



Parent & Student Handbook

Timothy Ministry Handbook 2019-2020

The purpose of this handbook is to inform students and parents of the policies and procedures adopted by *The Timothy Ministry, Inc.* (referred to as The Timothy Ministry or Timothy Ministry).

This handbook is aimed to preserve the function and integrity of The Timothy Ministry, Inc. and to provide a biblical role model to members of The Timothy Ministry community and the community-at-large. In e-signing the Participation Agreement in the online registration, you (the participants, the parents/guardians, and family members) agree to the policies in this handbook and agree to abide by this policy.

WELCOME

The Timothy Ministry, Inc. provides a positive and supportive environment for educational and enrichment classes. In order to do so, there must be a partnership between the student, the parent/guardian and *The Timothy Ministry, Inc.* For *The Timothy Ministry, Inc.* to be successful, your cooperation, participation and support are expected.

Parents/Guardians, please take time to review and discuss the information in this handbook with your student(s). It is your responsibility as the parent/guardian to make sure that your children understand that they will be expected to abide by the policies and procedures set forth in this handbook.

The Timothy Ministry is open to home school students, but reserves the right refuse admittance of a student based on a history of illegal behavior or past records in prior schools or behavior deemed to be a detriment to the student body.

ABOUT THE MINISTRY

The Timothy Ministry, Inc. is a non-profit organization whose purpose is (1) present the gospel to each student that attends and aid students in accepting the love and salvation of Jesus Christ as the Holy Spirit convicts, training them to serve God and others in the church and community; (2) provide quality instruction in the classroom for the education of home school students, provide a social environment for students to grow personally, and train students in a biblical worldview both through instruction and by example; (3) minister to student's and parent's needs as they arise; (4) provide the platform for students to learn to serve God and others in the church and community.

Proverbs 22:6 "Train up a child in the way he should go, and when he is old, he will not depart from it."

The Timothy Ministry, Inc. wants to partner with the home school parent/guardian who wishes to supplement their child's home education with academic and extracurricular classes. *The Timothy Ministry, Inc.* is a home school support ministry - not a full-time school. It is the parent's responsibility to adhere to the Georgia Home School Law. For more information, refer to www.ghea.org.

The Timothy Ministry, Inc. meets one day per week on Tuesday. There are two, 14- week sessions per school year. The first session begins in early August and ends in early December. The second session begins in early-mid January and ends in late April to early May. Classes are available for grades K (age 5) through 12th.

We offer a variety of academic classes for the middle school and high school ages. The teachers provide only a portion of the instruction needed and various assignments will be given to complete at home. Academic classes cannot be taught in one day of class instruction; **therefore, parents/guardians remain the primary teacher for four days per week** and *The Timothy Ministry, Inc.* is a resource for the student's instruction one day per week. Our teachers will provide a grade or comment on the student's progress and assignments. We are not an accredited program; however, most of our academic teachers are certified/degreed teachers.

MISSION STATEMENT

Committed to Jesus Christ, *The Timothy Ministry, Inc.* was founded on I Timothy 4:12, "*Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.*" Our passion for this ministry is evangelism, service and outreach of home school youth.

Committed to Jesus Christ, *The Timothy Ministry, Inc.* provides a biblically based, academically excellent education in a nurturing environment, that supports the family's role and develops the students' potential to impact their world for Christ.

STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, inerrant, and authoritative Word of God (2 Tim. 3:16, Heb. 1:1, 2 Peter 1:21, Ps. 119:160). The Bible is God's Word to us. Human authors, under the supernatural guidance of the Holy Spirit, wrote it. It is the supreme source of truth for Christian beliefs and living. Because God inspired it, it is the truth without any mixture of error.
- We believe there is only one God, eternally existent in three persons: Father, Son and Holy Spirit (Gen. 1:1, Deut. 6:4, Jer. 10:10, Matt. 3:16-17, John 10:30, 2 Cor. 13:14, Matt. 28:19).
- We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (Matt. 1:19-25, 2 Cor 5:21, 1 John 3:5, Mark 1:23-26, John 11:38-44, Luke 9:10-17, Rom. 3:24-25, 1 Peter 2:24, 1 Peter 3:18, Matt. 27:38, Luke 24:1-51, Acts 15:16)
- We believe that salvation can be neither deserved nor earned, but that it is a gift of God, bestowed in mercy upon those who accept it by faith. (John 6:40, Gal 2:16, John 1:12, Phil. 3:9) Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

(Dan. 12:2, Heb. 5:9, John 3:15, Matt. 25:41, Matt. 25:46) People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. Heaven and Hell are real places of eternal existence. Those separated from God by sin, will spend eternity in Hell. Those who have received God's salvation through Jesus Christ alone will receive the gift of eternal life, eternal union with God. They will share in eternal life now on earth and will spend eternity with God in heaven.

- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4:11-16, Heb. 2:11, 1 Cor. 12:12-13) To live in harmony with other believers is the clear teaching of the New Testament. It is the responsibility of each believer to endeavor to live in fellowship with each member of the congregation. It is further the responsibility of each member to bring all gossiping and backbiting to an end.
- We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling him or her to live a godly life.
(Rom. 12:4-8, Matt. 5:14-16, Acts 1:8, John 14:26, John 15:26) It is the duty of every born-again follower of Jesus Christ to endeavor to live holy and godly lives and to make disciples of all men everywhere. It is the command of Christ for every believer and Christian church to seek diligently to win the lost to Christ by personal effort and by methods in harmony with the gospel of Christ.

STATEMENT ON HUMAN LIFE, MARRIAGE, GENDER, AND SEXUALITY

- We believe that all human life is created by God in His image and is therefore sacred. Human life is of inestimable worth in all its forms, including pre-born babies, the elderly/aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. Each person is of equal value to God. We are called to defend, protect, and value all human life (Psalm 139).
- All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society as defined in the Bible. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography, all of which degrade and devalue human life. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. We should extend God's love to each person.
- A person's sex is defined as the biological condition of being male or female as determined at birth by the person's genome.
- Our biblically based and sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God

(Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person and of the intentional design of God for that person.

- We believe that a person's gender always corresponds to their sex, and therefore, is defined at birth by their sex (determined by their genome). All students will be required to abide by this definition.
- We believe that the term "marriage" is defined in Scripture as the uniting of one man and one woman in a single, exclusive union. (Genesis 2:18-25).
- God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage (above definition), blood or adoption.
- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- The Bible teaches and hence we believe that any form of sexual immorality, including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography is sinful (Matthew 15:18-20; 1 Cor 6:9-10).
- **The Timothy Ministry will abide by the above definitions and beliefs, and classroom instruction will support this worldview. Students and their parents/guardians and families must honor the above statements.**

PHYSICAL PRIVACY & SEXUALITY POLICY FOR CHRISTIAN ORGANIZATION / SCHOOL

I. PURPOSE

In accordance to Timothy Ministry's STATEMENT OF FAITH, STATEMENT ON HUMAN LIFE, MARRIAGE, GENDER, AND SEXUALITY , and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the *Timothy Ministry* community of their duties with regard to use of restrooms, locker rooms, showers, and any other *Timothy Ministry* facilities where individuals may be undressed in the presence of others.

II. DEFINITIONS

A person's sex is defined as the biological condition of being male or female as determined at birth by the person's genome.

A person's gender is defined by their sex.

A member of The Timothy Ministry community means any Timothy Ministry employee, volunteer, student, parent/guardian, or visitor.

III. SINCERELY-HELD RELIGIOUS BELIEF ON SEXUALITY

Our biblically-based and sincerely-held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's sex is a rejection of the image of God within that person and of the intentional design of God for that person.

I. POLICY

Notwithstanding any other policy, *The Timothy Ministry* restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex. The only exception to this policy will be younger children who need restroom assistance from their parents/guardians.

In any other *Timothy Ministry* facilities or settings where members of the *Timothy Ministry* community may be undressed in the presence of others (e.g. changing costumes during school theatrical productions), *The Timothy Ministry* shall provide separate, private areas designated for use by members of the *Timothy Ministry* community based on their sex.

The Timothy Ministry recognizes there may be instances where members of the *Timothy Ministry* community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. *The Timothy Ministry* encourages members of the *Timothy Ministry* community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

The Timothy Ministry will at all times interact with members of the *Timothy Ministry* community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Eph. 4:15).

A member of the *Timothy Ministry* community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to their commitment to abide by the behavioral standards established by the *Timothy Ministry* which is cause for terminating their privilege of membership in the *Timothy Ministry* community.

To preserve the function and integrity of *Timothy Ministry* and to provide a biblical role model to members of the *Timothy Ministry* community and the community-at-large, it is imperative that all members of the *Timothy Ministry* community agree to and abide by this policy

II. POSTING

Copies of this policy shall be provided to all *Timothy Ministry* employees, volunteers, students, and parents/guardians.

FACULTY AND STAFF

Administrator: Director/CFO:

Kaci Brown Stacy Shaddix

Office Administrator:

Lori Adkison

Care Coordinator (Social Media, BLOOM Moms, Service Projects)

Stephanie Aratea

FBCW Staff Liaison:

Craig Ormsby

FBCW Administrative Assistant:

Robin Gerardi

BOARD OF DIRECTORS

The Timothy Ministry's Board of Directors consists of the following: Adam and Jana Biesecker, Matt Lawson, Craig Ormsby, and Eric and Stacy Shaddix. Their purpose is to set broad policies, protect the vision of the ministry, establish annual budgets and plan for future growth.

