDENTS REPORT AND RECORDS**

Upon receipt of notification from the Illinois State Police of a current or former student's disappearance, the Superintendent or designee is required to immediately flag the student's records in such a manner that, if the school ever receives a request for the records or a request for information about the records, the school is promptly alerted to the fact that the request is in regard to a missing person. Upon being alerted to such a request, the Superintendent or designee is required to immediately report the request to the Illinois State Police. Any report filed with the Illinois State Police must include any knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the Superintendent or designee shall remove the flag from the person's record.

## **6.5 STUDENT CONDUCT AND DISCIPLINE**

All Timothy students are expected to behave and conduct themselves consistent with Timothy's Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality. 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.

Students who engage in misconduct are subject to discipline in accordance with Timothy's student discipline policies, up to, and including, suspension and/or expulsion.

Please refer to the Parent-Student Handbook for further information.

## **6.6 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 has given written permission for disclosure or such disclosure is otherwise required by law.

The Superintendent or designee shall maintain and protect the confidentiality of school student records, inform staff members of this Policy, and inform students and their parents of their rights regarding school student records.

### Access

A parent or a designated representative of the parent shall have the right to inspect and copy all school student records of that parent's child with limited exception as required by law. A request to inspect and copy records shall be made in writing to the School Registrar. Timothy shall grant the request to inspect and copy student school records within ten (10) calendar days of receipt of the request. Parents will be charged a copying fee of one dollar (\$1.00) per page unless waived by the Superintendent or designee. Timothy shall not grant a parent any right of access to or inspection of the student's school records if the Superintendent, School Registrar, or designee has been provided with a certified copy of a court order, an order of protection, or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these

rights or prohibits access. 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 to the Timothy school office a certified copy of the court order, parenting agreement or plan, or other documentation that specifically revokes these rights or prohibits access.

#### Notification

If a student's school records are to be disclosed to someone other than the student's parent as permitted by law, notice to the parent will be provided at least five (5) school days prior to the release of the records.

#### Retention/Destruction

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.

See Board Policy, *Record Retention & Destruction Policy*.

#### Transferring Records

Timothy shall transfer a student's school records to another school upon request by the parent or upon request from the records custodian at the school to which the student is enrolled or intends to enroll. A request to transfer records shall be made in writing to the School Registrar. Timothy shall transfer a copy of a student's school records within ten (10) calendar days of receipt of the request. Certified copies of records will be provided within fourteen (14) calendar days.

## **6.7 EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

#### Criteria for Extracurricular and Co-Curricular Activities

The Extracurricular Committee, Superintendent, or designee must approve an extracurricular or co-curricular activity in order for it to be considered a Timothy-sponsored extracurricular or co-curricular activity. The criteria for an activity includes, but is not limited to, the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants;
2. Fees assessed students are reasonable and do not exceed the actual cost of operation;
3. Timothy has sufficient financial resources for the activity; and
4. The activity will be supervised by a school-approved sponsor.

#### Criteria for Participation

Selection for membership or participation in a Timothy-sponsored activity is at the discretion of the activity's teacher(s), sponsor(s), or coach(es), provided that the selection criteria conform to Timothy's policies and, if applicable, the policies of the activity's governing organization or



association of which Timothy is a member. Students must satisfy all academic standards and must comply with the activity's rules, Board Policies, and Timothy rules and codes of conduct.

#### Extracurricular and Co-Curricular Code of Conduct

The Extracurricular Committee, Superintendent, or designee, with input from administrators, teachers, sponsors, and coaches, shall develop a Code of Conduct for extracurricular and co-curricular activities. The Code of Conduct shall: (1) require participants to conduct themselves as good citizens and exemplars of Timothy at all times, including after school, on days when school is not in session, during the summer, during periods of ineligibility, and whether on or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (3) notify participants that failure to abide by it could result in removal from the activity. The Code of Conduct shall be reviewed by the Superintendent or designee annually and presented to the Extracurricular Committee.

Participants in extracurricular and co-curricular activities must abide by the Code of Conduct for the activity and Board Policy. All coaches and sponsors of extracurricular and co-curricular activities shall annually review the Code of Conduct with participants and provide participants with a copy.

#### Scheduling for Extracurricular and Co-Curricular Activities

Timothy will not schedule or participate in extracurricular and co-curricular activities on Sundays unless the scheduled event is a scheduled competition by the activity's governing organization or association of which Timothy is a member. The Board may consider scheduling extracurricular and co-curricular activities on a Sunday if a tournament game is canceled and rescheduled to a Sunday or in the event of other extreme circumstances.

