



**PARENT
HANDBOOK
2018/2019**

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1. What is the Mission of Timothy Christian School?

a. Our History

The Canadian Reformed School Society of Hamilton was established in June 1957 with the purpose of providing a faith-based education to the children of the churches. Society members desired to provide the children of the Church with an education built on the foundation of faith in Jesus Christ consistent with the doctrine confessed in the church and implemented in the home.

This practice is consistent with what the Apostle Paul wrote in 1 Corinthians 3 which likely formed the foundation for the education of his protégé Timothy. Hence, in 1973, the Society opened the doors of a Christian School operating under the name Timothy. Today, as it did at the time it was established, Timothy Christian School is operated under the direction of a volunteer board, duly elected from among its members. Its educational programs and infrastructure are funded, without the aid of the Ontario Provincial Government, through the collection of membership fees and donations. Since 1973, the school has occupied three different facilities as required to meet the needs of its increasing student population.

b. Our Mission Statement

Timothy Christian School's mission is to assist the parents by providing a quality, biblically based, Christ centered, elementary education to Reformed, covenant children with the intent that they develop their talents and grow in love and service to God and their neighbour.

Assist Parents in the Task of Educating Their Children

Timothy Christian School is a community school, established by members of the Canadian Reformed Church to provide a place where covenant children could receive Reformed education subjected to the scrutiny of the Word of God and the doctrine of the Church. As a school established for this purpose, Timothy Christian School seeks to align its instruction with that of the Church and which builds on instruction provided by Reformed parents.

The school fills a unique place in the established threefold structure consisting of church, home, and school. Timothy Christian School exists to assist parents to fulfill the covenantal obligations made at baptism. Timothy Christian School regards those within the covenant community as heirs and fellow heirs of the kingdom, regardless of whether they are parents, teachers, or students. The school also acknowledges that the role of fulfilling the obligations falls primarily on the parents and maintains an open line of communication with parents.

The task of teachers is to assist parents in teaching children the ways of the Lord. While parents are not to abdicate this responsibility to teachers, the role of the teacher is to build on this work so that students may develop their knowledge and competency to eventually be able to take on the independence of living as children of God.

Provide a Quality, Biblically Based, Christ Centered Elementary Education

Covenantal Education is based on the foundation of scripture which instructs one to work within God's creation, growing in knowledge of it to care for it, to the end that human beings may glorify their God and provide service to their neighbour.

The basis of Covenantal Education and instruction is the infallible Word of God as it is summarized and confessed in the Three Forms of Unity: The Heidelberg Catechism; The Belgic Confession; and The

Canons of Dort. All elements of Reformed education need to be subjected to the scrutiny of the Word of God and the doctrine of the Church. The manner of instruction and its curriculum imparts knowledge deliberately permeated with the doctrines of scripture. While also important, the teaching of the Ministry of Education requirements is secondary but not ignored. Education at Timothy Christian School by seeking first to glorify God, will necessarily be of a higher and more enduring quality, effectively preparing them for secondary education.

By incorporating deliberately biblically based education into the classroom, Timothy Christian School seeks to assist its students in acquiring knowledge imparted through listening to God's word and proclamation and developing their confidence through their witnessing of Christ and His work of salvation. Knowledge obtained in this manner is worked by the Holy Spirit as a gift of grace. Christ centered education views the work and person of Christ as pivotal to all of creation and history. Timothy Christian School develops the scriptural and moral character of its students so that they acknowledge and accept the Lord as sovereign; encouraging them to willingly use their God given talents to praise and glorify their God and serve their neighbour.

Educate Reformed Covenant Children

Timothy Christian School is firmly established in the established threefold structure of church, home, and school. All members within the covenant community are heirs and fellow heirs of the kingdom, regardless of whether they are parents, teachers, or students. Students are covenant believers who lack only knowledge, understanding and maturity.

Scripture teaches that God made humankind in his image, perfect and without sin. Despite that, humans fell into sin and require the sacrifice of Christ to be saved. Already in paradise, God established a covenant with His adopted children, demanding obedience to Him, which is demonstrated in love for Him and love of one's neighbour. Students are educated in a manner whereby the rich promises of God and His covenantal obligations bestowed on them at baptism are instilled within their character.

The entire program of study at Timothy Christian School must work within this covenantal structure in all subject matter. Students are taught about the created order of God so that they may grow in their relationship with God, revering Him and acknowledging, in awe, all of God's works. Within this covenantal framework, students ultimately respond by seeking to live their lives harmoniously in service to God and their neighbours.

Develop God Given Talents

God has imparted to each unique individual gifts and talents which must be developed. Timothy Christian School seeks to develop the scriptural and moral character of its students in order that they may willingly use their God given talents developing them to the potential that God has given them, to thankfully praise and glorify their God as willing servants of God and their neighbour. Together with the parents, teachers build the student's knowledge and competence so that they may grow up to be independent, discerning individuals.

Encourage Growth in Love and Service to God and Neighbour

Education at Timothy Christian School seeks to encourage students to grow in their relationship with God, revering Him and acknowledging all of God's works.

All curriculum is broken down into age appropriate grades, subjects, lessons and units. Nevertheless, despite its inherent segmentation, education must be integrated into one goal: knowledge of, and full submission to, the will of God. Ultimately achieving this goal bears fruit as students are encouraged to live their lives harmoniously in service to God and their neighbours.

In addition to the educational elements, teachers strive to be living models of godliness, leading the children to Christ by their daily example. Through the example of godly service within a covenantal school community, students are encouraged to become servant leaders and seek to emulate it in their own walk of life.

c. The Board and Committees

The work of running Timothy Christian School is mandated to a board that is representative of all the church congregations that send children to Timothy. Board members must be members in good standing of the School Society and are voted in by the membership. The responsibilities of the Timothy School board are distributed over several committees. Most Committees are made up of at least 1 elected board member and members of the Timothy School Society. The Committees are as follows:

Education	Vision
Human Resource	IT
Promotion	Library
Property	Safe School
Transportation	Booster club
Finance	Vouchers
Health & Safety	Events

d. Associations

Timothy Christian School is also a member of the following Associations which provide support for Christian Education: Ontario Principal’s Association (OPA) and Curriculum Assistance for Reformed Education (CARE).

2. What are the Academic Expectations for the Students?

a. The Programs of Learning

i. Kindergarten

As of September 2018, our part-time Kindergarten Program runs 3 days per week.

