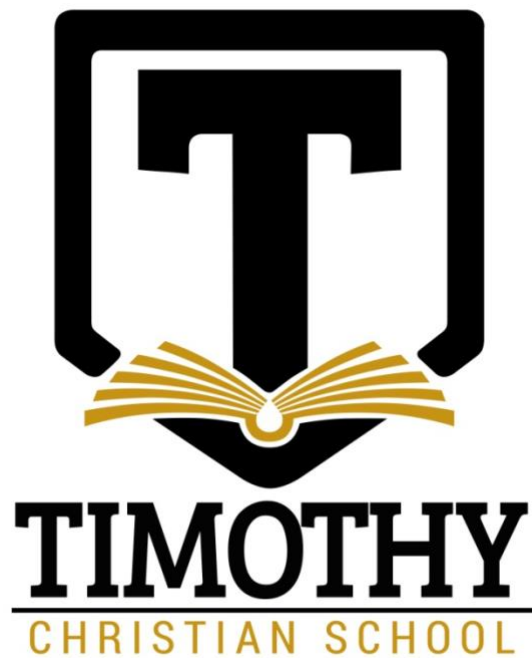


# Parent Handbook

## 2021-2022

Updated September 2021



### Hope of the world

“May the God of hope fill you with all joy and peace as you trust in Him so that you may overflow with hope by the power of the Holy Spirit.” Romans 15:13

**750 Essa Road, Barrie ON L4N 9E9**  
**Phone: 705-726-6621**  
**Fax: 705-726-8571**  
**Email: [tcsgeen@timothychristianschool.ca](mailto:tcsgeen@timothychristianschool.ca)**



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## Welcome

Dear Parents,

Welcome to the 'TCS Family' and the community of learning that has been established here in Barrie. We welcome your partnership in the exciting venture of educating children in the knowledge and wonder of our God.

Timothy Christian School was established for the purpose of serving God, by giving Him first place in all our studies and related school activities. As staff and parents we know that Christ is Lord of heaven and earth and it is our desire to make our youth continually aware of this. Our goal is to develop the whole child: academically, physically, socially, mentally, emotionally and of course, spiritually.

This handbook has been prepared to establish effective communication between home and school. It will acquaint you with some of the general school routines, expectations and educational policies. It is our desire that such guidelines and policies contribute to the well being of our students and promote efficient administrative operation within the school.

The Christ-centered education provided at Timothy Christian is a communal effort because of God's covenant grace. Let us together, through our words and actions, strive to create an environment of trust and mutual support in which students, parents and teachers can learn and grow together.

We welcome working with you in this educational journey. We count on your encouragement and support, both in and out of the classroom. Let's keep the lines of communication open so that each child benefits from the best education possible.

In His Service,

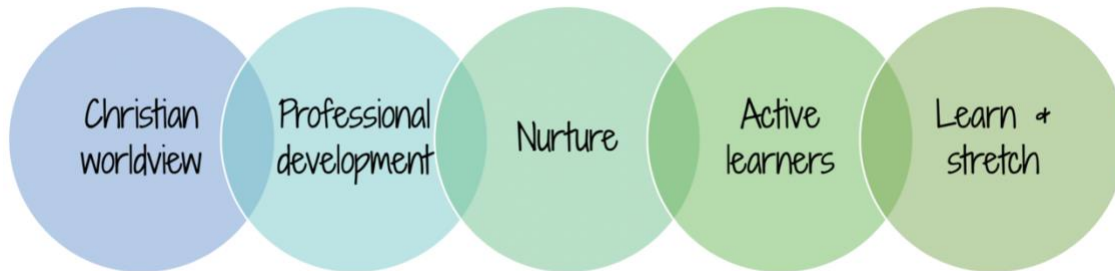
A handwritten signature in cursive script that reads "R. Berg". The signature is written in black ink and is positioned to the left of the printed name.

R. Berg, Principal

## TCS Vision

Timothy Christian School delivers a dynamic, vibrant learning environment offering leading edge programs that inspire children to be alive in Christ.

Our five core values:



## Why Christian Education?

Timothy Christian School is a place of learning that supports the Christian home in its desire to honour God in all areas of life. Teachers do all of their teaching from a Christian perspective.

Christian education is an opportunity for your child to see the Majesty behind the math; to understand the creative, communicative power of language; to see God's beauty and care in music and art; to know that they are indeed "fearfully and wonderfully made". Christian education goes beyond academic lessons and skills to educate for eternity.

Our school aims to be Christ-centered, teacher directed and child oriented. Every staff member is a Christian who models their own personal walk with God before your child and who demonstrates Christian love and servant hood.

