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Dear Parents:

Thank you for your interest in our school. We have adopted an admissions policy that opens the school to families who are like-minded spiritually, who are supportive of our philosophy, objectives and standards of education and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children.

Before applying for admission to our school, please read the Parent/Student Handbook provided in this introductory packet. This handbook will introduce you to many of the school's policies, procedures and expectations for both parents and students.

The first several pages of the handbook explain our Statement of Faith, Mission Statement and Core Beliefs. If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and beliefs. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. We respect your desire to place your child in the best possible learning environment and want you to understand the beliefs that shape our school's educational philosophy

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truth and grace of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate and train your child to live a life a Christian service.

Blessings,

Rebecca Johnson
Administrator
Timothy Christian School
School: 641-869-3679
Cell: 319-415-0351

1 FOUNDATION

Timothy Christian School was founded on God's infallible Word, the Bible, and its explication in the ecumenical creeds and confessions of the Reformed tradition; all school board members and staff members must subscribe to this summary:

A. **GOD**

There is one infinite, holy, loving, personal God who speaks to us in Scripture and reveals Himself to us in his acts of creation, salvation, and renewal, as Father, Son, and Holy Spirit. As finite human beings created in God's image, we declare that it is our purpose and privilege to worship, honor, serve, and obey Him.

B. **CREATION**

The world belongs to God, who created it and faithfully sustains it by His providence. Creation is the theater of God's glory, displaying His power and majesty. God calls us to discover creation's resources, to receive these gifts with thanksgiving and delight, and to use them wisely as stewards and caretakers who are responsible to God and to our neighbor.

C. **SIN**

Our ability to carry out our human calling to honor God, serve our neighbor, and care for the creation is marred by the corrosive effects of sin, which touch every part of life. When our first parents listened to Satan's lie, questioned God's Word, and rebelled against Him, they brought His judgement upon themselves, their posterity, and the creation. Brokenness, disease, hate, arrogance, alienation, abuse of creation, and ultimately death are the inevitable fruits of sin in our world.

D. **COVENANT**

However, God has not rejected or abandoned His world but has turned to it in love. He gave the rainbow sign to Noah as a pledge of His promise to care for all creatures. He made a covenant with Abraham, promising to be a faithful God to him and his children, and through them to bless all nations. Through His servant Moses, God disclosed His law for the human community, promising rich blessing as the fruit of obedience. God always keeps His promises. We acknowledge with gratitude and joy that He is our God and the God of our children, that we are His people, and that this is His world.

E. **REDEMPTION**

As He promised, God in love sent Jesus Christ into the world to save it from sin and its consequences. The atoning death of the Son of God is the only payment for the debt of human sin, and Christ's resurrection is the only liberation from the powers of evil and death. The victorious Lord sends the Holy Spirit to create faith, cleanse and renew hearts, and build the church as a community of love and holiness. It is the church's mission to proclaim and live this good news and to make disciples of nations.

F. **KINGDOM OF GOD**

Jesus Christ is King of Kings and Lord of Lords. His kingdom is an everlasting kingdom, and He reigns over all things for our good. To be a citizen of this kingdom is a privilege, a joy, and a responsibility. Led by His Spirit, we place our every thought, word, and deed in the service of Christ's present and coming reign, and we live daily in the confident hope of His triumphant return.

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1.1 Mission Statement

Assisting Christian parents in
Training God's children through a
Christ-centered education for
Service in God's world.

Shortened Version: **Training for Christian Service**

1.2 Purpose for Christian Education

Christian education presents a God-centered pattern for life. It is wholehearted commitment to the proposition that all things are of God, through God and unto God. From this basic declaration arises the existence of Christian education at Timothy Christian School. It directs and controls all of the factors that go into educating the whole child. With this in mind, we present ten statements which define Christian education at Timothy Christian School.

1. The Word of God is the standard for directing lives.
2. Our task is to prepare stewards for God's creation.
3. We are sinful and need to be reconciled to God through Jesus Christ.
4. By faith in Jesus Christ we are restored to our place as rulers for God over creation and witnesses of the gospel for all of life.
5. In this renewed relationship as God's children endowed with talents and gifts, we must develop these gifts and talents fully and responsibly.
6. Through a Christ-centered education, we learn how to live a Christian way of life.
7. The truth about the creation of the universe is known to us in the light of God's Word.
8. The truth about God's creation enables us to develop a distinctive Christian life and culture.
9. Christian education cultivates in our hearts an obedient response to God by Kingdom service in all of life.
10. Christian education builds a foundation to help carry students through all stages of life until we are able to be with the Lord in heaven.

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1.3 Educational Objectives

"To prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." Ephesians 4:12-13

1. Students will increase their understanding of the way in which God created our world with its beautiful unity and rich variety and how we as Christians are to see our responsibilities toward our world and man.
2. Students will realize that they are unique children of the Lord, and each has a special purpose and place in this world.
3. Students will understand that to become disciples of Jesus Christ means developing skills, knowledge, and insights for living the full Christian life as contributing members of their families, churches, and communities.
4. Students will view the Bible as the inspired and inerrant Word of God and the source of knowledge of Him and His desire for a personal relationship with us.

2 ADMINISTRATIVE RESPONSIBILITIES

2.1 School Board

- Establishes all school policies.
- Ensures that the administrator and staff implement and follow through with all approved policies.
- Approves all capital expenditures, major purchases and loans.
- Ensures that proper financial records and accounts are maintained.
- Hires all staff members.
- Decides all school matters presented by administrator on behalf of staff.

2.2 Administrator

- Visionary leader of the school and is directly responsible to the board for all his/her work.
- Administer the day-to-day operation of the school.
- Supervise the work of all staff members, which includes visiting classrooms and evaluating teachers.
- Responsible for keeping the lines of communication open between board, staff and parents.
- Handle student issues and discipline.
- Oversee CSI accreditation, School Improvement Plan, and State of Iowa requirements..
- Oversee chapels.
- Attend all board meetings.
- Create school calendar.
- Chair the education committee and schedule regular meetings
- Manage curriculum maps by evaluating teaching standards, textbooks, teaching materials, unit plans, biblical integration, and assessments in all subjects.
- Analyze testing data to discover areas of strengths and weaknesses.
- Researches and implements professional development for teachers.

2.3 Development Director

- Actively involved in all fundraising activities including annual giving, online giving, special projects, donor relations, grant proposals, and planned giving.
- Establish and oversee a database to track relationships, such as those involving donations, pledges and alumni donors.
- Manage acknowledgement of all gifts to donors.
- Promote the school by helping to develop appropriate marketing tools, including advertising, brochures, social media and the school website.
- Plan, promote, and implement programs to build strong relationships with families, alumni, churches and corporations within the community.
- Attend board meetings and provide reports to the board and key constituencies.
- Plan, promote and lead the recruitment of new students.
- Chair the promotion committee and schedule regular meetings.

2.4 Standing Committees

2.4.1 Education Committee

This committee meets monthly to oversee curriculum, review textbooks and monitor staff needs. The education committee is responsible for overseeing the school improvement process required by Christian Schools International for accreditation. A formal needs assessment survey is administered every five years. Short-term and long-range goals are discussed and recommendations are made to the school board.

2.4.2 Fund Development Committee

This committee oversees the fundraising efforts of the school. Subcommittees are formed for each fundraising event. The chairpersons from each of these fundraisers meet in September to review the past year and discuss new fundraising options. This is the main source of finances for the school and requires a lot of help at the subcommittee level.

2.4.3 Planning & Promotion Committee

It is the responsibility of this committee to get the word out about our school through advertising, word of mouth, and contact with area churches. This committee supervises the publication of the Timothy Today newsletter and newspaper articles about the school. This committee also plans such events as a Pastors' Luncheon, Prayer and Praise Service, Grandparents' Day, and Teacher Appreciation Week.

2.4.4 Building and Maintenance Committee

This committee concerns itself with the responsible use and maintenance of the school building and property. Members of this committee are asked to help with physical improvements and provide the school board with estimates for major repairs and maintenance. Parents with particular areas of expertise may be called upon to help with repair needs.

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2.4.5 Library Committee

The Library Committee is responsible for the management of the school library. This committee is responsible for the purchase and preparation of library books and materials. They assist students during class library times and monitor the checking out and returning of school library books.

2.4.6 Advisory Committee

This committee is comprised of the Education Committee and junior high student representatives who meet once a year to fulfill accreditation requirements. Students are given the opportunity to provide feedback concerning their educational experiences at Timothy Christian.