In Kindergarten at Timothy Christian School, students will:

- receive an introduction to skills/curriculum material taught at Timothy Christian School in grade one. This includes the rules and routines of the classroom, playground and bus;
- hear Bible stories and sing Christian songs developing listening skills and participation in a group setting;
- build relationships with their peers within the communion of saints as bonds of friendship are formed;
- be held to the same standards of Christian behaviour as parents have taught and modeled in the home in a school environment under the authority of the teacher;
- be exposed to a variety of new experiences both inside and outside of the classroom;
- receive extra assistance with learning or behavioural challenges, if necessary, from experienced teaching and resource staff.

ii. Grades 1-8

The program of studies consists of a range of subjects, each in its own way contributing to the overall educational aims of the school. The unique character of the instruction at a Reformed school is not found in the first place in a unique program of studies, but in instruction and presentation that is faithful to the Word of God. In developing a responsible program of studies, the school has taken into consideration a wide range of sources and resources, including those offered by the Ministry of Education and Training in Ontario and those offered by Christian school organizations such as the Ontario Alliance of Christian Schools, the League of Canadian Reformed School Societies, and other Canadian Reformed Schools.

- **Bible**

Bible Studies will focus on God's self-revelatory deeds in the Old and New Testaments, culminating on the story of Jesus Christ, the Redeemer of the world. Students will learn about Him, the Creator of heaven and earth, who has revealed himself in his Word, and who, by virtue of his covenant, wants to be our heavenly Father in Christ Jesus.

- **Memory Work**

The Bible contains a clear command to sing God's praises in song. Colossians 3:16 states, *“Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God.”* Singing the psalms and hymns teaches students to have the words of the covenant written in their minds, on their hearts and on their lips. Students will learn: at least one verse from every psalm and hymn in the Book of Praise by the time they have completed elementary school; a text or

list of Bible facts bi-weekly (as much as possible, these will complement the Bible/ Church History program); songs, texts, and recitations for Christmas, Easter, or other special programs.

- **Church History**

The most important goal of Church History Program of studies is to cultivate a genuine love for Christ's church, of which the students are members. Throughout, teachers will endeavor to establish links between the events within Church History and the personal experiences of the students to underscore the understanding that they are members of the same church as people in other centuries, and that our covenant LORD God is the same in past and present. Students will learn that the study of Church History is not a glorification of all sorts of people, but that it is the Lord Jesus who gathers, defends and preserves his church.

- **Language Arts**

The foremost purpose of language instruction at Timothy Christian School is to teach the students to use language correctly and effectively to the glory of God and in His service. The school's task is to equip the students with the skills of reading, writing, listening, and speaking so that they can read, understand, and confess the Word of God, to study and explore creation, and thus to carry out their calling to serve God and their neighbour.

Language Arts can be divided into the following strands:

Reading - including reading and novel studies

Writing - including spelling, grammar, vocabulary and creative writing

Penmanship - including print, cursive and keyboarding

Oral/Visual Communication – i.e. Media Studies

- **Mathematics**

Mathematics is taught at Timothy Christian School to help students understand how God ordered His creation and how beautifully consistent and reliable He is. In this way they are led to respect God's laws for creation, acknowledge His sovereignty, and begin to understand the greatness of His work; to equip students to fulfil their cultural mandate, and encourage them to glorify their Maker *"For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them"* (Eph. 2:10); to help students understand and use the laws and relationships that have been uncovered to solve everyday problems and explain everyday quantitative situations in which they find themselves; to help students develop skills for abstract thinking, mathematical communication, problem solving and independent and cooperative learning, through the use of numbers, symbols and other mathematical concepts.

- **Science**

Science is the systematic study of the wonders of the universe which God has created and which he upholds by his mighty hand, *"For his invisible attributes, namely, his eternal power and divine nature, have been clearly perceived, ever since the creation of the world, in the things that have been made"* (Rom. 1:20). The Science program includes the study of man as he has been *"fearfully and wonderfully made"* (Ps. 139:14) by God himself; the study of the earth; the kingdom of plants and animals; the study of astronomy and meteorology; and the study of chemistry and physics.

- **Computers (Grades 6-8)**

Information Technology (IT) is a gift from God to be used to His glory both in and outside of the classroom. An IT device is not only a tool to be used, but also a means of being able to communicate with anyone. Students in a Reformed school should learn how to operate the various technologies that are available and how to communicate ethically and responsibly as children of God.

Students at Timothy Christian School are growing up in a technological age and the school, in supporting the parents, has the task to prepare the students to live as discerning citizens in this world. In Reformed schools, teachers model the proper use of technology and they teach the discerning use of technology. Teaching discernment implies that teachers are familiar with technology and have the tools and expertise to teach the students to become disciplined and responsible users.

The information and communication systems available to students mean that they need to learn how to determine the correct method of communication for the correct situation based on biblical principles. Increased capability in the use of IT promotes initiative and independent learning. Students will be able to make informed judgements about when and where best to use IT and to consider its implications for home and work both now and in the future. (CARE, IT Conceptual Framework)

- **Social Studies**

Social Studies focus on the interactions between people, and between people and their environment. In the junior grades these strands are integrated, while in the senior grades they are labeled as History and Geography. The central thought in these studies focuses on God's plan for creation, and man's tasks and responses to that plan. As God's children living and working in God's world, the students are to learn about their responsibilities in their interactions with others, in their work and in their leisure.

Social Studies is taught at Timothy Christian School so that students can learn about the role that they are playing and will play as a part of their society. Students learn about the order that God has set for creation by searching out, describing, understanding and explaining the world around them. They learn a variety of Social Studies skills readily applicable to everyday life such as interpreting maps, reading graphs and collecting and analyzing data. Students also develop a range of cognitive skills such as inquiring, problem solving, discussing and reporting.

- **French**

French language competency, both in writing and speaking, is an important skill within our bilingual country. At Timothy Christian School, the French program works both to fulfill the requirements of the Ministry of Education and to encourage oral and written competency that results in opening doors for future study, travel, and employment. By learning French, students are also better equipped to fulfill the great commission to Francophones in our country and other nations.

- **Visual Arts/Arts**

Students are given opportunities to develop a range of artistic skills which will enhance their abilities to respond to God and His word through their gifts and encourage them to develop particular artistic talents which the Lord has given them.

The Visual Arts curriculum will foster in the students an enthusiasm for the arts and to make students aware of the visual aesthetics of God's creation, thereby increasing their capacity to enjoy it.

- **Music**

Music is a gift of God and, as such, it is another medium through which God's people can understand God, His creation, His people, and ourselves. Like any other cultural engagement, music is to be dedicated to the Lord: *"Sing and make music in your heart to the Lord"* (Eph.5:19, 20). The psalmist's refrain is, *"Sing to the Lord a new song, sing to the Lord all the earth. Sing to the Lord, praise his name, proclaim his salvation day after day,"* (Psalm 96:2).

The Music Curriculum provides experiences through which students can expand their appreciation and enjoyment of God's gift of music and their ability to respond to Him through it.

- **Drama**

One of the strands in the Language Arts program is the development of oral and visual communication through various media. Drama is an element of this type of communication. God has created us with the ability to experience and express a wide range of emotions. Drama can be used to help students develop their abilities to express emotions, speak, act, design sets and costumes, sing, memorize and work in a group.