In Christian education, children are encouraged to develop their God-given gifts and talents in order to serve God and community. Since discipleship involves the whole child, Christian education provides students with experiences that seek to foster their:

- Spiritual development
- Emotional development
- Physical development
- Aesthetic and artistic developments
- Intellectual development

## Instructional Program

Christian education is based on the conviction that knowledge of the Bible and of Jesus Christ is essential to the development and growth of the child. This belief calls for the integration of faith and learning. Every subject area is seen as part of this bigger picture and thus taught from a Christian perspective.

Christian teachers play a key role in opening a child's eyes to the wonders of God's creation. The instructional program at TCS aims to respect each student's individuality

and also strives to help each individual to recognize and develop their gifts within community.

Our school follows curriculum guidelines that meet the goals of Christian education as outlined by the TCS Program Committee and Board. We strive to meet and surpass ministry and government specifications and follow much of the provincial curriculum. We supplement our course of studies with curriculum resources and textbooks that come from Christian Schools International (CSI), the Edvance Christian Schools Association (previously OACS) and those we have developed ourselves.

Our curriculum encompasses studies in Bible, Mathematics, Language Arts, French, Vocal and Instrumental Music, Fine Arts, Physical Education, Science, History and Geography. Students with special needs enjoy the individual or small group support of our Resource Department facilitating specific remedial needs. The spectrum of our curriculum encourages the use of a variety of teaching styles: teacher directed, individual research, small group, peer tutoring, cooperative learning and computer-assisted learning.

The staff of Timothy Christian School annually reviews specific areas of curriculum under the supervision of the Program Committee. New teaching methods, publications and support services are examined and goals are set to maximize student learning.

Devotions are held on a daily basis and TCS has chapel twice a month to bring all students together in the gym for a time of praise and worship.

### **Bible**

Although a Christian worldview is integrated within all subject areas, Bible is also taught as a separate subject, to all students. Biblical studies help students learn about the Bible as the record of God's loving concern for his people and their response to his faithfulness. Scriptures are also studied to help students deepen their awareness of God's grace in their own lives and at the same time to help deepen their commitment to Christ as Saviour and Lord.

### **Language Arts**

Effective use of language increases the ability of students to serve God and his people in a loving, God honouring manner. The language arts curriculum is built on the four components of reading, writing, listening and speaking. The reading program is based on various reading resources and selected novel studies. The writing program integrates phonetic principles and proper grammatical/writing style skills. Listening and speaking are integrated throughout the reading and writing components. Often the language arts are integrated within the various courses of study. Reading is the key to success in most subject areas. Parents are encouraged to model reading and to set a high priority on promoting books and regular home reading.

### **Creational and Cultural Studies**

Through the study of Science, History and Geography students will learn about human interaction in the context of people's relationship with God. Students learn that all people are called to exercise dominion over creation by using its resources in a harmonious and fruitful way. They learn that all the various aspects of life are interrelated within any given culture. As well, students will learn that physical and

living things are part of God's plan, created by God and not just a product of our environment. Through study of God's creation the students hopefully will gain a deeper understanding of how they too are the caretakers of creation and responsible to God for maintaining and developing it.

### **Mathematics**

Math has its roots in God's creation order and gives us a greater appreciation for the orderly design of this world. In Math, students first experience mathematical ideas from contact with concrete objects and by analyzing the spatial numerical aspects of everyday experience. Mathematical speed drill and problem solving application will be stressed.

### **Computer Studies**

Computers are viewed as a technological tool that should be used to support the learning that takes place within the curriculum. Students in the Junior and Intermediate grades will receive instruction in keyboarding, word processing and presentation skills. Computer stations can be found in the classrooms and all students will have access to the computer lab. An Internet Control Policy is enforced.

### **Music/Band**

Singing is an important component of praise in a Christian's life and music is certainly an important part of the TCS program. Primary and Junior grades will get together, within their divisions, for regular choir singing sessions. Recorders are introduced in Grades 3-5 and instrumental band instruction occurs in Grades 6-8. Much of the music program takes place in our large, functional, three tiered Music Room. A band rental fee will be required unless students purchase their own instrument.

A goal of our music program is to instill an appreciation and awareness of a wide variety of music and musical selections.

### **Art**

Art is taught by each classroom teacher and often integrated within the curriculum. The aim of the program is to introduce the various elements of art such as: line, shape, colour, form, composition, texture, value and perspective. At the Grades Seven and Eight levels the students participate in a Fine Arts program, which expands the art appreciation and exposure, but also adds opportunities to participate in areas such as Drama, Yearbook and Web site design and presentation.

### **French**

At the primary level French is taught as a second language, with emphasis on basic vocabulary and French songs. More formal French instruction starts in the Junior grades and carries on to the end of Grade 8. A set program is followed which consists of workbooks, oral dialogue and audio listening tapes.