2.4.7 Finance Committee

This committee oversees the fiscal operation of the school. It is charged with the duty of setting up the budget that is then presented at Society meetings. It recommends tuition rates and staff salaries. This committee also regulates delinquent tuition. The School Tuition Organization falls under the jurisdiction of this committee. (see 5.3.3)

3 TIMOTHY SOCIETY

The Timothy Society is the governing body of the school. It is board policy that one parent or guardian must be a Society member. However, it is encouraged that both parents become active members of the Society.

Society members are given the privilege of taking an active part in the policies and governing of the school through the election of school board members, sharing in decisions on budgetary matters, and voicing opinions from the floor. The Society meets once or twice a year. If the need arises, additional meetings can be scheduled. Dues are ten dollars per person and can be paid at a Society meeting.

4 SCHEDULES

4.1 School Calendar

At the end of May, families will receive a calendar for the next school year. This calendar indicates a schedule of the number of instructional hours required by the state. Staff in-services, conference days, holidays, school programs and fundraisers are also listed. A copy of the new calendar is available at the end-of-year Society meeting and online. It is also available upon request from the office.

4.2 School Day Schedule

Classes begin	8:20 A.M.
Recess (K-6)	10:00-10:15 A.M.
Lunch / Recess	11:30-12:15 P.M.
Recess (K-6)	1:45 - 2:00 P.M.
Dismissal	3:15 P.M.

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4.3 State Regulations

The State of Iowa requires 1080 hours of instruction in a school year (includes recesses and passing time but not lunch). This number came from taking an official school day of 6 hours and multiplying by 180 days. Parent-teacher conferences may be counted but not staff in-service time. Timothy Christian seeks to create a calendar that exceeds the state minimum and therefore allows for early outs, late starts, and cancellations due to weather.

5 ADMISSION, REGISTRATION AND TUITION

5.1 Admission Requirements

The board and staff welcome all parents who genuinely desire a Christ-centered education for their children. The procedure for admission and registration is as follows:

1. Arrange for an appointment to see the development director or administrator for an informal visit and a tour of the school.
2. Obtain an information packet from the development director or secretary. The application form included in this packet must be returned to the office along with a pastor's recommendation concerning church attendance and involvement.
3. A home visit will be arranged with the administrator and one or more school board members. Questions will be raised about Christian commitment and the reason for choosing Timothy Christian School. Other important questions will be asked regarding the academic progress of the prospective student(s) and whether all eligible children in the family will be enrolled. Any questions on the part of the parents concerning the school and its philosophy will be answered.
4. After the board has reviewed a request for admission, prospective families will be contacted about formal registration.
5. Kindergarten Roundup is held each spring. On this day, children eligible to start kindergarten in the fall are invited to spend a day at school. Children are tested for kindergarten readiness in various ways throughout the day. This day is a full school day (see 4.2 for time schedule). Lunch and a TCS t-shirt are provided.

5.2 Registration

Registration for a new school year is handled online. Registration information includes a registration form, school calendar, school supply list, an application for free or reduced lunch and an application for a STO tuition scholarship. Registration forms must be completed by the Monday of the first week of school and the first tuition payment is also preferred at this time.

5.3 Tuition Policy

5.3.1 Tuition Payment Policy

Timothy Christian School's top priority is to provide Christian education for the covenant children of all Christian believers. Therefore, no child will be turned away because of a lack of family financial resources. However, a conscientious effort is expected from each

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family.

5.3.2 Payment Schedule

It is the policy of Timothy Christian School that a schedule will be established with each family for the payment of all tuition during the academic year in which it is due. While monthly (August through July) or quarterly payments make the school cash flow work the best, other arrangements may be made to fit each family's needs.

The registration form at the beginning of the year gives parents the opportunity to designate what payment schedule they will be using. If an agreed upon payment cannot be made, please contact a school board member as soon as possible. Tuition statements will be sent home or emailed monthly. Failure to pay tuition may result in a phone call or a visit by one or two board members to discuss the situation with the family. Timothy Christian must receive 50% of a current year's tuition in order to enroll for the next school year.

It is the intent of the school board to provide a compassionate, firm, and just tuition payment policy. This policy was judged necessary to enable Timothy Christian School to meet its operating costs and to continue to provide quality Christian education.

5.3.3 School Tuition Organization (STO)

In order to help low income families with their tuition, Timothy Christian is part of the North Central Iowa STO (School Tuition Organization). Based on HHS poverty guidelines for the current year, any family making less than 4 times the stated amount would qualify for scholarship assistance. This organization provides a way for Timothy supporters to help needy families with their tuition costs. More information is available from the office. Scholarship amounts will be determined during the first month of the school year.

5.4 Transportation

5.4.1 Carpooling

Timothy Christian School does not provide transportation for students at this time. Most parents use a carpool system to help with transportation. Upon request, the administrator will give new families the contact information for other TC families in the corresponding area.

5.4.2 Transportation Reimbursement

Taxes are collected from residents in each public school district for the purpose of public school transportation. Transportation reimbursement is available to all parents who choose to send children to a nonpublic school. The public school in the district in which a family resides must be notified of a request for transportation reimbursement by December 1 and May 1 using standardized forms provided by Timothy Christian School. These forms will be sent home in Friday Packets and are also available online.

6 OPERATIONAL PROCEDURES

6.1 Friday Packets

A packet will be sent home every Friday with your youngest child. It will contain a blue news brief called the Friday Bulletin, which is how parents are kept informed about TC school activities and parent responsibilities. Friday Packets may also contain other information from the office or the child's teacher. The Friday Bulletin will also be available on the school's website.

Please check all information over the weekend and return the empty packet on Monday.

Parents

may use this system to send tuition and lunch checks or to send information to the school. If a family prefers that a child other than the youngest be responsible for receiving and returning the packet, that can be arranged by contacting the office.

6.2 Field Trips

Field trips require approval from the administrator before they are organized. It is necessary that parents be involved in the transportation. For liability reasons, a consent form is signed at the time of registration covering such activities. Parents will be notified in advance of an activity.

6.3 Grading and Reporting Procedures

6.3.1 Report Cards

Report cards measure academic progress. Students should adopt the principle explained in Colossians 4:23, "Whatever you do, work at it with all your heart, as working for the Lord, not for men."

Parents and teachers must encourage children to do their best, but we must also remind them that each of us has been created in the image of God with different talents. Please do not let academic grades become a measuring stick of a child's worth.

Report cards are issued four times a year and will be sent home with students. After receiving the first report, a parent-teacher conference will be held. The second report card will be sent home with students after the end of the first semester of school.

At mid-term of the third quarter, parent-teacher conferences will be scheduled on a need/want basis. The third report card will be sent home with students after the end of the third quarter. The fourth report card will be available at the Society meeting after the final day of school.

6.3.2 Letter Grades

Letter grades are given beginning in first grade. We feel this is a more accurate reflection of how students are progressing academically. As can be seen from our grading scale,

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we believe that A's should be reserved for outstanding work. Students receiving B's at Timothy Christian are doing well academically. This high standard will set your child up for success going into high school.

6.3.3 Grading Scale

A	97-100	C	77-80
A-	94-96	C-	73-76
B+	91-93	D+	70-72
B	88-90	D	67-69
B-	85-87	D-	64-66
C+	81-84	F	63 or less
		I	Incomplete

Effort

- G - Good
- S – Satisfactory
- P - Progress Made
- N - Needs Improvement

6.4 Technology and Internet

6.4.1 Internet Policy

While the Internet offers the potential for gleaning vast amounts of useful information, it also offers a great danger in the form of inappropriate material. It is therefore the intent of the board of Timothy Christian to exercise every precaution available. The following will be strictly enforced:

1. The monitor screen of every computer in every room will face the direction that will give the teacher or room supervisor visibility at all times.
2. The teacher or supervisor will periodically review the history of Internet sites visited any time deemed necessary or desirable.
3. Groups of students may be on their honor to work on the Internet unsupervised. The history of each computer will be subject to inspection.
4. A student who wishes to work alone unsupervised must get permission from a staff member who is then responsible for the sites that student visited and may check the history of the computer used.
5. If a student accidentally accesses an undesirable Internet site, he or she is to immediately report it to the teacher or supervisor in the room with no disciplinary action taken.
6. An undesirable Internet site is defined as any site containing materials of a sexual, profane, immoral, or vulgar nature, including those things that are not pleasing or glorifying to our Lord.
7. Intentional access to undesirable sites by anyone (including students, staff or anyone associated with Timothy Christian School in any way) will not be tolerated, and immediate disciplinary actions will be taken, including the loss of Internet privileges.
8. All students are required to sign the Technology Accessible Use Policy as

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stated in 6.4.2

6.4.2 Technology Acceptable Use Policy

General Information

- Timothy Christian School provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The guidelines listed below are meant to protect the students and staff from any misuse of this equipment or information. They may be modified or changed by the school board at any time.