- **Physical Education**

Christian education is concerned with the development of the *whole* student: soul, mind, and body. The Physical Education program is vital to the development of students as persons who grow in maturity and in their service to God. Physical Education encourages and provides opportunities for students to know, understand, and appreciate their bodies as gifts from God. Through Physical Education, students can learn to enjoy both athletic and recreational activities, to enable them to play and to develop skills for play and sports.

- **Health Education**

The Bible teaches that each person, male or female, has been created by God in His image to live in harmony with Him, each other, and the rest of creation. Students will be taught to care for their bodies and minds in a responsible, healthy, and Biblical manner.

- **Guidance**

Through the guidance of their parents and teachers, covenant children learn to direct their lives to the service of God and their neighbour, to work for the honour and praise of the King of kings and Lord of lords, and to abstain and flee from works of evil.

b. Special Education

Timothy Christian School's purpose is to assist parents in the nurturing of covenant children as promised at baptism. All covenant children, irrespective of ability or handicap, belong to Christ. As much as possible, all should receive the covenantal education desired for the children of the church. Our Special Education Program provides support in the classrooms, as well as individual and small-group instruction in the Resource Room.

c. Using Computers

Timothy Christian School provides access to computers and internet in the classroom to provide students with additional tools to facilitate and enhance learning. Students will be taught to exercise Christian discernment in the appropriate use of computers and the internet, using it effectively for research, up-to-date information, and entertainment, while avoiding not only the obvious unchristian sites, but also the lure of the less stewardly use of time.

d. Academic Honesty

As covenant children, the students at Timothy Christian School are required to live in obedience to the commandments of God. They are to love and honour God with all their heart and with all their soul and mind. Furthermore, they must love their neighbour as themselves (Matthew 22:37-39). These two commandments have tremendous implications on the performance of their schoolwork. Students are expected to approach their work seriously and to maintain high standards of honesty and integrity in all that they do (Colossians 3:23). All academic work completed by the student should be the legitimate, truthful work of that student and it should be free of deception.

e. Extra-Curricular Activities

The students at Timothy Christian School are encouraged to further use their gifts and improve their skills by being involved in extra-curricular activities. Piano lessons are offered by an independent instructor, each week. The students can be part of sports teams in Soccer, Baseball, Volleyball and Track, and they can participate in a several sports tournaments and competitions.

Students in Grade 8 can serve the school community, neighbourhood and people abroad by being part of a **Student Action Leadership Team**. The SALT teams are: Mission, Theme Days, School Beautification, Events/Food, Intramurals, Community Involvement.

3. What are the Professional Expectations for the Staff?

a. Professional Conduct

At all times staff will demonstrate a high level of professional conduct by:

- Performing all assigned duties to the best of his/her abilities;
- Maintaining a satisfactory level of professional competence;
- Working together with all colleagues in a spirit of harmony in order to achieve the educational goals of the school under the leadership of the Principal and the policies of the Board;
- Setting an example within the school and within the community by conducting themselves always in a manner that reflects a reformed way of life and by setting an example in dress and appearance;
- Not discussing internal school matters, nor criticizing school regulations and policy with students or outsiders;
- Going the way of Matthew 18 within the staff and/or Board should a problem arise about school policy, with a colleague, or other.

b. Code of Conduct

The purpose of the Teachers' Code of Conduct is to establish and maintain the standard of professional conduct for the teachers of Timothy Christian School. The Code of Conduct deals with teacher's conduct towards the students, colleagues and parents. Galatians 5:22-23(ESV) reminds us that *"the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control."* The fruits of the Spirit must be shown by Christian teachers and will be a blessing to God's covenant children.

The objective of the Code of Conduct is to promote the highest standards of care for students and to protect teachers and others from the potentially devastating consequences of false allegations. All teachers are urged to consider how they can safeguard their own position without giving up important personal principles of care and trust. *"Therefore, my beloved brothers, be steadfast, immovable, always abounding in the work of the Lord, knowing that in the Lord your labour is not in vain."* (1 Corinthians 15:58 ESV). Whenever doubt exists, the teacher should seek the advice of the Principal or a more experienced senior teacher.

i. Relationships with Students

Teachers hold a unique position of influence and trust. As role models, they must exercise their responsibilities in ways that recognize that there are limits or boundaries to their relationships with students. Teachers shall:

- Treat students with dignity, respect and consistency and refrain from intimidation, embarrassment, sarcasm, humiliation or harm;
- Maintain confidentiality about a student in the course of professional duties, except where required to break that confidence by or where, in the judgment of the teacher, to break that confidence is in the best interest of the student;
- Use good judgment when discussing personal matters. They will need to consider carefully the advice they offer and when necessary, refer the student to a colleague or the Principal who is better placed to offer appropriate advice;

- Maintain a professional degree of distance, even in a more relaxed setting of out of school or during after school activities;
- Discipline in love and out of concern for the spiritual well-being of their pupils. Teachers must not lose zeal in guiding and correcting the children in their charge and for whom they are accountable;
- Discipline firmly but fairly. Teachers must not be inflexible but willing to judge each case on its own, tempering judgment with compassion.

A professional relationship will be violated if a teacher:

- Has a sexual relationship with a student;
- Uses sexual innuendo or inappropriate language and/or material with students. Teachers should also be sensitive to adolescent crushes and infatuation on teachers and not take advantage of or encourage it;
- Touches a student without a valid reason. Teachers should not make gratuitous physical contact with students and should avoid using physical contact as their way of relating to students. Teachers should recognize that their physical actions with students are open to the possibilities of misinterpretation by students. There will be occasions when physical contact will be acceptable: to prevent harm or injury to the student or others, to comfort a student in distress, to administer First Aid, and unavoidable contact during Physical Education, recess or after school sports practices;
- Uses any form of physical punishment, which is prohibited by law;
- Punishes in anger;
- Punishes a student for his/her incompetence;
- Holds conversations of an intimate nature;
- Has contact with a student via written or electronic means including email, letters, telephone, text messages, face book or chat rooms, without a valid context;
- Meets individually with a student without a valid reason. Should an individual meeting be necessary, the door should be left open or visible contact with a third party should be maintained.

ii. Relationships with Parents

The teacher shall:

- Appreciate that the parents are the primary educators of their children;
- Build a trusting relationship with parents;
- Actively communicate and collaborate with parents in a respectful and timely manner about their child's abilities, behaviours and attitudes at school;
- Ensure that appropriate action is taken when responding to parental concerns.
- **Note:** All staff members and volunteers must submit a valid police check (*Working with the Vulnerable Sector*) to the office before commencing their work with the students.

c. Privacy Policy

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

i. Accountability - At Timothy Christian School the Principal, with the assistance from the Administrative Assistant, is responsible for implementing the privacy policy for staff, volunteers, students, and parent contact.