### **Physical Education**

In physical education students learn that bodily development and physical fitness are necessary to serve the Lord responsibly. Students are encouraged to develop a lifestyle that will adopt this approach to fitness as well as individual and team sports. The Grade 3 and 4 programs include a swimming component every other year.

Team sport competition generally involves special meets with area Christian schools.

### **Learning Assistance and Special Education**

This program is designed to provide support to those students who need help, primarily in the areas of reading, language arts and math. Skills and strategies are also taught to intermediate students to support them in their learning and study habits. Referrals to the program require written approval and identification of need.

### **Assessment and Evaluation**

Evaluation is based on the assessments of student achievement derived from tools such as: observation check lists, work samples, conferences, self-reflections and tests. The report card is one of the primary means of communicating the results of evaluation and it is extremely important for parents to sit down with their children and review the report card together. There will be one progress report in February and a second one in June.

We believe that children make the best progress when home and school work together. We encourage you to keep a dialogue going with the homeroom teacher. Parent-teacher conferences are scheduled during the year as well in November and March.

### **School Hours**

Junior and Senior Kindergarten classes meet on Monday, Wednesday and Friday.

8:45 am	Admission Bell
8:50 am	Classes Start
10:30-10:50 am	Recess
12:20-12:37 pm	Eat Lunch
12:37-1:07 pm	Lunch Break
3:25 pm	Dismissal
3:35 pm	Bus Departure

### **Lunch**

Students will remain in their classroom to eat their lunch. Students are not allowed to leave the school grounds for lunch, unless accompanied by an adult. If students are to be picked up for lunch the classroom teacher requires a parental written confirmation or telephone call. Parents, please help the TCS staff promote healthy snacks and lunches.

### **Absenteeism**

It is of utmost importance that every child's whereabouts is known. In order to make sure that everyone is safely where they should be, please email or call the school before 9 am to inform us if your child will be late or absent.

Frequent absences can severely harm the learning process of the child and can be disruptive to the class as well. Please strive to schedule family holidays so that school days are not impacted.



When students become ill at school, parents will be notified. When a parent cannot be reached at home, we resort to work numbers and emergency contact numbers. Please be sure you keep your contact numbers up-to-date at all times. Sick children can be picked up from the classroom or the health room.

### **Lateness**

Please ensure your child is at school on time. Children who arrive late often miss the opening announcements and devotional time which helps set the tone for the day. When students arrive late it is a disruption to the class and a distraction to the devotion time or the lesson.

Students arriving late or needing to leave early should always report to the office to inform the secretary.

Note: Parents please drop children off at the front of the school and not in the area where buses arrive (for safety reasons).

### **Leaving the School Grounds**

No child may leave the school grounds unless under the supervision or permission of their parent. Please inform the school office of any changes to the usual after school routine as early as possible, by 2pm at the latest. The end of the day is very busy and we ask your support in not adding last minute changes. *Strive to make your arrangements for after-school activities before your child leaves for school.*

### **Medications**

Unless otherwise agreed upon, all student medications are to be kept at the office and will be distributed by the secretary. All medication needs to be properly labeled with: the student's name, the name of the medication, the dosage and frequency of administration. A supply of Tylenol is kept at the school, but we will not dispense any to a student without prior verbal or written consent from a parent or guardian. Parents are responsible to update epi-pens should students need them.

### **Communicable Diseases**

Students who suffer from pink eye, ringworm, scabies or other such communicable diseases need to be excluded from school until they are recovered or cleared by the family doctor.

Outbreaks of head lice are common within a school. In order to help prevent such outbreaks, please check your child's hair regularly and watch for signs of itching. Students should not share hats or combs. If you detect a case of head lice, please notify the school so we can try to see if there are other children in the class that share the problem.

## **Dress Code**

- No clothing that inappropriately reveals the body (short skirts, halter tops, muscle shirts).
- No bare midriffs.
- No torn jeans/short shorts.
- No exposed underwear (ensure wide shoulder straps). Clothing must cover all undergarments completely.
- No negative or inappropriate slogans/advertising on clothing articles.
- No hats/caps are to be worn in class.
- Shorts need to be appropriate in length – half the length to the knees when standing.
- Indoor shoes are to be worn at all times while inside the school.

Students dressed inappropriately will be required to change or will be handed a Timothy shirt until a change of clothes can be delivered from home.

All students are required to have a pair of indoor shoes for classroom and gym use. In addition, students in Grade 5 – 8 need gym shorts and a change of shirt for their gym classes. Timothy shirts are available for \$10 in the school office.