Information Content and Use of the System

- The user agrees not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which is abusive, profane, or offensive to any other person.
- Students will adhere to the Internet Policy (6.4.1) as stated in Parent Student Handbook.
- Students will receive school issued email accounts. These accounts are a part of a GoogleApps suite of tools and are administered by TCS. The school will seek permission granted from parents in the event that changes should be made to this form of electronic communication. Students should use the school issued account and not pursue the use of other email providers while using school issued devices.
- Devices will be numerically assigned to students each fall. Only one student will be assigned to one device. Unless an alternative arrangement has been made, devices will not go home and will be collected and stored in the classroom on a daily basis. Students may ONLY use the device that is specifically assigned to them.

Software

- Software is provided to students as a curricular resource. Students may not install, upload, or download software without the permission of TCS.

Security

- Usernames and passwords are not public information and should be kept private. Sharing this information is prohibited.

Honorable technology-related activities TCS students should strive to participate in include:

- Using TCS technologies to support learning and complete assignments.
- Collaborate with students and staff during academic activities.
- Seeking permission to record (or photograph) classroom presentations or activities.
- Respecting and encouraging others through online media.
- Using God honoring language during online communications.
- Owning your mistakes.
- Keeping your account information and keeping the account information of others

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- private.
- Contacting their teacher or staff if they receive an email containing inappropriate or abusive language or if the subject matter is questionable.
- Respecting the age restrictions of online services (e.g., Facebook, Twitter, Instagram).

- Seeking ways to use technology to glorify God and build community.
- Protecting school-owned technology equipment from damage or theft by:
 - Not having food or drink next to the device.
 - Returning devices to the appropriate location as the teacher requests; never leaving them in an unsupervised location.
 - Never carrying Chromebooks while the screen is open.
 - Refraining from picking up or holding your Chromebook by the screen, or scratching, twisting, hitting, or pushing the surface of the display.
 - Never leaving device on lap during use.

Possible consequences for violating guidelines and disregarding the honorable activities listed above:

- Discussion with teachers and/or administrators.
- Paying for damages.
- Paying for excessive printing.
- Possible subjection to more restrictive filtering options.

6.5 Iowa Assessments

6.5.1 Purpose of Testing

1. To identify strengths, weaknesses, and patterns in our school, classes, and individual students.
2. To provide up-to-date indicators of school performance which will allow for more accurate tracking and profiling.
3. To identify strengths and weaknesses in the curriculum and to make adjustments as student needs indicate.
4. To aid in planning for staff development and curriculum development.
5. To determine student rate of progress and growth.

6.5.2 Testing Schedule

Each spring, all students in grades K-8 will be given the Iowa Assessments. Every student taking the test every year gives us a better picture of academic growth.

6.6 Office and Equipment Use

6.6.1 Phone Policies

Calls Coming In – It may not be possible to get a teacher or student on the phone during certain times of the day unless it is an emergency. Please leave a message and your call will be returned at the first break in the schedule.

Calls Going Out - The business phone in the school is for that purpose only. Students may use it only in emergencies or with permission.

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Cell Phones - Upon arrival at school, student cell phones must be turned off and must remain in lockers, purses, or backpacks. During the day, students must seek permission to use their phones. When students are officially dismissed from class at the end of the school day, they may use their cell phones.

6.6.2 School Copier

The copier is to be used only by staff and any others involved with official school business such as school board members, committee chairpersons, etc. Students will not be allowed to have access to the copier without the help of a staff member.

6.7 Lost and Found

Lost and Found items are kept in a box by the West entrance to which students have easy access. Please have boots and clothing marked whenever possible.

6.8 School Visitors

Visitors are welcome to stop by the office for information or assistance. If a parent comes to pick up a child, the office or the teacher should be told that the student is leaving. Parents or other interested persons are welcome to visit classes after proper arrangements have been made. Friends of students desiring to attend classes must make prior arrangements with the teacher and the administrator.

6.9 Banned Substances

It is board policy that there is to be no smoking, tobacco use, drug use, or the drinking of alcohol on school property by anyone at any time including all personnel and visitors.

6.10 Weapons

Because society continues to deteriorate and people of all ages are using various means to threaten or harm other persons, Timothy Christian School has adopted a "zero tolerance" policy concerning weapons in the school setting.

Any object which could be used to injure another person and which has no school-related purpose for being on school property or at a school activity will be considered a dangerous weapon for the purposes of this policy. If a student is found possessing a dangerous weapon on school property, the weapon will be confiscated, parents will be notified, and in serious cases, the incident will be reported to the county sheriff.

With respect to this policy, the following items are forbidden on school property, knives of all types, guns, replicas of weapons, squirt guns, ammunition with primer capable of ignition, explosives, or dangerous chemicals, etc. The administrator must approve any display of dangerous weapons for educational purposes.

Any student found in possession of a weapon or utilizing a weapon in a threatening manner shall be subject to suspension or expulsion. Each case will be handled individually considering

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age, evidence and circumstances. The school will continue to enforce a safe learning environment for students, parents, visitors, and faculty.

6.11 Searches and Inspections

Timothy Christian School shall have the right to conduct the following types of searches and inspections: searches of students, maintenance inspections with notice, and inspections without notice.

6.11.1 Searches of Students

A student's person and/or personal effects such as purses, book bags, or clothing pockets may be searched when school officials have reasonable cause to believe that the student is in possession of any controlled substance such as alcohol, tobacco, pornography, or weapons.

6.11.2 Maintenance Inspections with Notice

Although school lockers, desks, and computer files are temporarily assigned to individual students, they remain the property of the school at all times. Because the school has a valid interest in ensuring that its property is properly maintained, periodic inspections are permissible to check for cleanliness and vandalism. School staff members may conduct general maintenance inspections at any time. Any vandalism or controlled substances discovered during such inspections shall result in confiscation. Parents will be informed and disciplinary action may be taken.

6.11.3 Inspections without Notice

Lockers, desks, and computer files are provided by the school to the students as a courtesy and may be searched without notice if school officials have reasonable cause to believe that these items contain controlled substances such as weapons, alcohol, tobacco, or pornography. Any contraband discovered during such inspections shall be confiscated and parents will be contacted. Disciplinary action will be taken and law enforcement officials will be notified if appropriate.

6.12 Snow Days and Emergency Dismissals

If school is canceled due to weather, announcements are called in to the following radio and TV stations:

WHO Radio	1040 AM
KWWL TV	Channel 7
KCCI TV	Channel 8

An attempt is made to make the decision before 7:00 A.M. The school requests and advises parents to listen for school announcements should the weather turn bad. If school is dismissed early, announcements will be aired on the above radio and TV stations. If both parents are employed, a standing arrangement should be made so children know where to go until parents return home. Throughout the year, school announcements and prayer requests will be communicated through a phone call from Calling Post. This will appear as an out-of-state phone

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number with a 405 area code. Everyone gets the same message simultaneously either live or the message will be left on an answering machine or voicemail. Each family may ask to receive messages on two phones.

6.13 Recess Procedures and Supervision

6.13.1 Morning Greeters

A staff member will be at the west doors each morning by 8:00 A.M. to greet students.

6.13.2 Before School

Parents are asked to not drop off students before 8:00 A.M. because there is no teacher on duty before that time. If it is unavoidable that students arrive early, they will be unsupervised and must be outside or in the gym.

6.13.3 After School

Parents are asked to pick up students by 3:30 P.M. This is the time the supervising teacher is to go off duty. Copies of car route schedules and drivers should be turned in to the office so we know who to contact if a driver is running late or has forgotten. The supervising teacher will not leave school until all students have been picked up.

6.13.4 Inside vs. Outside Recess

Students are asked to go outside for recess unless the temperature or wind chill is below zero. At the discretion of the administrator, recess will also be inside if the wind is so strong that it creates seriously uncomfortable conditions. You may send a note requesting your child stay inside for medical reasons. It is usually cooler and windier at Timothy than in town; therefore, students need to be prepared with proper outdoor clothing. Students will also need a pair of old shoes to wear outside for every recess. Snow pants and boots are encouraged during winter months.

6.14 Kindergarten

Students entering Kindergarten must be five years old by September 15th. A child beginning school for the first time must have a physical check-up and have all state required immunizations. A dental checkup is also advised, but not required. A copy of each child's birth certificate or some proof of birthdate such as an adoption record or doctor's statement must be on file with the school.

6.15 Withdrawal from School

If a student withdraws from Timothy, transcripts will be sent to the next school upon receipt of a written request from that school. All tuition and fees must be paid up to date or arrangements made for payment before transcripts may be released. The cumulative records of graduating eighth-graders will be forwarded to their high school of choice without a written request.