ii. Identifying Purposes- The purposes for which personal information is collected will be identified before or at the time of the collection of the information. Personal information will be limited to that which is necessary for the purposes identified.

iii. Information Collected- The school collects information regarding students' school activities, performances or behavior, such as attendance records or grades. This also includes information on academic, health and personal matters needed by the school to provide the best possible education. The school collects information from parents including addresses, contact phone numbers, email addresses for emergency contact and for administrative purposes. The school collects information from volunteers including addresses, contact phone numbers, email addresses, and police check. The school collects information from staff including addresses, police check, contact and medical information in case of emergencies and for administrative purposes. The school collects information in connection with the use of its computer systems, such as passwords and user activity. Personal information may also be collected, used and disclosed in the course of the operation of building security systems including video and other surveillance systems.

iv. Usage and Disclosure- Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained, including Medical Consent Form (Appendix 15-1) and Field Trip Consent Form (Appendix 15-2). Personal information will only be retained for as long as is necessary for the fulfillment of these purposes. Personal information may be disclosed in compelling circumstances affecting the health and safety of an individual. When disclosing information under this section, the imminence and reasonableness of the risk to health and safety must be considered. Information may be disclosed as required by law e.g., immunization records, student records, etc.

v. Limiting Collection -Timothy Christian School will limit the personal information collected to that information necessary for the purposes identified by the school.

vi. Use of Photos and Video Images- Photos and video footage of students can be used by the school in/on:

- *Timothy Today*
- *Timothy Notes & Quotes*
- School bulletin boards inside and outside of classrooms
- School website

Photos and videos are used to promote the efforts of the students or the school and are not for purposes of direct marketing. Photographs on the school website may depict individual students but shall not include any names of the students in the photograph. If any parent has an issue with a particular photograph on the website, they may contact the web administrator at website@timothyschool.org who will remove the photograph as soon as is possible.

4. What are the Behavioral Expectations for the Students?

a. Student Code of Conduct

Students of Timothy Christian School will aspire to be imitators of Christ in all relationships.

i. Relationship with God

- Speak of God respectfully;
- Strive to have a close relationship with God and show this in thoughts, words and actions;
- Use talents to love and serve God;
- Listen to and obey what God says in His Word.

ii. Relationship with Those in Authority

- Be respectful in thoughts, speech and conduct;
- Listen to those in authority;
- Be obedient to those in authority;
- Encourage respectful behaviour and discourage disrespect displayed by others to those in authority;
- Follow the school rules.

iii. Relationship to Others

- Respect others;
- Respect the personal space of others;
- Respect personal property of others;
- Love the neighbour as the self;
- Listen respectfully to others as they speak;
- Demonstrate the fruit of the Spirit at every opportunity;
- Address others properly and not resort to name calling, swearing or using foul language;
- Encourage positive peer relationships;
- Learn to apologize and forgive when sin has occurred against, or received from, others.

iv. Relationship to Self

- Praise God for being fearfully and wonderfully made and show respect for the body;
- Show respect for and acceptance of limitations and strengths;
- Accept and be thankful for what God has provided.

v. Responsibility to School Property

- Respect school property and show good stewardship of all there is at school;
- Report any damage done and accept responsibility for damages personally caused;
- Share responsibility for the cleanliness of the school and grounds.

vi. Graduate Profile

Education is a life-long journey and we are privileged to be a part of that journey with our students. By the grace of God and through the power of the Holy Spirit, it is our desire that Timothy Christian School Grade 8 graduates be equipped to:

Know the LORD:

A Timothy Christian School graduate will: develop a thorough knowledge of the Bible story, understanding that God created man in His image, but man fell into sin - in His abundant grace, God provided a Saviour who ransomed us on the cross and who now reigns forever; the graduate will not only grow in this knowledge, but through this knowledge increase in love for the LORD.

Persevere:

A Timothy Christian School graduate will: learn to face challenges and overcome obstacles; confront problems relentlessly and seek solutions persistently; grow in confidence and, when challenged, not be ashamed of the gospel, but will stand firm in faith.

Practice Compassion:

A Timothy Christian School graduate will: develop a heart for service; learn to see others as equal image-bearers of God and humbly seek the others' well-being; learn to seek out those who are in need and strive to meet those needs wherever possible, thus reflecting the grace of God.

Discern the Truth:

A Timothy Christian School graduate will: not only learn to pursue truth, but will consistently place all things under the lens of God's Word; learn to apply Biblical knowledge to all situations in an effort to determine what is right and then pursue it.

Demonstrate Competency:

A Timothy Christian School graduate will: grow in mastery of a variety of valuable skills; learn to analyze and apply her learning in all situations; will develop her God-given talents in an environment of collaboration and honesty that helps pursue excellence.

b. Maintaining a Safe School

In harmony with its stated aims of education, Timothy Christian School is committed to fostering a wholesome atmosphere in the school that is characterized by genuine Christian love: love for God and love for the neighbour. Christ teaches in a summary in Matthew 22: *"You shall love the Lord your God with all your heart and with all your soul and with all your mind." This is the great and first commandment. And the second is like it: "You shall love your neighbour as yourself."* This love involves total devotion to God and an undeniable responsibility to seek the greatest good of one's neighbour.

Scripture clearly shows how the children of God must treat others. In John 13:34, 35 the Lord Jesus tells his disciples, *"A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. By this all people will know that you are my disciples if you have love for*

one another.” The apostle Paul, in Philippians 2:3,4 teaches: *“Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.”* In Ephesians 4:31, 32 Paul continues to give instructions when he writes, *“Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice”* and encourages God’s people to *“be kind to one another, tender hearted, forgiving one another, as God in Christ forgave you.”* The directive is clear: love one another.

Scripture also teaches that people are born in sin and prone to hate God and their neighbour. On account of their fallen, sinful nature, people cannot keep God’s law and are inclined to act ungraciously toward others.

We believe that God’s commands to love our neighbour, and to practice patience and kindness towards all people, apply to all people at all times (Mark 12:31; Luke 10:25-37). From the standpoint of loving one’s neighbour, personal characteristics are irrelevant, and should therefore not be highlighted or otherwise emphasized.

We believe that all forms of bullying are morally wrong, regardless of the purported basis for that bullying or who is targeted by that bullying (Leviticus 25:17; 2 Timothy 2:24). We reject the notion that bullying is only ever caused by personal characteristics of either the bully or the victim. Rather, bullies often refer to personal characteristics as a pretext of excuse for their abusive and sinful behaviour.