## **Dress Code for Physical Education/Team Sports**

- Mandatory changing into gym attire for PE class for gr. 5-8
- Students must wear appropriate length athletic shorts/track pants and T-shirts (No requirement of TCS shirt until new product is available)
- No spandex
- Appropriate athletic footwear
- For team sports, members must wear provided TCS attire and follow the above requirements as well.

## **Lost and Found**

Found articles will be placed in the LOST AND FOUND box located in our front foyer. Parents and students are encouraged to check it regularly. At regular times unclaimed items will be cleaned and donated.

## **Class Trips**

Undoubtedly the best textbook is God's creation, therefore, we encourage teachers to take their students on trips that meaningfully support learning. Parents will be notified of the field trip details. A per student charge may be required to cover admission fees to certain programs. Please note that students should not take spending money along on field trips.

## **Parking Lot Guidelines**

Safety is of ultimate concern and we need all drivers to be very alert and follow the following guidelines:

- Drive slow

- For pick up and drop off **use the front main parking area or the gravel parking lot ONLY** (please do not park in bus area and cross over for the safety of the students)
- Do not park in the Fire Lane
- Staff and buses ONLY park in the North Lot
- Give buses priority
- No vehicle access to the back of the building during school hours
- If your child(ren) is waiting after school for parent pick-up, he/she will be in the front foyer waiting for you if you are running late.

## **School Bus**

Transportation to and from school is provided by Landmark Bus Lines. Use of the bus is a privilege and not a guaranteed right. Privileges can be removed if student conduct is disruptive or poses a danger to other passengers. TCS will deal with student behaviours, and Landmark will deal with driver concerns and issues. The TCS Transportation Committee and Landmark Bus Lines have agreed upon the following responsibilities and expectations:

### Driver's Responsibility:

- 1) To provide a safe journey to and from school for each student,
- 2) To maintain a safe and pleasant atmosphere on the bus (with the help of senior student patrollers) to the best of his/her ability while operating the bus,
- 3) To deal with minor discipline cases in a fair manner,
- 4) To ensure assigned seating is maintained,
- 5) To report to the office, in writing, any problems that occur on the bus.

### School's Responsibility:

- 1) To arrange an efficient and streamlined bus route which will try to accommodate families as much as possible,
- 2) To investigate all disciplinary problems on the bus (usually the principal),
- 3) To inform parents, when necessary (usually third offense),
- 4) To discipline and if necessary suspend or withdraw the privilege of transportation,

### Parents' Responsibility

- 1) To educate their children regarding bus privileges, responsibilities and guidelines,
- 2) To have students at pick-up point ten minutes before assigned time,
- 3) To inform the Transportation Committee, via the school office, of any changes in location,
- 4) To support the Bus Code Of Conduct.

### Bus Code of Conduct for Students

- 1) Be at your stop ten minutes early.
- 2) Conduct yourself in an orderly manner at bus stops.
- 3) Stand well back from the bus until it comes to a complete stop.
- 4) Board the bus in single file and in an orderly manner.
- 5) Take your assigned seat promptly and remain seated.

- 6) All items coming to school must be in a school bag. Any larger items (projects, etc) must be transported by an alternate manner. The only exception is band instruments.
- 7) Keep your arms and head inside the bus at all times.
- 8) Never interfere with emergency doors/exits or any part of the bus equipment.
- 9) Unnecessary disturbances (opening of windows, wrestling, eating, yelling, obscene language, or bullying) will not be tolerated at any time.
- 10) Obey all directions and instructions of the driver and/or bus patroller.
- 11) Refrain from talking to the driver while the bus is in motion, except in case of emergency.
- 12) Never leave the bus at any stop other than the predetermined one.
- 13) Be aware that bus privileges can be withdrawn for failure to cooperate.

Bus drivers are required to submit a Student Behaviour Report to the principal for any student who does not follow this code of conduct.

Senior students, whose behaviour is exemplary, may be elected by their bus driver to serve as a Bus Patroller. These students receive special training by the Barrie Police and play a vital role in orderliness and safety on our buses.

Busing matters or concerns should be shared with the school representative on the transportation committee.

### **Bus Cancellation Days at TCS**

As much as possible (when safe and weather permitting), TCS will attempt to keep the school open when the buses are cancelled. Should our bus company cancel the buses, TCS staff will be at school to supervise the students who are dropped off. As with other schools open during bus cancellation days, there will be no new work taught on bus cancellation days due to the amount of students missing. On average, only 50 students attend on a bus cancellation day.

An email will be sent out before 7:00am (as much as possible) on the day of bus cancellations to inform parents whether or not TCS will remain open or be closed for the day.

TCS does reserve the right to both cancel the buses and close the school if the weather is so severe that it is dangerous to be on the roads for teachers and parents.

### **School Communications**

Each student in Grades 2-8 is issued an **Agenda** in which all homework and communications will be documented daily. Parents are asked to read the Agenda each evening, supervise the homework, make sure that any other instructions are attended to and initial it to verify that everything is in order.