6.16 Chapel

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On Friday mornings at 8:30 until 9:00, grades K-8 meet in the gym for chapel. This is a wonderful way for staff and students to worship together. Pledges are recited to the American flag, the Christian flag, and the Bible. A variety of speakers are asked to participate. Area pastors are extended an invitation and many times choose a talk that reflects our theme for the year. Missionaries who are in the area are also invited to share their experiences with our students. If you know of someone who would be a good chapel speaker, please contact the office. Chapel is open to all who are interested in joining us.

6.17 Lunch Program

Students have the option to purchase a hot lunch each day. These meals are governed through the State hot lunch program. Parents may put any dollar amount in their hot lunch account. Checks should be made out to TC Hot Lunch. A note will come in the Friday Packet when your account is running low. Milk is included with the cost of these meals. The cost for the meal is determined prior to the start of the school year.

6.17.1 Free and Reduced Lunch

At any time prior to or during the school year, parents can apply for reduced priced or free lunches. Information regarding this is provided at registration time or may be picked up at the school office. All applications require income verification and are confidential.

6.17.2 Menu Calendar

A menu calendar is sent home each month. If students do not wish to purchase a lunch, they may bring their own. Milk is available and can be purchased for thirty cents a carton, or a 20-day milk card can be purchased for \$6.00. Students requiring a special diet may use the school microwave with permission.

6.17.3 Parent Volunteers

Timothy Christian families are asked to take their turns assisting the cook. Duties include helping serve the meal and helping with cleanup and dishes. Opportunity is given at the beginning of the year to request specific dates to serve. Helpers' names will appear on the lunch menu calendar. Helpers should be at school by 10:50 a.m. Lunch will be provided free of charge. State law requires that no children be allowed in the kitchen. If you cannot help on your assigned day, you must find your own substitute. A \$15.00 (substitute pay) charge will be billed to you if you forget your turn. If your family is unable to help with hot lunch at all, you may pay \$15 for each time that your turn would come up.

6.17.4 Meal Charges Policy

In accordance with state and federal law, Timothy Christian School adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program.

Payment of Meals - Students and employees have use of a meal account. Students and

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employees can add money to their accounts by paying at the school office. Students and employees will be notified current lunch account balances by the 15th of each month; however, they can contact the school secretary to find out current balance at any time. Students shall never be denied a reimbursable meal, even if they have accrued negative

balance. Employees shall never be denied a meal, even if they have accrued a negative balance. Families and employees are expected to keep lunch accounts positive. If an account reaches a negative, families and employees are expected to make a payment within one week to bring the lunch account to a positive balance.

Negative Account Balances - The school district will make reasonable efforts to notify families and employees when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families and employees to resolve the matter of unpaid charges. Families and employees will be notified by email when their lunch account balance becomes \$10 or less. Negative balances at the end of a school year must be paid by June 30th of that year. Negative balances not paid by that date will be turned over to the school board for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

Communication of the Policy - The policy and supporting information regarding meal charges shall be provided in writing to:

- All households at or before the start of each school year;
- Students and families who transfer into the district, at time of transfer; and
- All staff responsible for enforcing any aspect of the policy.

Records of how and when the policy and supporting information was communicated to households and staff will be retained.

The Administrator may develop an administrative process to implement this policy.

6.18 Drop-off and Pick-up Procedures

All vehicles dropping off and picking up students must enter the southern driveway, park along the west side of the school and then leave by the north driveway. All students must enter and leave the school from the west door because it is the only door with a teacher on duty before and after school.

6.19 Custodial/Non-Custodial Parent Guidelines

The following guidelines are to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school.

1. If legal custody stipulations apply to your child, please communicate this in writing to the school office.
2. Non-custodial parents have legal access to their children's school records and are encouraged to be involved in school-related activities unless the school is presented with a legal document that restricts such involvement.

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3. If a non-custodial parent wishes to pick up a child from school, the custodial parent must inform the school in writing, by phone or by email.
4. If the actions of parents, custodial or noncustodial, become disruptive to the operations of the school, TC has the right to restrict access by such parents and to take other reasonably necessary action.
5. Concerning student activities requires parental consent, it the custodial parent's responsibility to supply that consent.

7 EXPECTATIONS OF STUDENTS

We believe that a well-disciplined school and classroom is very important not only for the educational process, but also to learn the proper ways of conduct. The Lord Jesus gave the best and most comprehensive rule for conduct for which we must strive and to which we must also direct all our students, "Do to others as you would have them do to you." (Luke 6:31)

The following rules are applicable to all students. They stress appropriate behavior toward others and are necessary rules for a properly functioning school.

7.1 General Rules of Behavior for All Students

1. Proper respect must be shown to all teachers, adults, and other students.
2. Respectful language must be used at all times.
3. Students are to remain on the school grounds until their ride arrives.
4. Proper Christian conduct is expected in and around the school at all times.
5. Candy should not be brought to school on a daily basis. Treats may be brought to school on special occasions with teacher permission. Candy may be given as prizes, but students must abide by classroom rules and must put all wrappers in the trash. Chewing gum will be allowed only at each teacher's discretion.
6. Snowballing is not allowed anywhere.
7. Throwing tire chunks from the playground is not allowed.
8. The playground equipment is to be used in a safe manner.
9. Respect for school and other students' property is expected.

7.2 Attendance

Good attendance plays an important role in good achievement. Frequent absences may result in poorer achievement as well as inconvenience for our teachers. For these reasons we ask each family to maintain good school attendance habits. Try to schedule family trips during school holidays and appointments before or after school hours. The board has adopted the policy that a teacher is not responsible for teaching the lessons missed due to family trips. It will be the parent's responsibility to see to it that the student understands and completes missed assignments.

If you have a planned absence, please give your child's teacher at least 24 hours notice. If an extended absence is planned due to a family trip, please give the teachers 7 days notice if possible. Some work may be required to be done in advance of the absence.

Parents are expected to inform the school any time their children are absent. Calls should be

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made before school on the first day of the absence. In addition, state law requires that a signed note be sent to the office stating the reason for the absence.

According to the law, all absences must be recorded no matter the reason because it is officially documenting whether the student was present or not on any given day. Students arriving late but before the first recess will be considered tardy and will not be charged with a half-day absence. Likewise, students leaving after the last recess will be given credit for attending a full day. Students arriving after the first recess or leaving before the last recess will be considered absent for half a day.

7.3 Tardiness

Promptness to class shows respect for the teacher and other students and creates an environment for learning. A student is late whenever he/she enters a class after the 8:20 bell rings signaling the beginning of the day. Late arrival, whether excused or unexcused, must still be marked as tardy. It is a statement of fact and is required to be documented.

At Timothy Christian School, we desire to teach and train our **junior high students** to be faithful and successful in all areas of their education and life unto the glory of God both here and in the schools to which they will attend in the future. Part of that transition to other school environments involves being prepared for class and on time. Students are expected to get from class to class on time and to be prepared for their next class. If students are late or unprepared, they receive a tardy, and the accumulation of tardies brings with it consequences. We have instituted three minutes of passing time between classes so that this preparation is taking place. Students are required to gather their materials and be back in class before the three minutes expire, otherwise they are considered tardy. We certainly desire, as Christian educators, to be as gracious as possible. However, if tardies continue to accumulate, there needs to be an appropriate consequence. The following is the listing of such consequences in the accumulation of tardies for seventh and eighth grade students.

Tardy #1 - Verbal Warning

Tardy #2 - Verbal Warning

Tardy #3 - Parents Notified, Reflection Meeting with Administrator

Tardy #4 - Verbal Warning, Student is Dismissed Last in Class to Lunch

Tardy #5 - Verbal Warning, Student is Dismissed Last in School to Lunch

Tardy #6 - Parents Notified, Lunch Recess Detention, Meeting with Administrator

Tardy #7 - Parents Notified, Student Required to Complete All End of Day Jobs

Tardy #8 - Parents Notified, Lunch Recess Detention

Tardy #9 - Parents Notified, After School Detention

Tardy #10 - Parents Notified, Lunch Recess Detention, Parent/Administrator Conference

7.4 Homework Assignments

Parents should take a supportive role in all homework assigned and are encouraged to help their children with Bible memory work and spelling words. When homework is assigned, the teacher must use his/her best judgment in determining how long it will take the average child to complete the assignment. The general guidelines our teachers follow is 10 minutes of homework per grade level averaged out over the week. Teachers will make accommodations

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and modifications to homework based on teacher observations and student needs. Teachers at 7-8 level should be aware of tests and big projects assigned by other teachers.

In Iowa, schools refrain from scheduling activities on Wednesday nights. It is understood that Wednesdays are set aside for church activities. Because we believe home, church, and school should work together, teachers should be respectful of church night when assigning large assignments. Teachers are asked to give 2 days notice when tests or projects become due on Thursdays.