We believe that bullying can only be effectively reduced and prevented by addressing the root causes of bullying, such as pride, hatred, fear, and unkindness. All individuals should be treated with love, kindness, and compassion, regardless of their personal characteristics (Zechariah 7:9; Ephesians 4:32; Luke 10:27)

At Timothy Christian School, students will be taught these principles and know that the covenant God, who graciously redeems them through the blood of His Son, Jesus Christ, also expects them to live in obedience to the demands of the covenant by loving God and their neighbour. As redeemed children, students will learn to live in covenantal relationship, seeking and maintaining the wellbeing of one another, reconciling with one another, and forgiving one another as Christ graciously has forgiven them. When God’s children do this, through the help of the Holy Spirit, wholesome, healthy relationships and a positive school climate will be established.

These principles also determine the approach that Timothy Christian School takes when addressing the issue of bullying in the school.

c. The Dress Code

The dress code of Timothy Christian School is based on both biblical standards and the need for students to learn to dress modestly and tastefully. Scripture says that the bodies of Christians are the temples of the Holy Spirit.

School is a place of work for students where modest, decent, clean, neat and appropriate attire create a quality of appearance to enhance the learning atmosphere and process. Dress reflects an attitude, and Timothy Christian School seeks to establish an atmosphere and attitude that reflects a Christian learning environment (1 Timothy 2:9; Deut. 22:5).

The dress code is established to provide guidelines to parents and students on the appropriate attire. If staff must spend time enforcing the dress code, it detracts from teaching and learning time, which is the

main purpose of the school. Students' dress should reflect a positive image and Christian lifestyle. Complying with the School Society's philosophy and selecting appropriate clothes is the mutual responsibility of the parent and the student. Parents and students who have questions about correct attire should ask the school administration before wearing the questionable attire. It should be noted that adherence to the dress code is required at all school related activities, whether it be in the classroom on a regular school day or at any school function. Examples of such functions include concerts, field trips, class outings and representing the school at the Redeemer Science Fair.

At the graduation ceremonies, a dress standard that emphasizes simplicity, modesty and decency shall be maintained. The boys generally dress in their Sunday best and wear a suit and tie. The girls usually wear a dress, though dress pants are acceptable. The shoulders of girls' dresses must be covered with material of a minimum of 2 adult fingers and backs should be covered and the bodice cut must be decent. A letter will be sent to parents of grade 8 students in October outlining this policy.

Students in grades 3 – 8 are expected to change into Physical Education clothes consisting of a Timothy Christian School t-shirt and black shorts when attending gym class.

i. Girls' Dress

The main emphasis of the girls' dress should be clothing that is neat, feminine, modest, and in good repair. Girls may wear dresses, slacks, jeans, modest hemmed shorts, blouses, and tasteful sweat-material clothing. Skirts or dresses are to be no shorter than 2 – 3 inches above the knee; shorts are to extend mid to three-quarter-thigh length. Shirts with objectionable emblems or slogans are never to be worn at school, or shirts that expose the midriff or shoulders. Clothes need to be worn in the manner in which they were designed to be worn. For health reasons, socks and inside shoes/slippers are to be worn at all times. Students may not wear flip-flops indoors or outdoors. All sandals must have a strap over the heel. Make-up is not permitted. Hats may be worn when outside the school.

ii. Boys' Dress

The main emphasis of the boys' dress should be clothing that is neat, clean, and in good repair. Boys may wear slacks, jeans, modest and hemmed shorts (extending mid to three quarter thigh length), shirts and tasteful sweat-material clothing. Shirts with objectionable emblems or slogans are never to be worn at school, or shirts that expose the midriff or shoulders. Clothes need to be worn in the manner in which they were designed to be worn. For health reasons, socks and inside shoes/slippers must be worn at all times. Students may not wear flip-flops indoors or outdoors. All sandals must have a strap over the heel. Boys may not wear jewelry, including earrings and necklace. Hats may be worn when outside the school.

Noncompliance to this standard of dress will result in the following:

- First offence – The student will be given a warning. A Dress Code Infraction Form will be sent home. The student is expected to return it the following day, signed.
- Second offence – Appropriate measures will be taken (for example the student will be given an oversized Timothy Christian School t-shirt to wear for the day), a lunchtime detention will be administered, and the parents will be called.
- Third and subsequent offence(s) - The student will be required to sit in the office until a parent/guardian arrives with appropriate clothing. Any work missed will be caught up in the student's own time.

d. Discipline

i. Expectations for Student Conduct

Timothy Christian School was instituted for the instruction of covenant children in academic subjects, but also in godliness. Through the covenant, God makes promises, but also demands much in the way of thankful obedience. Parents have the obligation to teach their children what it means to live in obedience to God and the school assists in this task. Living obediently in the covenant includes certain expectations about how children are to conduct themselves.

At Timothy Christian School, students are expected to behave in a manner as outlined in the Student Code of Conduct and follow the rules and procedures as found in this Handbook.

ii. Consequences

When students fail to meet the expectations of Christian conduct at school the responsibility falls to the teacher to teach and correct them in love, based on a true concern for their spiritual well-being. Punishments have to be just and appropriate for the nature of the offense and the character and age of the student. Because all students are different it is neither possible nor right to punish them all in exactly the same way. In some cases, a word of reproof is enough. Keeping students in at recess, taking away a certain privilege, or giving them an assignment are other forms of punishment. In case of greater severity or difficulty, teachers may call upon the Principal or the Vice-Principal to exercise discipline. Of such cases a student behavior record will be kept in the office. When students do not respond to discipline as they should, the school will take stronger measures to protect the school as a Reformed community and to correct these students who persist in disobedience. These measures are the suspension and/or expulsion of the student.

5. What are the Daily Procedures at Timothy Christian School?

a. Arriving at the School, Bussing, and Drop-off

i. Arriving at School

The Timothy Board has contracted an outside bussing company to provide bus transportation to and from school for all students. Bus routes are laid out by the Transportation Committee and published in the August edition of *Timothy Today*.

- On arrival by bus or car students may play on the playground until the bell rings, at which time the kindergarten to grade 4 students will line up according to grade. Balls will be held and not be bounced at this time. Students in grades 5-8 will enter the school when the bell rings. In case of inclement weather, all students may enter the school immediately upon arrival;
- If arriving by bike, the bike is to be parked in a designated area, locked, and left at this location until the end of the school day;
- Students arriving and leaving with a staff member are to remain under the direct supervision of that staff member before and after school hours;
- Upon entry, students will remove footwear and quietly proceed to their locker where they will put on their inside shoes and remove outside clothing, including jackets/coats and hats. They will then proceed quietly into the classroom;
- On exiting, students will follow the same procedure in reverse order;
- At the end of the day the students will be dismissed between the first and second bell. Students will walk to the bus after being dismissed and board the bus immediately, and not play outside the buses while waiting for the rest of the students to board.

ii. Bus Rules

Students must show respect:

- For the bus driver by obeying their instructions immediately;
- For fellow students, by using wholesome language and acting in kindness;
- For the equipment on the bus including seats, hardware, emergency exits and furnishings.