Please refer to grade-level specific policies on Extracurricular Activities available in the Parent-Student Handbook for further information.

## **6.8 HOME-SCHOOLED STUDENTS**

This Policy is applicable to home-schooled students only; it is not applicable to students who are enrolled in any other schools. In addition, this applies to only the Timothy Elementary School, Middle School, and High School; it does not apply to the Timothy Preschool.

#### Admission of Home-schooled Students

All home-school students seeking to enroll in any Timothy class must submit an application for admission to Timothy. The application will be considered by the Director of Admissions and the Admissions Committee, and an interview may be required. Contact the Director of Admissions.

In addition, to be considered for admission, families must be willing to support the Timothy Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality. Students must agree to abide by student conduct requirements. Parents must be willing to allow their children to be educated and influenced in an intentionally Christian environment.

### Academic Classes & Timothy Diploma

For Kindergarten through Grade 5, a home-schooled student is eligible to participate in special classes only (e.g., band, orchestra, art, music, computer, and physical education) provided there is space available in the class and the home-schooled student is admitted to Timothy.

For Grades 6-8, a home-schooled student is eligible to participate in special classes (e.g., band, orchestra, art, music, computer, and physical education) and other classes as approved by the Superintendent or designee provided there is space available in the class and the home-schooled student is admitted to Timothy. Home-school students are not eligible to earn a Timothy 8th Grade Diploma.

For Grades 9-12, a home-schooled student is eligible to participate in any class up to a maximum of two (2) classes per semester provided there is space available in the class and the home-schooled student is admitted to Timothy. A student may participate in additional classes per semester if approved by the Superintendent or designee. Home-school students enrolled in classes at Timothy are not eligible to earn a Timothy High School Diploma. In order to earn a Timothy High School Diploma, the student must be admitted to and enrolled at Timothy as a full-time student for his/her Junior (Grade 11) and Senior (Grade 12) years. See Board Policy, *Admission*.

A home-schooled student who participates in any Timothy class is subject to all policies, regulations, and rules that are applicable to all Timothy students, including payment of any tuition or fees.

### Extracurricular Activities, Including Interscholastic Competition

A home-schooled student is eligible to participate in “no cut” interscholastic athletic activities provided the student is admitted to Timothy and enrolled in at least one Timothy class during the period of participation in the interscholastic athletic activity. In addition, the home-schooled student’s participation must adhere to the regulations established by Timothy and any association in which Timothy maintains a membership (e.g., IHSA).

A home-schooled student is eligible to participate in non-athletic extracurricular activities provided the student is admitted to Timothy, enrolled in at least one Timothy class during the period of participation in the activity, and there is space available in the activity.

A home-schooled student who participates in any Timothy extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in that activity, including payment of any fees.

## **6.9 “ASHLEY’S LAW” POLICY**

A parent or guardian, or any other individual registered with the Department of Public Health as a designated caregiver of a student who is a registered qualifying patient, may request authorization to administer a medical cannabis infused product to the student on school premises or school transportation, or request that a properly trained school nurse or administrator administer a medical cannabis infused product to the student on school premises or school transportation, if both the student and the registered designated caregiver have been issued registry identification cards

issued by the Illinois Department of Public Health under the *Compassionate Use of Medical Cannabis Pilot Program Act*.

To request such authorization, the student's guardian(s) must provide copies of both the student and designated caregiver's valid registry identification cards to the Superintendent at least seven (7) calendar days prior to the desired start date of administration of any medical cannabis product on school premises or school transportation. The student's guardian(s) must clearly specify in writing when, where, and how any medical cannabis product is to be administered. A new request for authorization must be provided at the start of each school year.

Authorization may be denied if, in the opinion of the Superintendent, it would create a disruption to the school's educational environment or would cause exposure of the product to other students. No member of the school's staff may be required to administer any medical cannabis products. Storage of medical cannabis products on school premises is prohibited. If authorization is provided, the designated caregiver must promptly remove any medical cannabis products from school premises or transportation as soon as administration of the product is complete.

## SECTION 7 – COMMUNITY RELATIONS

### **7.1 VISITORS TO AND CONDUCT ON TIMOTHY PREMISES**

#### Definitions

1. “School property” means Timothy buildings and grounds, vehicles used for Timothy purposes, and any location used for a Timothy-related or Timothy-sponsored meeting, event, or activity.
2. “Visitor” means any person other than a Timothy employee or an enrolled Timothy student.