7.5 Late, Incomplete and Make-up Work

Each classroom teacher will define specifically what constitutes late work and inform students verbally and parents with a letter sent home in the Friday Packet.

- A. For **junior high**, grades of assignments and projects that are late will drop 10% per day. All work must still be completed or an incomplete will be given on the report card.
- B. Parents will be notified if a student has consistently late work.
- C. Students have until the end of each quarter to turn in late work to avoid an incomplete. An "I" will appear in the grade section until all grades can be averaged. Unresolved incompletes may result in failure to receive a signed grade card at the end of the school year.
- D. Failure to turn in assignments on time may keep students from participation in recess, sports, field trips and other special activities.
- E. If there is a planned absence, students should ask for and complete assignments ahead of time if possible. **One day** for every planned absence day is allowed to turn in make-up work. Students will receive **two days** for every day that is missed due to illness to complete make-up work.

7.6 Books, Supplies, and Equipment

Students are expected to have all the supplies needed for participation in their classes. A supply list is part of the registration packet and is available on the school website. Students are expected to take good care of all school books. A fee will be levied for damaged or lost books.

Each student is expected to show proper care and respect for the school property, including library books and gym equipment. Any student who intentionally damages school property will be asked to pay for restoration or replacement of the item. The final report card will not be issued until full restitution has been made.

7.7 Dress Code

We seek to honor the Lord in our dress; therefore, all clothing should be appropriate to the student's age, the Christian school setting, and weather conditions. Both students and parents share the responsibility for students' clothing choices. Students are required to use good judgment, to respect themselves and others, and to demonstrate modesty in selecting attire. The administrator has the right to determine whether a student's clothing is suitable or not. If a student's clothing or appearance is deemed to be in conflict with the guidelines stated, he or she will be sent home to change. If there is any question about whether a particular garment is acceptable for school, avoid the problem by not wearing that garment. The following are guidelines for student dress:

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1. Clothing should be neat, clean, and in good repair.
2. Clothing should be suitable for scheduled activities.
3. Clothing may not depict or promote the use of alcohol, tobacco, or drugs. Symbols on clothing and accessories cannot be violent in nature. Clothing and accessories with spikes will not be permitted along with anything that is suggestive in a way that undermines a wholesome Christian atmosphere.
4. No skin tight tops or pants may be worn.
5. Shorts must be no shorter than mid thigh. When hands are placed at your side, you should see fabric below the fingers.
6. Skirts may be above the knee but not as short as shorts.
7. No low cut necklines or backless garments.
8. No tops that reveal a bare midriff when arms are raised.
9. Pants must be worn so that there are no visible undergarments.
10. No spaghetti straps or strapless tops unless worn under a cover garment.
11. A sleeveless top must have a reasonably wide strap, a modest neckline, and fit so that no undergarment is visible.
12. Hats may not be worn in school unless a special day is scheduled. If worn to school, hats must stay in lockers. They may be worn during recess.
13. Footwear must be worn unless permission is granted to remove shoes.
14. Students must have a pair of old shoes at school to be worn for outside recesses.
Students must have snow boots in winter or old shoes can be worn if students stay on the cement.
15. Athletic shoes or sneakers are required on PE days.
16. Shoes that leave black marks on the gym or tile floors will not be allowed.
17. Hair must be neat and clean, the length to be determined by students and parents. A hairstyle that incurs teasing should be reconsidered.
18. Parents need to monitor whether a jacket, coat, hat, or gloves are needed based on temperature. It is always colder and windier at Timothy than in town.

7.8 Playground Rules

Students are to play only in the area that is south of the gym. All students are expected to respect the play activities of others and to use equipment with care and respect. Snowballing, tackle games, and throwing tire chunks are not permitted. All balls, ropes, etc. must be returned to their proper places. If a ball or any play equipment is left outside after recess, everyone loses the privilege of playing with any equipment the next recess. Students may not leave the playground without reporting to the teacher on duty.

8 DISCIPLINE PROCEDURES

8.1 Biblical Basis

All authority originates with God (Romans 13:1), and He has given us specific commands concerning discipline. Proverbs 29:17 states, "Discipline your son and he will give you peace, he will bring delight to your soul." At Timothy Christian School, children are respected as image-bearers of God (Genesis 1:26-27). They must be lovingly yet firmly trained to respect God's laws (Deut. 6:7). Therefore, when necessary, disciplinary action will be taken using

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procedures that are Biblically based. (See Proverbs 23:13 and Ephesians 6:4).

8.2 Areas of Control

The school's authority covers behavior in the school building, on or near the school grounds, and at all school-sponsored activities.

8.3 Actions Requiring Discipline and Their Consequences

Unacceptable behavior on the part of students will be categorized in three ways: Infractions, Serious Offenses, and Extreme Offenses.

8.3.1 Infractions

1. Willful disobedience
2. Breaking school rules
3. Disrupting others' learning
4. Incomplete schoolwork
5. Cheating
6. Mistreatment of school property
7. Littering and not cleaning up one's own messes
8. Misuse of cell phones and electronic devices
9. Violation of dress code
10. Rudeness toward others
11. Inappropriate language – name calling, cursing, swearing
12. Inappropriate behavior in restrooms
13. Inappropriate physical behavior such as:
roughhousing, pushing, grabbing, tackling, tripping, wrestling,
spitting, hitting, throwing objects that could injure, not keeping
hands to oneself

8.3.2 Consequences for Infractions

Level 1: Warning from teacher with a reminder of the rules

Level 2: Teacher enforced consequences such as loss of recess, P.E., or other special classes.

Level 3: Phone call or email parents

Level 4: Referral to the administrator who will schedule conference with parents

8.3.3 Serious Offenses

1. Blatant disrespect to a staff member or any adult
2. Inappropriate actions or speech while representing TC to the public (chapel, field trips, tournaments)
3. Repeated cheating
4. Any infraction that becomes chronic
5. Undermining wholesome Christian atmosphere
6. Internet abuse

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7. Bullying and Harassment
Causing fear of physical harm, affecting students' mental health, causing student's academic performance to suffer
8. Stealing
9. Lying for any reason to a teacher or staff member

8.3.4 Consequences for Serious Offenses

Level 1: Immediate referral to the administrator and parents notified

Level 2: Conference with students, parents, teacher and administrator

Level 3: In-school suspension for the amount of time determined by the administrator

Level 4: Refer to Consequences for Extreme Offenses

8.3.5 Extreme Offenses

1. Possession or use of a weapon at school
2. Possession or use of a banned substance at school
3. Willfully causing bodily harm to a student or an adult
4. Chronic behavior involving serious offenses
5. Serious theft or vandalism

Students will pay for or replace anything that has been stolen, destroyed or defaced.

8.3.6 Consequences for Extreme Offenses

Level 1: Immediate removal from school requiring a parent conference before admission back to school.

Level 2: Long-term suspension for a period of time to be determined by the school board.

Level 3: Expulsion. The student and his or her parents will be given a hearing with the school board before a final decision is made.

8.4 Suspension and Expulsion

8.4.1 In-School Suspension

The student will sit outside the administrator's office and will be required to do assignments. He or she will be separated from other students during all activities of the day including recess and lunch. The administrator will determine the length of an in school suspension.

8.4.2 Out-of-School Suspension

The decision to suspend will be made by the administrator based on "Actions Requiring Discipline" in this handbook. The length of time for an out-of- school suspension will be determined by the school board.

8.4.3 Expulsion

Expulsion is the indefinite removal of a student from school and is a school board decision. The student will, with parents present, be given a hearing with the school board before the decision for expulsion is made. Re-admittance will be a board decision.

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8.5 Due Process

In the event students and/or parents are not content with discipline actions taken, due process may be applied. This process includes the following steps:

1. Notice of charges.
2. Right to counsel.
3. Right to a hearing before an impartial tribunal.
4. The individual has the right to avoid self-incrimination.
5. Evidence must be presented against the accused.
6. The accused has the right to cross-examine the witnesses.
7. Witnesses are compelled to testify.
8. There is a standard (burden) of proof on the part of the accuser.
9. A record of the hearing must be kept.
10. The accused has the right to appeal.

8.6 Physical Force

Physical force will be used only in these ways: to prevent harm or injury to students, staff or property, as calm and reasonable pressure on the area of the shoulder or arm when an oral warning is ignored. Spanking and paddling will never be used to administer discipline as directed by Iowa State Law that forbids the use of corporal punishment in any school setting.

8.7 Complaints Concerning School Personnel

The Board and staff at Timothy must work to prevent mistakes or misunderstandings from occurring. However, recognizing human nature, we know that problems do arise. Given that, the following are the ground rules for dealing with problems at Timothy.