For the safety of everyone involved, students must:

- Be on time for the bus;
- Wait in a safe place and board the bus in a safe manner;
- Take their seat promptly and remain seated until arrival at their destination, unless otherwise directed by their driver;
- Keep all items taken onto the bus on their lap or on the floor at their feet. Balls should be kept in a bag and skates need guards or protective materials;
- Keep all parts of their body and all their possessions inside the bus;
- Keep noise volume at a level that is not disruptive to their fellow students or a distraction for the driver;

- Assist in keeping the bus sanitary and clean by ensuring that all their belongings leave the bus with them and all their garbage is disposed of;
- Refrain from eating and drinking on the bus.

iii. Picking up Students

All students must be at their respective bus stops five minutes prior to their pick-up time. If the bus arrives and the students are not there, the bus will not wait.

iv. Dropping off Students

Students will be dropped off at their respective stops into the care of a parent or alternate individual. There may be times when a parent or alternate individual is not present at the drop off location. If the oldest child in the family is in kindergarten to grade 2 the child(ren) must be dropped off into the care of a parent or alternate as indicated on the Bus Drop Off Information Form (available under “Documents”, on the school website). If the oldest child in the family is in grade 3 or higher the parents must indicate on the Bus Drop Off Information Form (on the website) how they wish the bus driver to proceed.

v. Bus Transfer Policy

Students should not get off the bus at any stop other than that predetermined by the school or parental permission. Under certain circumstances students may be allowed to use another Timothy Christian School bus. Before a bus transfer can take place a Bus Transfer Request Form (available from the school office or on the Timothy website) must be filled in by parents at least three days prior to the intended transfer date. The school representative and bus driver will approve the transfer and sign the form. In the event that the transfer is not approved, the school office will notify the parents at least one day prior to the intended transfer date. The school will not accommodate student transfers for birthday parties.

vi. Bus Emergency Policy

In the event of an emergency, the contracted busing company will be notified and their dispatchers will contact the drivers. If the bus needs to return to the school due to behavioral issues, the Principal or Vice-Principal will immediately take over the responsibility of the students. A phone chain will commence requesting parents to pick students up from school. In case of an accident, the school will be called immediately and, should it be necessary, the Principal or Vice-Principal will immediately go to the scene to assist wherever possible.

vi. School Cancellation Policy

The Principal of Timothy Christian School will decide when school is to be cancelled. The Principal will make a final decision by 6:00 a.m. and will ensure that any cancellations are phoned in to CHML (900AM) radio station and posted on Timothy’s website. All website members will be notified by email. The Principal will take the necessary action to set the telephone chain in motion. At the beginning of every school year, the Administrative Assistant will develop a telephone chain using several volunteers who have taken on the responsibility of calling a number of families, should the need arise.

vii. School Closure Policy

In the event school is closed early due to deteriorating weather conditions during the school day (or some other emergency occurs), a notice will be posted on the website and all signed-in members will received a notice via email. The notice will indicate how the school would like parents to proceed. All parents will be contacted using the telephone chain. In the event that a parent with their oldest child in grades K-2 does not receive the notice prior to the buses leaving their child(ren) will be kept at school (if it is safe) for them to pick up when they receive notice that school has been cancelled early. For parents whose oldest child is in grades 3-12, the information given in the emergency section of the Drop Off Form , filled in at the beginning of the school year, will indicate to the school how the parents wish the school to proceed.

viii. Bus Disciplinary Procedures

Riding a bus is a privilege that can be withdrawn at any time. Everyone’s co-operation is required to ensure a safe and wholesome environment on the bus. Students must not confront the bus driver to argue or plead a disciplinary measure. Students who feel the bus driver has not dealt with them properly may discuss the matter with their parents or the school administration. Under no circumstances are students to confront the bus driver during the operation of the bus.

If there is a serious or reoccurring behaviour problem on the bus the following procedure shall be initiated:

Step 1: Notification to Principal by bus driver using a Bus Incident Report Form, student warning by Principal, and notification to parents.

Step 2: Notification to Principal by bus driver using a Bus Incident Report Form, temporary suspension of bus riding privileges by Principal, and notification to student, parents, bus driver and Transportation Committee.

Step 3: Notification to Principal by bus driver using a Bus Incident Report Form, suspension of bus riding privileges by Principal, notification to student, parents, bus driver and Transportation Committee. This suspension will continue until a satisfactory understanding has been reached with all concerned.

Under emergency or special situations, the Principal reserves the right to use any disciplinary means he/she sees fit including going straight to Step 3.

Damages to seats or other equipment will be the responsibility of the person who inflicted the damage, following the “Student Inflicted Damage to Property” Policy.

b. School Hours

School times are as follows:

Grades K – 4	
8:30 a.m. – 10:05 a.m.	Classes in session
10:05 a.m. – 10:30 a.m.	Recess
10:30 a.m. – 12:05 p.m.	Classes in session
12:05 p.m. – 12:20 p.m.	Lunch
12:20 p.m. – 12:50 p.m.	Recess
12:50 p.m. – 3:05 p.m.	Classes in session
3:05 p.m. – 3:10 p.m.	Closing & Dismissal

Grades 5 - 8	
8:30 a.m. – 10:50 a.m.	Classes in session
10:50 a.m. – 11:20 a.m.	Recess
11:20 a.m. – 12:50 p.m.	Classes in session
12:50 p.m. 1:10 p.m.	Lunch
1:10 p.m. – 1:30 p.m.	Recess
1:30 p.m. – 3:05 p.m.	Classes in session
3:05 p.m. – 3:10 p.m.	Closing & Dismissal

- Kindergarten attends 3 days per week.

c. Using Agendas

All students from grade 1 to 6 will be supplied with an agenda at the beginning of each school year. The agendas are to act as an effective form of communication between home and school. The agendas are to travel from school to students' homes and back again on a daily basis. The teacher will initial the agenda daily (grades K-4). Memory work, spelling lists, Bible stories and special events (e.g. mission collection, library) are to be included, as well as extra work that needs to be done at home (projects, tests, completing work). The agenda provides space for parent and teacher comments, as well as a plastic pocket for sending home notes, worksheets, etc.). Parents are asked to check and sign agendas, as instructed by classroom teachers.

The teachers in grades 7 and 8 will use a homework blog or the website and will provide the parents with the address and information at the Parent Information Evening in September.

d. Student Absence

If a student is to be absent from school, parents must telephone the school before 8:30 a.m., if possible. All absentees must be accounted for as a matter of responsibility, courtesy, and safety. Therefore, if a student is absent and the school has not been notified, parents of the student will be phoned as early as

possible in the day. Should a student be required to leave school early, or for some portion of the day, parents must provide the school with a signed and dated note, or phone the school.

In case of a planned absence (e.g. dental appointment) parents must give adequate notice in advance. It should not happen that a student is unexpectedly kept at home (emergencies excepted) when warning could have been given; the teachers need time to arrange for homework and to avoid conflict with important lessons and tests.