A weekly **TCS Newsletter** will be emailed home and posted on our website. This link to the school will keep you up to date on upcoming events and provide you with key information. Primary teachers will be sending home regular **class newsletters** (at least monthly) to keep you informed about the curriculum and special activities.

Students in grades 5 – 8 are encouraged to use Google Classroom online to keep up to date with homework and school activities. This is a safe environment monitored by teachers. Parents are encouraged to access this as well.

Teachers in JK – grade 5 will use classroom newsletters for homework communication.

Our TCS School Family Directory is available online on our Sycamore School database (family specific login). Please do not use this directory for soliciting purposes.

Regular communication between home and school is paramount for your child to succeed. We recognize that you are the most important teacher that your child will ever have. It is our privilege to come along side you and seek the best for your child. If you want to talk with your child's teacher please call ahead or put a note in the Agenda.

### **Complaint Procedure**

At TCS we endeavor to follow the guidelines set out in Matthew 18 for dealing with complaints or grievances. It is our Christian duty to deal with issues or problems through open, honest dialogue and in a spirit of understanding and cooperation. The TCS Communication Protocol follows the following steps:

- 1) Pray for the issue/concern and or the individual(s) concerned as a first step.
- 2) Approach the appropriate staff person first or principal and discuss your concern(s) with him/her. All school/student related concerns or questions should be directed to the staff.

### **Homework**

Study at home can play a valuable role in teaching responsibility, forming good study habits and keeping up with the pace of instruction. All children are encouraged to spend a set daily time in reading or being read to. Regular study of memory work, spelling words and math facts is to be encouraged.

Grade 4-6 students should expect about 30 minutes of homework nightly while senior students should anticipate 60 minutes each evening. We try to avoid homework on the weekends so students have an opportunity to broaden other dimensions of their lives.

Senior students should expect increasing amounts of homework, requiring greater degrees of independence and responsibility. Please check their Agenda each school night to ensure that their duties have been completed. If you communicate to them that excellence is important, they will strive to do their best.

Homework time is an excellent opportunity to spend time together, getting to know your child's strengths and areas of challenge. Please make an effort to know what your child is being taught and encourage him or her to excel.

### **Guidelines for Tests and Review Sheets for Grades 4-8 at TCS**

*Tests and Major Assignments:*

- All tests, major quizzes and major assignments are to be published on Google classroom (online) for grades 5-8 and in class newsletters from JK-4.

#### *Review Sheets/Study Sheets*

- All grade 4 – 8 teachers will give out a review sheet/study sheet summarizing the key areas of a test a minimum of three days before the test date
- Review sheets/study sheets will be taken up in class by the teacher a minimum of two days before the test so the students go home with the proper information (note: some students with learning challenges need more time than this)

### **Homework Policy for Extended Vacation**

Family vacations are valuable learning opportunities that occur outside of the classroom. They are important times for families to be together. At times, families plan extended vacations during school time. In order to eliminate any unnecessary tension between home and school please be aware of the following policy if you are planning an extended family vacation during school time.

In preparing homework for extended family vacations, the TCS staff will not assign homework prior to or during the vacation date. We feel that this is in the best interest for both the student and the teacher for the following reasons.

1. Not all of the classroom assignments may be assigned on a specific day due to the lack of full understanding of the concept being taught and re-teaching of lessons that may need to take place.
2. The number of assigned questions may be altered due to class time constraints.
3. Some subjects and activities are more hands-on and are not ideal to give as homework.
4. It is difficult to prepare accurately in advance causing the student on vacation to do more assignments/questions than the class or even doing an assignment that the class did not complete.
5. Some topics will require teacher-guided instruction for the assignment to be done successfully. Redoing an assignment is not ideal and incorrect steps may be difficult to change.

We encourage families to continue with the learning topics taking place in the classroom on their own. (Take a math textbook along or read the novel that the class will be reading.) Parents are welcome to do extra activities with their children while they are on holidays and are encouraged to keep a journal of their vacation to share with the class upon their return. Any assignments or tests that need to be completed will be completed upon the student's return with negotiated due dates.

### **Athletics**

All students have regular Physical Education classes; Grade 5-8 students are required to change into gym clothes for hygienic purposes. Senior students are encouraged to try out for school a team sport, which move to a higher level of competition and requires greater skill.

Students representing Timothy, at an athletic event, must wear a school athletic shirt and have signed a Code of Conduct in order to participate. All practices and

tournaments are announced in the Newsletter. Due to COVID no spectators are permitted for the 2021-2022 school year.