First, if an individual has a concern, the individual should immediately speak to the teacher or other person involved. The first step is to ask questions to find out what happened. Then the person should state what their understanding of the incident was an attempt to clearly understand what actually happened. Going on to discuss a problem after using this process will probably enable people to solve many of the problems encountered.

Second, if the discussion with the staff member does not correct the problem, the next step is to speak to the administrator. It is the administrator's job to make sure that the staff are doing their jobs correctly and that the parents and society members understand what they are doing.

Third, if discussion with the administrator does not solve the problem, then the matter must be brought to a Board member so that it can be raised with the School Board.

Our children are a trust from God and how we raise them is a demonstration of our faithfulness in response to God. In the same way Timothy Christian School is a gift from God and how we do or do not work to build it up is a test of our response to God. So we resolve to raise questions and deal with problems before they become major issues. In that way also God will be glorified and his body built up.

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9

BULLYING AND HARASSMENT

Timothy Christian School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect as image-bearers of God. Harassment and bullying will not be tolerated. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself.

This policy is in effect while students are on property within the jurisdiction of Timothy Christian School; while in school-operated vehicles; while attending or engaged in school sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school. If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by measures up to and including suspension and expulsion.

9.1 Definitions for Bullying and Harassment

Bullying and harassment shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

Any form of ridicule of others based on race, physical characteristics, ability, family background, or singular feature is harassment. Persons engaging in this misbehavior will be disciplined according to Section 8.3 in this handbook.

9.2 Sexual Harassment

Sexual harassment is defined as making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment.

9.3 Biblical Principles

Under no circumstances will the counseling and teaching of Christian beliefs and biblical principles be construed as bullying or harassment.

9.4 Reporting Procedures

Any person who believes he or she has been subjected to bullying or harassment should report it immediately to an appropriate superior. Students may report to a teacher, counselor, or administrator. Teachers should report an offense to the administrator. Each report will be given serious consideration and investigated thoroughly. Reports of bullying and harassment and subsequent investigations will be handled discreetly to avoid embarrassment for the person making the report or for a person who may be unjustly accused.

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9.5 Consequences

Any person who is determined to have violated this policy will be subject to corrective action and discipline as stated in this handbook (Section 8.3.4).

10 HEALTH AND SAFETY

10.1 Health Services

Students are screened for hearing on an annual basis. Parents will be notified if any other health services are scheduled.

10.2 Disease Information

In order to safeguard the health of your student and the other students at Timothy Christian, the board asks your cooperation in following these guidelines:

At Home: If your children have been exposed to a communicable disease, please inform the homeroom teacher and the school office. Should your child be diagnosed as having such a disease, please notify the school office. Notices will be immediately sent home notifying all parents of the possible exposure to the disease. There will be no mention of names.

In School: If a teacher or other staff member suspects a communicable disease during school hours, parents will be promptly notified. Upon diagnosis of a disease, notices will be sent home with all students. Again, no names will be mentioned.

10.3 Statement from the County Health Department

Please keep in mind that diseases such as head lice, ringworm, scabies, etc. can inflict ANY child and are quite contagious. Although commonly thought of as "embarrassing" they must be reported to the school. Students should be taught to refrain from sharing personal items, such as combs, hats, etc. just as a good habit.

10.4 Accident Procedures

Every effort is made to provide a safe environment for our students, but of course accidents can happen. In the case of an accident or injury, the teachers will assist and evaluate the situation. If necessary, parents (or a designated friend/relative) will be contacted. If a trip to the hospital is necessary and parents cannot be reached, it will be taken care of by a staff member. Students should be advised to act immediately to obtain help from the staff in case of an accident or injury.

10.5 Medicine

The school cannot by law give or administer any medicine including any form of pain reliever

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without parental permission. Medicine brought from home will only be administered with written permission and instructions from home. Parents may sign a form at the beginning of the year giving permission for staff members to dispense Tylenol and ibuprofen.

10.6 Emergency Response Procedures

10.6.1 Fire Drills

Fire drills are required four times a year. These are to be total evacuations. Upon hearing the solid ringing of the bell, students must leave in single file with orderliness. Students must leave all belongings behind including coats and backpacks. Teachers and students need to be familiar with their evacuation route(s). No running or talking is allowed. All students are to stay together. Students will gather at the far south fence and roll will be taken. When the administrator indicates that students may return to school, they must return as orderly as they left.

10.6.2 Bomb Threat

The fire alarm (a solid ring) will sound for both a bomb threat and a fire drill. All persons shall evacuate the building and go to the far south fence. Teachers will take a roll to ensure every student is accounted for. All persons will remain in this area until the all clear is given or they are notified to go elsewhere. Under no circumstances will staff or students return to the building until the "All Clear" has been given by the appropriate authorities.

10.6.3 Tornado or Severe Storm

The warning will be an intercom announcement of "Tornado" followed by instructions to go to the nearest tornado shelter. All persons will go to the administrator's office, boy's restroom and kindergarten storeroom. If students are outside or in the gym, go to the P.E. equipment storage room in the boy's restroom. The door to the west stairway will be closed. They will assume a crouched position to protect from flying debris. Teachers will take roll to ensure every student is accounted for. Staff and students are to remain in this area until the "All Clear" has been given by the staff.

10.6.4 Lockdown (If perceived threat is outside the building)

The intercom announcement of "Lockdown" followed by as much detail as possible will signal teachers to inform students to go to the nearest classroom, lock and barricade the doors, close the windows and pull the shades. All persons in the gym or art room will go immediately to the library. Teachers will take roll. Under no circumstances will a teacher leave the room to find a student. Administrative staff only will quickly sweep rooms on their way to safety.

If any students or staff members are outside, they will proceed to the designated safe place where roll will be taken.

As soon as safe and practical when the LOCK DOWN signal is given, staff members will make a 911 call alerting authorities with as much information as possible.

Staff and students will remain in locked classrooms or the safe place until the "All Clear" is given by the appropriate authorities.

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10.6.5 Intruder Alert (If perceived threat is inside the building)

The intercom announcement of “Intruder Alert” followed by as much detail as possible (location of the threat, description of the intruder) will signal students and teachers to evacuate the building by the quickest means possible. If possible, the fire alarm should be pulled. Students will proceed as quickly and quietly as possible to the nearest designated safe place.

As soon as safe and practical, staff members will make a 911 call alerting authorities with as much information as possible.

A roll of students present in each safe place will be taken. All staff and students will stay in their safe place until the all clear is given by the authorities on the scene. No one is to return to the building for any reason until the “All Clear” is given by the appropriate authorities.

In the event that evacuating the building is impossible, students and teachers will go to the nearest classroom, lock the doors, close the windows and pull the shades. All persons in the gym or art room will go immediately to the library. Teachers will take roll. Under no circumstances will a teacher leave the room to find a student.

No one is to leave the safe place for any reason until the “All Clear” is given by the appropriate authorities.

It is always the responsibility of the staff to respond to any perceived threat with the appropriate action in the event that the alarm has not sounded or been given.

11 WELLNESS POLICY

Timothy Christian School exists to assist parents in equipping their children mentally, physically, and spiritually to be effective disciples of Jesus Christ. In educating students about the body, we strive to develop a profound reverence for the great gift of life. The school is governed by the school board and a society of parents who strive to maintain a learning and working environment that promotes and protects children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

A more detailed description of the Wellness Policy is located in board policy 3.14.

11.1 Guidelines

1. Timothy Christian School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing local nutrition and physical activity practices and policies. The education committee will serve as the local review committee of this policy. The administrator is charged with the operational responsibilities of this policy.
2. All students in grades K-8 will have opportunities, support, and encouragement to be physically active on a regular basis. This will include an articulated curriculum with a

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- wide range of activities leading to lifelong physical health.
3. To the extent possible, foods and beverages served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
 4. The school cook will provide students with access to a variety of affordable, nutritious, and appealing foods that meet their health and nutrition needs; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; will accommodate students with allergies within reason as discussed with parents; will provide clean, safe, and pleasant settings and adequate time for students to eat.
 5. To the extent possible, Timothy Christian School will participate in available federal school meal programs.
 6. TCS will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish connections between health education, school meal programs, and related community service.
 7. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act and National School Hot Lunch Act.