Parents should not take students from school for a family vacation or trip. There are days and weeks throughout the school year when the students do not have school that can be used for this purpose. Teachers cannot be held responsible if such action has an adverse effect on the student's performance. If homework is requested, teachers will follow the guidelines as written in the "Homework Policy".

In case of student injury, a "Student Injury Report" must be completed. When there is a suspected concussion, a student must be seen by a medical doctor or nurse practitioner and the two-part "Concussion Form" must be completed, prior to the student's return to school.

e. Classroom Devotions

i. Morning Devotions

Each day will begin with devotions for a maximum of 15 minutes. These devotions will include:

- Scripture reading connected to the content of the Bible story;
- Explanation of the Bible reading through means such as questioning, discussion and review;
- Prayer by the teacher. Prayer requests may be solicited;
- Singing and reciting of the memory work;
- Singing of other songs, chosen exclusively from Book of Praise.

ii. Lunch Devotions

Grades K-3: Devotions will consist of Bible reading and prayer. A teacher may use a Children's Bible. Students may say the Lord's Prayer all together once or twice per week.

Grades 4-8: The students will be taught the components of a prayer at the beginning of the new school year. Every lunch time the teacher will open in prayer and a student may close with scripture reading and prayer.

iii. Closing Devotions

The school day will be concluded with the singing and reciting of the memory work. The teacher will close in prayer.

f. The Library

Every week, in accordance with an arranged schedule, the students all receive an opportunity to go to the school library to borrow books. Library Volunteers will help the staff and students so that the borrowing of books can be properly supervised.

- Students may borrow books for a two-week period. Parents may use the OPALS section of the school website to see which books have been taken out by their child.
- Students will be charged the replacement cost of the book plus a \$5 administration fee for lost or damaged books. If the student or parent chooses to replace the book themselves, they will still be charged the \$5 administration fee.
- Any books or fines outstanding at the end of the school year will prevent the student from receiving his/her report card.
- If a student brings home a book that a parent deems unsuitable, the parent should have him/her return it to the library with a note explaining the concern.

g. Lockers

Lockers will be allocated to each student at the beginning of the year. Students are expected to keep their lockers neat and tidy, free from garbage, posters or sticky substances. Locks are not permitted.

h. The Playground

Areas for organized activities will be designated at the beginning of the school year. The following games/activities are not permitted:

- Rough games, like Crack-the Whip and Red Rover;
- Games involving physical contact and/or play fighting;
- Climbing trees;
- Rough winter activities such as throwing snowballs, face-washing or pushing students off snow hills.

Students are encouraged to play with their peers.

Students in kindergarten to grade 4 are permitted to play on the swings and playground equipment in the park adjacent to the school property at lunch times only under the supervision of a teacher. The tree area is out of bounds. Grades 5 to 8 are permitted to go to the park.

i. Special Days and Events

i. Field Trips

At various times throughout the year, classes may embark on field trips. In order for a student to accompany their class on a field trip, consent must be obtained from the parents. This consent

must be obtained by having the parents of the child complete the “Field Trip Consent Form” at the beginning of the school year. Field Trip Consent forms will be retained by the school for the duration of the school year and taken along on each field trip. Parents are required to sign new consent forms each school year.

In addition to class trips, the students have the opportunity to go skating and experience the outdoors in the winter at the annual Winterfest.

ii. Cooperative Events with Other Schools

Throughout the school year, a number of activities have been organized cooperatively with other Canadian Reformed Schools or other organizations to promote fellowship, interest, learning and a Christian attitude to competition, whether that competition is in sports activities or more academic endeavors. Most of these activities are for the grade 7/8 students in the school. Some of these cooperative activities include: sporting events (soccer tournaments, baseball tournaments, track and field meets, cross country running, basketball tournaments and volley ball tournaments); a bi-annual public speaking contest; a bi-annual science fair; an annual math contest; and an annual geography contest.

Participation in interschool tournaments is an important and enjoyable part of the students' experience. Sports are a good forum for teaching interpersonal, cooperative and leadership skills and allow some students to demonstrate abilities and talents that may not be apparent in the academic element of the school program. However, participation in sports teams may not always be possible due to only a limited number of players allowed per team, or a limited number of teams allowed. Therefore, choices need to be made to have a balance between playing for enjoyment and having a competitive team.

iii. School Assemblies or Programs

- **Devotional Assemblies:** Three times a year each grade section (K-2, 3-5, 6-8) will assemble for a devotional assembly to study the theme text. These are organized by teachers and involve the students in presentations and singing.
- **Special assemblies:** A special assembly for the first day of school in September and the last school day in June, as well as a number of other special assemblies for Thanksgiving Day, Reformation Day, Remembrance Day, Ascension Day, Pentecost, etc. shall be arranged. Parents are to be invited to such assemblies.
- **Annual Musical Program:** The teachers will organize an evening musical presentation annually in which all students participate. This program may be scheduled around Christmas or Easter, depending upon the availability of suitable rental facilities.
- **Talent Show:** Students have an opportunity to perform in various forms such as music, drama, speech, demonstration, etc. This is organized by the SALT Team.
- Each year a week is designated as *Safe School Week* and *Reading Week*. During these weeks teachers organize cross-grade activities that encourage working together and supporting each other in learning.

j. School Supplies

Parents are expected to provide their child(ren) with labeled items for the first school day in September and replace them as necessary. The supply list for each grade may change from year to year, but will include items such as: shoes, a sturdy school bag, boxes of tissues, a pencil case, sharpened pencil crayons, a metal sharpener, a recorder, red and blue pens, a highlighter, a glue stick, gym shorts, a school t-shirt, a binder, lined paper, a calculator, a geometry set, a paint shirt, and extra clothes.

Supplies not on the supply list will be provided by the school. Should any of these supplies be lost or damaged throughout the year, the school will replace them at the student's cost, according to the Administrative Assistant's price list.