## **Discipline Policy**

### Purpose

At Timothy Christian, we strive to create a caring, safe learning environment in which all students are encouraged to grow academically, emotionally, physically and spiritually. An important aspect of creating such an environment is implementing and enforcing a discipline plan in which expectations for behaviour and related consequences for misbehaviour are clearly defined.

The word "discipline" is derived from the word "disciple" which means, "follower". Discipline is an opportunity to redirect children in a more positive and accepting direction. The heart of discipline is to encourage the sincere desire to walk obediently in the ways of the Lord. Following Christ is demonstrated by respect for God, others and property. Behaviour needs to be based on the two great commandments: to love God with all our heart, soul, mind and strength; and to love our neighbour as we love ourselves.

At Timothy Christian School we seek to reflect this perspective as we discipline our children. Since our Christian school functions as an extension of the home, staff, administration and parents are encouraged to work in partnership and to communicate closely concerning matters of discipline.

Parents, as partners in the education of their children, have the responsibility to reinforce the need for proper behaviour at school. They are expected to support the school in the enforcement of the Code of Conduct as well as the consequences for misbehaviour.

### Definitions

**BULLYING** is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear (intent to hurt), distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is real or perceived power imbalance (Ministry of Education's Policy/Program Memorandum No.144)

A **DETENTION** occurs when a student is kept back from his or her regular school routine. A student will spend the morning or lunch recess in the classroom or office and s/he will be given another activity or task to perform.

A **SUSPENSION** occurs when a student's attendance at school and participation in all school related activities is stopped temporarily.

- An *In-School Suspension* includes a temporary stoppage of the student's admittance into class and participation in all school activities.
- An *Out-of-School Suspension* includes a temporary stoppage of the student's admittance to school and participation in all school activities.
- An *Indefinite Suspension* is an Out-Of-School suspension after repeat offenses and disciplinary action, requiring the student to remain at home for an indefinite amount of time (maximum 2 weeks) until the parent(s) and the student have met with the

school board and the Principal to discuss the future of that student's career at Timothy Christian School.

An **EXPULSION** occurs when a student is no longer permitted to attend Timothy Christian School due to repeated and/or severe behaviour problem(s).

### Classroom Management

The classroom teacher is responsible for maintaining a safe and reliable space for learning. Considering that each person is unique, it is expected and encouraged that each teacher will have their own individual disciplinary style. Within this freedom, however, teachers are required to abide by the school policies and see that they are taught and implemented constructively and consistently. If a discipline problem persists beyond the teacher's scope and/or resources, s/he is obligated to follow-through with the Principal according to this policy.

- Teacher Responsibilities: As with all incidents, the teacher is required to keep accurate, time/dated documentation when a student misbehaves and has received some sort of disciplinary action. These records are mandatory and will be used in the future if the misbehaviour persists. It is also required when a student is sent to the Principal.
  - The 1<sup>st</sup> disciplinary incident: the teacher issues an in-class detention or another form of punishment.
  - The 2<sup>nd</sup> disciplinary incident: the teacher will place a call to the parent(s) outlining the behavioural situation/concern, and issue an in-class detention or another form of punishment. The principal will be notified
  - The 3<sup>rd</sup> disciplinary incident: the teacher will report the student to the Principal for further action.

### Immediate Reporting to the Principal

There are certain times when a student misbehaves at school, on the bus, on a field or class trip that must be reported to the Principal immediately by a teacher. The following list is not exhaustive; however, it outlines behaviour examples which are considered *major offenses*:

- Disrespect of any authorized adult at any time (i.e.: teacher, assistant, chaperone, volunteer, etc.)
- Physical harm and physical fighting.
- Bullying, including cyber-bullying, of another student. (Please refer to earlier definition).
- Throwing objects in anger.
- Destruction and/or vandalism of school or personal property.
- Possession and/or distribution of illegal items and substances as well as entering the school property showing evidence of the use of illegal items and substances.
- Swearing and/or vulgar language.
- Possession of a weapon (i.e.: pocket knife, sling shot, paintball gun, air soft pistol, etc.)
- Uttering a threat to inflict serious bodily harm on another person.
- Physical, verbal, or sexual harassment.
- Unauthorized leaving of school property.

### Five Steps of Disciplinary Action

Note: The following steps are used as a guideline however the principal may go directly to a suspension if he/she feels it is needed.

### Reporting a Student to the Principal

As a rule, after the 3<sup>rd</sup> in-class disciplinary incident, the offending student will be referred to the



Principal. When a teacher directs a student to the office, several things must be kept in mind:

- The teacher should call the office or send another student to the office to bring the Principal to the classroom.
- The teacher must give an explanation to the Principal of why the student is being sent to the office.
- The teacher must indicate what prior work with the student and the parents has been done.
- The teacher may recommend what should be done with the student.
- The teacher will submit a written report of the incident upon the Principal's request.