Upon arriving at the school, all visitors must sign in, may be asked to show identification, and wear a visitor’s badge. When leaving the school, visitors must sign out and return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in and out or wear a badge, but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Timothy expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate an employee, a member of the Board of Directors, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Except as specifically permitted by state law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another’s property;
5. Damage or deface school property;
6. Violate any federal or Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Use or possess medical cannabis;
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;

12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of twenty (20) miles per hour, or (c) in violation of an authorized employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other Timothy policies or regulations, or a directive from an authorized security officer or Timothy employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects Timothy or a school function.

#### Convicted Child Sex Offender and Notification Laws

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of eighteen (18) are present, unless the offender meets either of the following two (2) exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Superintendent of his/her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Superintendent.

The Superintendent or designee shall supervise a child sex offender whenever the offender is in the vicinity of children.

The Superintendent or designee shall serve as the contact person for purposes of distributing and using information from law enforcement officials to provide parents the appropriate notification the *Sex Offender Community Notification Law* and the *Murderer and Violent Offender Against Youth Community Notification Law*. The Superintendent shall manage a process for notification of parents during school registration that information about sex offenders is available to the public as provided in the *Sex Offender Community Notification Law*.

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Superintendent or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this Policy may be ejected from school property. The person also is subject to being denied admission to school events or meetings for up to one (1) calendar year.

## **7.2 THIRD PARTY USE OF FACILITIES**

Use of Timothy facilities must be consistent with the Timothy Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality. Individuals or organizations seeking to use Timothy facilities must acknowledge this in writing as part of the Timothy Facilities Use Agreement.

Timothy facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of Timothy. Timothy reserves the right to cancel previously scheduled use of Timothy facilities by community organizations and other groups. The use of Timothy facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures.

The use of Timothy facilities for Timothy purposes has precedence over all other uses. Timothy facilities are available for use on Sundays before 1:00pm only by churches that have been granted use of Timothy's facilities. After 1:00pm on Sunday, Timothy facilities are available for use by other community organizations that have obtained approval for use consistent with this Policy.

All persons using Timothy's facilities must abide by Timothy's Board Policies and conduct rules at all times. Use of Timothy facilities must be consistent with the Timothy Mission, Vision, and Statement of Belief on Marriage, Gender, and Sexuality. Individuals or organizations seeking to use Timothy facilities must acknowledge this in writing as part of the Timothy Facilities Use Agreement.

Timothy may charge a facility use fee to community organizations granted use of its facilities at any time. A fee schedule and other terms of use shall be prepared by the Superintendent or designee.

## **7.3 PARENT ORGANIZATIONS**

Parent organizations are invaluable resources to Timothy. While parent organizations have no administrative authority and cannot determine Timothy policy, the Board of Directors welcomes their suggestions and assistance.

Parent organizations are recognized by the Board of Directors and permitted to use the Timothy name or logo attributable to Timothy provided they first receive the Board or designee's express written consent. Consent to use the name or logo will generally be granted if the organization has a governance structure and operating guidelines containing the following:

1. The organization's name and purpose (such as to enhance students' educational experiences, to help meet educational needs of students, to assist specific clubs through financial support, or to enrich extracurricular activities);
2. The rules and procedures under which it operates;
3. An agreement to adhere to all Board Policies and Timothy rules;

4. A statement that membership is open and unrestricted, meaning that membership is open to parents/guardians of students enrolled in the school, Timothy employees, and community members; and
5. A statement that Timothy is not, and will not be, responsible for the organization's business or the conduct of its members;

Permission to use the Timothy name or logo may be rescinded at any time and does not constitute permission to act as a Timothy representative. At no time does Timothy accept responsibility for the actions of any parent organization regardless of whether it was recognized and/or permitted to use the above-mentioned name or logo. The Superintendent or designee shall serve as the liaison to parent organizations.

#### **7.4 BACKGROUND CHECKS FOR VOLUNTEERS**

Timothy volunteers may be required to undergo a criminal background check as a condition of volunteering.

The Timothy Board Policy Manual was adopted this \_\_\_\_ day of \_\_\_\_\_, 2024, following approval by members of the Board of Directors.

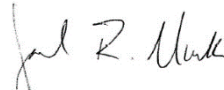
By:



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Jesse Taming, President  
Board of Directors  
Timothy Christian Schools

By:



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Joel Munk, Secretary  
Board of Directors  
Timothy Christian Schools