11.2 Nutrition and Physical Activity

1. Nutrition education and physical activity are included in the school's educational program from Kindergarten through grade eight.
2. All students K-8 will participate in two 30 minute P. E. classes per week and up to 45 minutes each day of physical activity at recess. In addition to this handbook, times for physical activity will be noted in each grade's class schedule.
3. The administrator supports the development of healthy lifestyles for students and establishes and enforces policies that improve the school's nutrition environment. He/she will address issues such as the kinds of foods available at the school, mealtime schedules, dining space, nutrition education, and physical activity.
4. TCS staff, students and parents are part of the policy-making process and support a healthy school nutrition environment.
5. The TCS cook is part of the education team and participates in making decisions and policies that affect the school nutrition environment.
6. The education committee will serve as the "health council" to address nutrition and physical activity issues.

11.3 School Meals

1. Timothy Christian School offers hot lunches daily and students are encouraged to participate.
2. The school cook, who is properly qualified according to current professional standards, administers the Child Nutrition Programs.
3. The school cook has appropriate pre-service training and regularly participates in professional development activities.
4. Meals are offered at the prices students can afford.
5. Menus meet nutrition standards established by the U. S. Department of Agriculture, conform to good menu planning principles, and feature a variety of healthy choices that are tasty, attractive, of excellent quality, and served at proper temperatures.
6. The school cook uses food preparation techniques to provide school meals that are low

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- in saturated fat, sodium, and sugar. They offer healthy food choices that include lean meats, fruits, vegetables, whole grains, and low-fat or non-fat milk.
7. TCS meals are planned to appeal to all students who are encouraged to choose and consume the full meal.
 8. Food safety is a key part of the school foodservice operation.
 9. TCS encourages parents to provide a variety of nutritious foods if students bring sack lunches from home.

11.4 Lunch Period

1. Lunch period is scheduled at an appropriate time. The school will not schedule other activities during meal time.
2. Lunch periods are long enough for students to eat and socialize.
3. Lunch times are staggered so that students do not have to spend much time waiting in line.
4. Teachers supervise mealtime and serve as role models to students.
5. All students are sent to wash their hands before eating.
6. Drinking fountains are available for students to get water at meals and throughout the day.
7. The school uses an accounting system that protects the identity of students who eat free and reduced lunches.

11.5 Nutrition Education

1. Students in kindergarten through eighth grade receive nutrition education that teaches the skills they need to adopt healthy eating behaviors.
2. Health education curriculum includes nutrition and physical education.
3. Students receive nutrition messages throughout the school that are consistent and reinforce each other.

11.6 Planning and Promotion

1. Healthy eating and physical activity are actively promoted to students, parents, teachers, administrators, and the community.
2. TCS considers students' needs in planning for a healthy school nutrition environment by asking for input and feedback from students.
3. Students receive positive, motivating messages about healthy eating and physical activity throughout the school setting.
4. TCS promotes healthy food choices and does not allow advertising that promotes food choices that are less than nutritious.

12 STATE STANDARDS

Timothy Christian School is a fully accredited K-8 grade school in compliance with the standards and guidelines set forth by the State of Iowa Department of Education and Christian Schools International. Therefore, the following policies have been adopted by the board and have been implemented at Timothy Christian.

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12.1 Multi-Cultural Gender Fair - State Standard 12.5 (8)

It is the policy of Timothy Christian School to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, race, national origin, age, marital status, or disability in the educational programs, activities, or in its employment and personnel policies. Affirmative steps will be taken to integrate students in programs and classes.

Inquiries or grievances related to this policy may be directed to the Administrator, Timothy Christian School, to the Director of the Iowa Civil Rights Commission in Des Moines, or the Director of the Region VII Office of the United States Equal Employment Opportunity Commission. Inquiries may be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319.

12.2 Talented and Gifted Program - State Standard 12.5 (12)

Timothy Christian School acknowledges the uniqueness of the individual and wishes to challenge each student in such a way that these unique needs are met and talents are used for God and fellow man. We strive to create an affirmative climate in which students view themselves as able and worthy and in which they are aware of their strengths and weaknesses. For this reason, we make special provisions for the needs of children whose learning potential and abilities may be further and more completely challenged outside the regular classroom curriculum.

12.3 Identifying and Reporting Child Abuse - Iowa Code 232.69

This policy deals with the mandatory duty to report suspected child abuse under Iowa Code section 232.69. It is the policy of Timothy Christian School that any certificate or licensed employee who has a reasonable belief that a child under the age of 18 has been abused by a person responsible for the care of the child, as defined by law, shall report the suspected abuse to the Department of Human Services. It is also the policy of Timothy Christian School that reports of child abuse remain confidential, as required by law.

12.4 Investigating Allegations of Abuse of Students by School Employees - Iowa Code 280.17

This policy deals with the duty under Iowa's Code section 280.17 to investigate allegations that a school employee has physically or sexually abused a student. It is the policy of Timothy Christian School that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

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12.4.1 Board Duties

Annually appoint a Level One investigator and alternate from school staff. Contract with a Level Two investigator outside the system with a background, training, or experience in investigating abuse such as a police officer or social worker. Annually publish (school newsletter) and post in the building the names and telephone numbers of the Level One investigator and alternate. Require training for Level One investigator and alternate (available through local AEA).

12.4.2 Complaint Process

Obtain a form from the office which must be signed by any person who has knowledge of an incident of abuse. This report may be received by anyone on staff but must be turned over to the Level One investigator or the alternate.

12.4.3 Investigation Process

Make copies of the report and give to the complainant, the administrator, the board chairman, and the accused staff member. Establish jurisdiction: victim must be a student at the time of the incident, accused staff member must be an employee at the time of the incident, incident must have occurred on school grounds or in a school-related context, incident must meet the definition of abuse (physical - must be evidence of injury 24 hours after the incident; sexual – inappropriate, intentional sexual behavior). If the physical abuse is serious, TCS may defer temporarily to law enforcement. If less than serious, we will proceed to interview all parties and witnesses. If a sex crime is alleged, the victim will be interviewed for credibility. If credible, we will defer the investigation to law enforcement.

12.4.4 Investigative Report

Level One investigator has 5 school days to complete investigation and 15 calendar days to complete report. Investigator is to determine by a preponderance of the evidence whether it is likely that an incident took place. Investigation may be concluded if complaint is withdrawn, allegation is recanted, accused staff member admits the truth of the allegation, staff member resigns, or staff member agrees to surrender teacher's certificate.

12.4.5 Post-investigation Procedure

If a Level One investigator determines that it is likely that an incident took place and the situation has not been resolved through the above reasons, then the investigation goes to Level Two. If Level One investigator concludes that it is not likely that an incident took place, the school's investigation is concluded.

12.4.6 Level Two Investigation

Must conduct a full investigation and determine if exceptions apply such as using necessary or reasonable force to quell a disturbance or prevent an act that threatens physical harm to any person or for the purposes of self-defense. Level Two investigator is to complete a report and give to the Level One investigator. If it is determined that a complaint is founded, the Level One investigator shall file a report with the State Board of Educational Examiners. Disciplinary sanctions in cases of founded reports are left to the discretion of the school board.

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12.5 Provisions For Technology in the Curriculum - State Standard 12.5 (10)

Realizing that technology is a constantly changing process concerning the use of mechanical and electronic devices that affect the individual and society, Timothy Christian School will provide instruction and access to technology. This instruction will include positive and negative aspects of technology in educational, occupational and recreational use.

13 CODE OF CHRISTIAN CONDUCT

Because human beings are created in the image of God their Creator, we affirm that all humans, male and female, homosexual and heterosexual, have inestimable value and must be treated with dignity and respect. As a community that seeks to be an authentic biblical community, Timothy Christian School is committed to addressing all issues of human sexuality with grace and truth.

We have seen his glory, the glory of the One and Only, who came from the Father, full of grace and truth. John 1:14

In Truth we affirm:

- A. The Creator's intent for human sexuality finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent in human sexuality, sexual experience is intended to be celebrated between a man and a woman within that covenant union. (Genesis 2: 22-24; Proverbs 5:18-19; Matthew 19:4-6; Mark 10:6-9; 1 Corinthians 7:1-16)
- B. Same gender and heterosexual lust is a condition contrary to God's created order which reveals the brokenness of our sinful world and the effects of sin on God's perfect intent for human sexuality. (Matthew 5:28; 1 Corinthians 6:18-20; Ephesians 5:3)
- C. Heterosexual practice outside the covenant of marriage and all homosexual practice is incompatible with the will of God as revealed in Scripture and is sin demanding confession and repentance. (Leviticus 20:10; Proverbs 5; Hebrews 13:4, Leviticus 18:22; Leviticus 20:13; Romans 1:26-27)
- D. Our sure and certain hope is that those guilty of violating God's perfect will for human sexuality, whether heterosexual or homosexual, can find grace, forgiveness, and restoration through Christ. (Romans 6:23, Ephesians 2:8-10)
- E. The upholding of God's standards for human sexuality with grace, mercy, and equity. (Philippians 2:1-5, Ephesians 5:1,2)

With Grace we commit to:

- A. Exercising patient understanding of and compassion for all students with issues of sexuality and practices contrary to God's created order.
- B. Ensuring an environment that is free from discrimination.
- C. Insisting upon an atmosphere that is a safe learning environment for all students.