#### Step 1

For the first referral (the 3<sup>rd</sup> disciplinary action), the student will serve an in-office detention for one noon hour. The Principal will call the parent(s) and send a Discipline Notice home that is to be signed by his/her parent(s) and returned to the Principal the following school day. The Principal will follow the four steps of discipline listed below:

- a. Show the student what s/he has done wrong.
- b. Give the student ownership of the problem – no excuses, no blame shifting, no "buts", and no "if onlys".
- c. Give the student a process for solving the problem s/he has created (restitution, resolution, and reconciliation).
- d. Leave the student's dignity intact.

Major offenses, however, may result in immediate suspension on first referral to the Principal.

#### Step 2

A second referral to the Principal will result in another in-office detention for one noon hour. The second Discipline Notice will be sent home to be signed and returned to the Principal the following school day. The Principal will also call the parents and explain to them what further disciplinary action may result if the behavioural pattern continues.

#### Step 3

If a student is referred to the Principal a third time, *or any offence at any point is deemed serious enough by the Principal*, the student may serve an Out-Of-School suspension at home. An In/Out-Of-School suspension can be 1-3 days in length, depending on the severity of the misbehaviour. The Principal may also send the student home mid-day for a "cooling down" period for the benefit of all parties concerned. In certain cases, at the discretion of the Principal, the student may be required to serve an In-School Suspension.

Following a suspension, a 10 day probation period will be in effect upon the return to school for the student. During this probationary period, the student *may not* represent the school at any extracurricular program or sports event. A violation of this probation will result in a 3-day Out-Of-School Suspension. If this occurs, the student will not be allowed to return to the school until the parents have met with the Principal and assured him/her that their child will respect the rules of the school. The student, parent(s), and Principal will meet to develop a plan to correct the behaviour and to bring about restitution and reconciliation.

#### Step 4

If a student is referred to the Principal a fourth time, it is apparent that:

- The repeated use of the school suspension is not effective in ensuring positive behaviour on the part of the student or

- The safety and well-being of other students are in danger or
- The proper management of the class is not possible.

The Principal at this point may issue an INDEFINITE SUSPENSION. The student will not be allowed to return to school until the parent(s) and the student have met with the school Board Executive and the Principal, and have assured them that their child will respect the rules of the school. The maximum duration of the indefinite suspension is two weeks. The student, parent(s), teacher(s), and Principal will meet to develop a plan to correct the behaviour in question with the goal of bringing about restitution and reconciliation.

#### Step 5

If the previous plan to correct the student's behaviour does not bring about restitution and reconciliation and further behavioural problems occur, then expulsion from Timothy Christian School may be recommended by the Principal.

The Timothy Christian School Expulsion Policy will be used.

### **Expulsion Policy**

This procedure will be followed between the Principal and the Board when there is a recommendation from the Principal for a student expulsion. This procedure is to ensure that the Board receives all relevant information from both the Principal and parents to make a well-informed decision.

#### Procedure

When the expulsion of the student is being considered, the following steps will occur:

- While the expulsion process is being considered, the student will be under Indefinite Suspension and remain at home until the Board has made its final decision.
- The Principal will notify the parents that a letter of expulsion will be sent to the Board Secretary.
- A written recommendation for the expulsion will be delivered to the Board Secretary from the Principal.
- A letter will be sent by the Board Secretary to the parents of the child letting them know that an expulsion recommendation has been received from the Principal.
- The Board letter to the parents will indicate a time when the Board will meet to make the final decision regarding the recommendation.
- The Board letter to the parents will ask for their written response to the recommendation and whether or not they plan to attend the Board meeting.
- The Board will meet on the stated day to discuss the expulsion recommendation, after which the Board will meet on its own to consider the parent's written and verbal responses as well as the Principal's comments made during the meeting.
- The Board will make the final decision regarding the recommendation to expel the child.
- The Board's decision will be provided to the parents in writing and a copy will be kept with the Board minutes. This will be final.

## **Telephone Use**

Students, normally, should not expect to have access to the school telephone. Parents are also requested to use their discretion in asking the secretary to forward messages to children. *Strive to make your arrangements for after-school activities before your child leaves for school.* Students are encouraged to leave cell phones at home. If parents allow their child to carry a cell phone, we ask that it remain unseen at school.

## **Student Fundraising**

Timothy is blessed to have a Fundraising Committee to raise the money required to address specific needs within our school community. This group of volunteers raises funds to purchase "extras" for students not included in our budget. It is vital that all families recognize the need to both support and assist in fundraising activities.

The Student Fund raises funds through volunteer efforts to enhance the learning environment of the students. Funds, for example, are used to purchase sport's equipment, music and fine arts supplies, support field trips and better the learning environment in the classroom.