The following items are **not permitted** at school or on school trips:

- Weapons of any description, including toy guns;
- Gum
- Nuts of any kind (**Timothy Christian School is a nut free school.**)
- Liquid paper ("white out")



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6. What Opportunities are there to Communicate with the Principal or Staff?

a. Regular Contact

Regular contact is an important way to strengthen the ties between home and school. Timothy Christian School keeps contact with the home in various ways, including:

- *Timothy Today*- Five times during a calendar year the Board and staff publish a school magazine. This magazine serves as a communication tool between the Board, school, and society members, providing important information about the operation of the school and regular committee reports.
- *Notes and Quotes* - A bi-weekly newsletter will be posted on the school website every other Friday. An email notice is sent to signed-in members to notify that it has been posted. Several copies are placed in the churches for grandparents and those who are interested in keeping up-to-date with the daily activities at Timothy Christian School.
- Agendas - Students in kindergarten through grade 6 will be provided with an agenda for daily contact. Students in grades 7 and 8 will make use of a homework blog or the school website to which the teachers will post relevant information. (see Agendas, 5.3)
- Fall Orientation- Every year in September, the school will organize a Fall Orientation Event which will give the parents and students an opportunity to meet their teachers and drop off any school supplies and indoor shoes.
- Reports Cards - Interim reports will be sent home in October. A formal end of term report card will be sent home in January and June.
- Parent Teacher Conferences - Following the October interim report card and the January term report card, parent teacher interviews will be scheduled by the school. Interviews are a valuable way of meeting face to face to discuss student progress, success and challenges.
- Timothy Christian School Website - A regularly updated website is another valuable form of communication allowing parents easy access to school information. The website contains general information accessible to everyone and more specific information accessible only to members through the "My Timothy" page. Find Timothy Christian School's website at www.timothyschool.org.
- Parent Open House/ Grandparent Open House - A Parent Open House will be held in October to allow parents to see their child's classroom in action. An Open House will be held for Grandparents and other school supporters in April.
- Timothy Christian School (Hamilton) Discussion Page on Facebook - A useful discussion pages is maintained for members of the Timothy Christian School supporting community on Facebook. This discussion pages allows parents and other supporters to ask questions, share ideas, make requests and encourage one another.
- Additional contact: Parents are encouraged to contact the school whenever the need arises via phone calls or email. Email can be accessed through the Timothy School Website.

b. Report Cards

Report cards will be issued 3 times per year:

- Towards the end of October an Interim Progress Report will be sent home (excluding Kindergarten). It will be followed by parent/teacher interviews. All parents are requested to attend interviews.
- At the end of term 1 the mid-year Report Card will be sent home. It will be followed by parent/teacher interviews. All parents are requested to attend interviews.
- At the end of term 2 the final Report Card will be sent home.

Although there are three formal reporting periods, communication with parents and students about student achievement should be continuous throughout the year, by means such as parent-teacher or parent-student-teacher conferences, interviews, phone calls, and informal reports. Communication about student achievement should be designed to provide detailed information that will encourage students to set goals for learning, help teachers to establish plans for teaching, and assist parents in supporting learning at home.

Levels of Achievement on the Report Card are identified and defined as follows:

- Level 4 Achievement surpasses the expected grade level. The student demonstrated the required knowledge and skills with a high degree of effectiveness.
- Level 3 Achievement meets the expected grade level. The student demonstrated the required knowledge and skills with considerable effectiveness.
- Level 2 Achievement approaches the expected grade level. The student demonstrated the required knowledge and skills with some effectiveness.
- Level 1 Achievement falls well below the expected grade level. The student demonstrated the required knowledge and skills with limited effectiveness.

7. How Can Parents and School Society Members be Involved in Timothy Christian School?

At Timothy Christian School parental/member involvement is valued and encouraged. You can:

- become part of the Booster Club, which plans events to raise funds for special projects;
- volunteer for fund-raising events such as the Community Festival, held each September, or the Breakfast and Blooms Event, held each May;
- volunteer to help regularly in a classroom;
- buy vouchers from the Voucher Committee to reduce tuition
- volunteer on the School Board or one of its Committees.

8. What is the Enrollment Procedure for Timothy?

“Enrolment in the school is open to children of parents and guardians who are members of the Society. Any other enrolment is subject to the approval of the board of directors of the Society, which enrolment shall be reviewed annually by the board of directors.” (Timothy By-Laws July 2006, section 7.01(e))

“All parents and guardians and single persons of 18 years and older are eligible for membership in the Society provided they are members in good standing of a Canadian Reformed Church or another church with whom ecclesiastical fellowship is maintained and who subscribe to the three Forms of Unity.” (Timothy By-Laws July 2006, Section 7.01 (d))

In the province of Ontario, a child is of compulsory school age if he or she attains the age of six years on or before the first school day in September. A child who attains the age of six years after the first school day in September is of compulsory school age commencing in September of the next succeeding school year. (Education Act, Section 21.1) As such, Kindergarten in the province of Ontario is not mandatory.

a. Enrolling Your Child

Timothy Christian School offers a Kindergarten to Grade Eight program. The earliest that a child can be enrolled into Timothy Christian School is in Kindergarten, in September, in the year the child attains the age of five. Parents may, however, choose not to enrol their child into Timothy Christian School until the child has reached the compulsory school age as outlined above. To enrol their child, parents must complete the Enrolment Form (Appendix I) and submit to the school office.

A child who transfers from another school within the province, must be enrolled in the grade indicated by their Ontario Student Records (OSR). Similarly, a child who was suspended or expelled in a previous school will have their placement determined by their OSR.

A child who comes from another school jurisdiction (another province or internationally) must be enrolled into the age appropriate grade or as indicated by their student records.

A child being enrolled from a home-schooling situation must require an assessment to determine their placement as per Home Schooling Policy.

b. School Fees

School fees are monthly, per family (not per student):

- Tuition: \$895.00
- Kindergarten: \$604.00
- Preschool: \$489.00
- Regular: \$265.00
- Senior/Student: \$133.00

c. Immunization

Parents of children entering Timothy Christian School for the first time are required by the Health Department to complete a School Immunization History form prior to the enrolment of their children. The Administrative Assistant will send out this form several months before the upcoming school year. The information submitted provides the Health Department with confirmation of the students' immunization status. Suspension from school could result, if the necessary information is not received by the Hamilton Public Health Services.

9. Policies and Documents

The following documents are available on the website and/or from the Principal or Secretary, upon request:

Policy Regulating Student Admissions and Enrollment

Special Education Policy

Curriculum Review Policy

Gym Rental Policy

Computer Usage Policy

Home-schooling Guidelines

Nut Free Policy

Homework Policy

Academic Dishonesty Policy

Student-Inflicted Damage to Property Policy

Suspension/Expulsion Policy

Police Check Policy

Student Injury Report

Concussion Form

TIMOTHY CHRISTIAN SCHOOL – PARENT HANDBOOK

**REGISTRATION FORM:
TIMOTHY CHRISTIAN SCHOOL
430 East 25th Street
Hamilton, ON, L8V 3B4**

Child's First Name:	Middle Name:	D.O.B. (y/m/d):	Male/Female	Grade
Last Name:	Father's Name:	Father's Cell:		
Home Phone Number:	Mother's Name:	Mother's Cell:		
Street and Mailing Address:				
City:	Province:	Postal Code:		
Father's Place of Employment:		Telephone:		
Mother's Place of Employment:		Telephone:		
Emergency Contact Name:	Telephone:	Relationship to Family:		
Family Physician:	Telephone:	Health Card Number:		
Special Needs/Allergies/Concerns:				
Previous School Attended:		Telephone:		
Mailing Address of previous school:	City:	Postal Code:		

A copy of your child's birth certificate must accompany this registration form.

Date

Parent's Signature