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- D. Acknowledging our own frailty and dependence upon Christ for his humility, grace and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

Expectations of students and parents:

- A. To prevent disruption in the educational mission of the school, it may be necessary to restrict the expression of a student claiming to be homosexual.
- B. Students will be expected to dress in conformance with one's biological sex and use restrooms and changing facilities assigned to his/her biological sex.
- C. Students will abstain from all intimate sexual contact.
- D. A family that disregards the above stated biblical standards by advocating for or living in an immoral lifestyle could be asked to leave the school. Such action would occur only after some attempt was made to resolve the situation.

14 WHAT TO EXPECT AT TCS (A YEAR IN REVIEW)

August

All-School Picnic

This is a casual event where we will share a great meal together and the students can play and catch up from the summer break. The school board will provide the meat, water, and lemonade. We would ask that each family bring a side dish to share.

At the picnic, we will introduce new families and students. Students will be able to bring in their school supplies to their classrooms or lockers. Parents will also have the opportunity to sign up for serving lunch and fundraising committees, make payments towards hot lunch and tuition, and bring in any updated information about their children. Kindergarten and new families are reminded to bring in a copy of their child's birth certificate, physical forms and immunization records, dental and eye check forms, and a copy of their medical insurance card.

September

School Pictures taken by Voss Studio

We will announce in the Friday Bulletin the date for school pictures. Proofs and an order sheet will be sent home after the pictures are taken. No money is needed until you receive your order. Mini-wallets will be available to order which the students enjoy trading. There will be a variety of package options explained on the order form. If you have preschoolers and you desire to have their pictures taken, you may come to the gym at 8:15 A.M. on picture day. Every TC student will receive a class composite free of charge later in the school year.

Fall Break and Teacher Professional Development

On Monday, October 7th, and Tuesday, October 8th, there is no school for Fall Break. Our teachers travel to Pella Christian High School to attend professional development training with 7 other area Christian schools. It is a great way for area Christian school teachers to worship God, learn together, and strive to improve the education of our students.

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November

Harvest Supper

You may be invited by a hostess representing the school. The Harvest Supper is an opportunity for guests to enjoy a catered meal, great fellowship with others, and musical entertainment from Timothy Christian students. This is also an opportunity to invite potential families as an introduction to the school. An offering will be taken. TC families do not need to feel obligated to make a significant donation. There will be a lot of supporters at this event and it is primarily a way for them to stay connected to the school. Simply give what the Lord leads you to give within your means.

Fall Musical for grades K-8

Every year TC students enjoy putting on a major musical production in late November. The 7th and 8th graders are given speaking parts and all the students learn the songs for the performance. Some years the musical has a Christmas theme. Other years we promote another Christian message. We begin working right away on the music so you may hear your children singing the songs at home. The performance is held at First Christian Reformed Church just west of the school and is always a highlight of the year.

December

Cookie Walk

The first Friday of December is always set aside for our annual Cookie Walk bake sale. Every TC family is asked to donate about 10 dozen homemade cookies and or candy for this event. The sale takes place at United Reformed Church right in Wellsburg. We always strive for decorative and unique cookies that people would not ordinarily bake. They are displayed nicely and people go around with bakery boxes and pay by the pound. We serve coffee cake and cider and try to create a festive atmosphere. This date tends to slip up on everyone quickly so it is always a good plan to start early and load your freezer. Cookies may be brought to the school the day before. They go on sale early Friday morning.

January

Spec'n Dicken

This is a German pancake dinner served by Timothy Christian at the Veteran's Memorial Building in Parkersburg early in January. We take a free will donation at the door. At least one representative from each home will be asked to help in some way. This is a very popular event in this community and it is always fun to work side by side with other TC parents. Even though you are probably going to work that night, we also ask that you donate something toward the meal if you eat. We will use the Friday packet to send out information and work schedules. This tends to sneak up on us because it happens right after Christmas vacation, so as soon as the date is announced, mark your calendars.

February

Basketball Tournament sponsored by TC

The TC 7th and 8th graders play sports with other Christian schools. Each school takes turns hosting tournaments for the four sports. We host the Basketball tournament on the first Friday in February. The whole week of the tourney we celebrate Spirit Week and have special dress up days with different themes. Watch the Friday packet for more info as this date approaches. There will be ways to help by donating food or signing up to work in the concession stand. The students love cheering on Timothy Christian and everything is usually over by the time the school day ends at 3:15 PM.

March

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Benefit Auction

March is a very busy month at TC. The first Saturday is always set aside for our Benefit Auction. This has become a huge fundraiser for us. We need volunteers to go into our supporting communities and ask for donations from area businesses. We gladly accept cash donations, which help with advertising. We are always looking for new items and handmade donations. We tend to discourage furniture and other used items. The sale begins at 10:00 A.M. and is usually done by 2:00 P.M. Larger items are auctioned orally but there is also a Silent Auction running until 1:00 P.M. The variety of things that are sold is endless so this is your chance to be creative.

Steak Supper

Probably the best home-cooked meal you will ever taste is served by Timothy Christian parents at our annual Steak Supper, which is held in late March at First Christian Reformed Church just west of the school. We usually serve around 600 people. This truly takes everyone. We need potato peelers and steak fryers during the day and servers and waitresses that night. A free will donation is taken for this all-you-can-eat meal. In addition to working, TC families are asked to donate pies and jello salads. Your March Friday packets will be a very important source of information as we coordinate work schedules and donations for this event.

April

Grandparents' Day, Fine Arts Fair and Spring Program

We like to run these two events on the same day, usually a Friday. Your children will be given invitations to invite grandparents or special guests for the morning. Our guests are asked to arrive around 10:00 A.M. for cinnamon rolls and coffee. We then all gather in the gym for a special program. School is dismissed at 11:20 AM and students may then give their guests a tour of their classrooms and meet their teachers. We encourage grandparents to take their grandchildren out for lunch. That night students in grades 3-8 return to TC for our annual Fine Arts Fair. Opportunities for piano, vocal, and instrumental solos are provided as well as speeches and ensemble acting and singing. If your upper elementary student has musical gifts, it is never too early to be thinking about solo music. Outside judges will be on hand to award ratings and helpful critiques. Art and Creative Writing will be on display. This is a wonderful time to explore special gifts in a caring, nurturing setting.

K-8 Spring Program

The K-8 program occurs the same night as the Fine Arts Fair. When the older students are finished with their judged performances, everyone gathers in the gym to enjoy the K-8 Spring Program. There is usually an opportunity for speaking parts as well as solos. Students learn early at TC not to fear a microphone.

May

Sports Day

On the last day of school, we hold our annual Sports Day. Parents are encouraged to attend and watch or maybe even help as students compete in a variety of activities from running the obstacle course to tossing beanbags through a hoop. The whole school is divided into teams so that all ages are represented on each team. The students can earn points for their teams and events are weighted so that the little ones can be just as successful as the older kids. It is always a great day of fun as we celebrate the end of a school year.

Eighth Grade Graduation

The graduation service for our eighth graders is always a very special time, not only as we honor our graduates, but also as we close our year in worship together as a Timothy body of believers. All students in

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K-8 are involved in the program and everyone is encouraged to attend. This event is held at First Christian Reformed Church west of the school.

Timothy Society Meeting

Because Timothy Christian is a parent-run school, it is important that parents get involved in the decision making process. There are usually two Society meetings a year where parents can gather to learn about and discuss the issues facing the school. One member of each household must be a dues paying member, but both parents are encouraged to join. Dues are \$10.00 each and can be paid at the first Society meeting. This entitles you to vote for school board members and approve the budget for the next school year. You can always count on good discussions and it is a wonderful way to get to know the other parents.

June-July

School Cleaning and Mowing

During the summer months, a lot of work goes into the upkeep of our facility. There will be a sign-up sheet for those interested in helping with the mowing. A John Deere garden tractor is kept in the shed by the school so all you have to provide is the gas. Also, families can volunteer to help clean and get the building ready for the next school year.

All Year

Serving Hot Lunch

In order to run a successful hot lunch program for the students, we need help from each family. Each day that lunch is served, our cook needs someone to help serve the meal and also do the dishes. When we divide up the school year, it means that we need a representative from each family to help out six times during the year. It is a two-hour commitment and you get your lunch free! If both parents work and are unable to help, you can pay \$15 for a sub to take your place. Serving at school is a great way to get to know all the kids.