## **Chapel**

Chapel will be held several times per each month. Timothy's staff takes turns leading chapel by choosing songs, Scripture, guest speakers and events that extend praise to our Heavenly Father and promote our school theme. Due to COVID we are unable to have parents and preschoolers attend chapel for now, but we hope this will change in the near future.

## **Nut Free Environment**

Timothy strives to create a nut free school to provide a safe environment for those people who have severe allergies. Please ensure that all lunches and food brought into the school are safe.

## **PITCH (Participating in Timothy Christian) Volunteer Program**

The PITCH program strives to build a community among all participants in Timothy Christian School. We do this by asking every full-time family attending TCS to give a minimum of 25 hours of their time to the school (15 hours for part-time families). We realize that increasing demands at home and in the workplace can make it challenging sometimes to meet their volunteer hours. By volunteering, not only are you getting involved with building and enriching your child's Christian experience, you are also helping to keep costs down. A Criminal Record and Vulnerable Sector Police Check (current within 3 years) must be on file with the office. Families choose their own volunteer opportunities to best suit availability, interests and skills, and all approved volunteer activities that directly benefit the school are valid. This can include helping at an event or fundraiser, serving on a Committee or team, classroom/trip/teacher assistance, sports coaching and elective teaching, kitchen hospitality and lunches, maintenance, library, Prayer Group, cooking and baking from home, and so many other areas. Activities NOT counted towards PITCH hours include events advertised in

the newsletter that are not part of TCS (e.g. a church function, group ski/tubing, etc.), volunteering at the Re-Source Thrift Shop, babysitting and transportation that facilitates volunteering, and donations of any kind.

Volunteer hours are factored into tuition prices and there is a financial cost associated with an increased number of families not meeting the 25 hour commitment. Families must submit their completed PITCh forms (with credit card information) to the office with their registration and re-registration forms. Families will be advised prior to billing, depending on fulfillment of volunteer hours throughout the year.

Families count their hours on an "actual time spent" basis and submit their hours through our Sycamore School database ([app.sycamoreschool.com](http://app.sycamoreschool.com), family specific login, "My School", "Service Logs", "New Log") or by email to the office ([tcsген@timothychristianschool.ca](mailto:tcsген@timothychristianschool.ca)). Please email the office with any questions.

## **Personal Privacy Policy**

### **Policy on Ontario Student Records (OSR)**

It is the Policy of Timothy Christian School that Section 265(d) of the Education Act be followed, requiring the principal of the school "to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record". The information on each student will be gathered in an Ontario Student Record (OSR) and will be maintained according to the guidelines proposed in the OSR Manual of the Ontario Alliance of Christian Schools 2004. The Education Act also regulates access to an OSR and states that the OSR is "privileged for the information and use of supervisory officers and the principal and teachers of the school for the improvement of instruction" of the student. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR. A fundamental principle is to make certain that personal information is protected to ensure privacy.

### **Privacy Policy Statement**

Timothy Christian School respects the right to privacy and is committed to upholding the confidentiality and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner.

Timothy Christian School collects, retains, and discloses certain personal information in order to provide the best Christian education possible. To protect your privacy we are committed to honouring the following principles:

#### **1. Accountability**

At Timothy Christian School the principal is responsible for implementing the privacy policy for staff, students, and parental/guardian contact. This information will be kept in a locked filing cabinet in the office or will be protected by a password on office computers. With respect to parents and Society members, this responsibility has been given to the board executive or designate. This information will also be locked in a secure place and password protected if in electronic format.

#### **2. Identifying Purposes**

The purposes for which personal information is collected will be identified before or at the time of the collection of the information.

### 3. Consent

Based on the reasons provided for collecting personal information, each individual's consent will be obtained for the collection and disclosure of that information.

### 4. Limiting Collection

Personal information collected will be limited to that which is necessary for the purposes identified.

### 5. Limiting Use, Disclosure and Retention

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

### 6. Accuracy

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it is to be used.

### 7. Safeguards

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

### 8. Open Policy

Timothy Christian School will readily make available its policies and practices regarding the protection of personal information.

### 9. Individual Access

An individual has the right to access files containing personal information, and may challenge the accuracy and completeness of the information. Incorrect or incomplete information will be promptly corrected or deleted.

### 10. Questions and concerns

Please contact the Privacy Officer if you wish to discuss our policy and procedures relating to the protection of personal information.

#### Definition:

"Personal information" is defined very broadly in the PIPEDA as, "any information about an identifiable individual except the name, title, business address and business phone number of an employee."

"Personal information" therefore, includes an individual's home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history, travel history, – April 2003.)

Personal Information Protection and Electronic Documents Act (PIPEDA) 2