TEACHER REQUIREMENTS

The roles we hold in *The Timothy Ministry* are not taken lightly. We have the opportunity to reach many lives and God has given us this platform to do so. As James 3:1 states, "My brethren, let not many of you become teachers, knowing that we shall receive a stricter judgment."

Each person, before becoming an official employee, must have a one-on-one interview with the director. In addition, the following forms are required to be completed: Personal Testimony, Bible Study Covenant, Ministry References, Criminal History Consent Form, Legal/Lifestyle Concerns, and Truths We Hold Dear.

Teacher qualifications are as follows: Christian Church member (member of FBCW or church holding same doctrinal beliefs), yielding to the Lordship of Jesus Christ, qualified, degreed and/or skilled in particular area of teaching, and clear an official background check.

HALL MONITORS

Hall monitors are provided for the A and B Building, Fellowship Hall and the Café and are identified by an orange vest. Our hall monitors are available for safety, student monitoring, information and assistance to aid teachers and parents. They are proactive in regards to approaching unfamiliar faces, monitoring the bathrooms and building entrances, walking the hallways, monitoring dress code and, in general, just watching out for the well-being of all students.

Academic Policy & Procedures

Formal Grade Policy

- Grades will be issued for all graded academic classes.
- Report Cards will be available to print through your ParentsWeb account following the end of each semester.

At Home Test-Taking Procedures:

- All parent-proctored tests go home in a sealed envelope with a stamp or label on back from teacher
- Parent must provide an environment where books/study guides are put away and cheating is not a possibility. It is the PARENT'S responsibility to provide the appropriate test environment
- Tests must be administered and completed in ONE sitting (usually an hour sufficient). Once the test is completed, immediately seal it in an envelope for student to return.
- When tests are returned, they must be brought back in a sealed envelope (provided by parent) with parent's signature over the sealed portion. This signifies to us that the test was taken properly at home.
- Test will not be accepted by teacher unless in a sealed/signed envelope.

Late Policy

Unexcused late assignments/tests may be handed in up to one week after due date. However, please note that all late assignments will be deducted one letter grade (11 points). No unexcused late assignments/tests will be accepted after one week. The student will receive a zero for that assignment/test. It is the teacher's decision to accept or not accept late tests with an unexcused absence (see NOTE below).

NOTE: If a teacher has communicated that tests will not be accepted late and there is not a legitimate, excused absence/reason, the student will be given a zero for a test grade.

Excused late assignments/tests are considered excused when the parent/student has made previous arrangements prior to the due date. It is at the teacher's discretion regarding emergency situations. It is imperative that the parent communicate with the teacher.

Plagiarism

- If a student is caught plagiarizing, this will be an automatic “0” on the assignment.
- If a student is caught sharing work with other students, or “cheating” in any other way, this will be an automatic “0”.
- Students are not allowed to have access to any electronic devices during a test, unless given permission by the teacher.

ParentsWeb

- All assignments for the week will be posted on ParentsWeb no later than 8:00 a.m. Wednesday morning following Timothy Ministry on Tuesday.
- Tests are NOT allowed to be posted on ParentsWeb. Test will be sent home via the student in a sealed envelope.

Communication between Parents and Teachers

- Teachers are expected to check their emails regularly during the week, when Timothy Ministry classes are in session. If you have a question or concern, please email the teacher first and foremost. Many of our teachers are also homeschooling their own children during the week. Please be mindful of their individual schedules and family needs.
- Parents and 7th-12th Grade Students are expected to regularly check ParentsWeb for Announcements, Assignments, and Grades (if applicable). Login issues are not an excused reason for not completing homework. If you are having any trouble logging into your account, please contact admin@timothyministry.org.

CODE OF CONDUCT

“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established.”

Matthew 18:15-16

It is a privilege to be a part of *The Timothy Ministry*; therefore, appropriate conduct while on FBCW campus is expected from our teachers, students, siblings, and parents. Our standards for student behavior during class hours and at *The Timothy Ministry*-related functions are designed to create the expectation that students will behave themselves in such a way so as to facilitate a learning environment for themselves and teachers. We expect students and parents to:

- Respect each other
- Respect *The Timothy Ministry* teachers and leaders
- Respect FBCW Campus

To ensure that the educational and enrichment process is not disrupted because of misbehavior on the part of enrolled students, *The Timothy Ministry* has established a Student Code of Improper Conduct, specific classifications of misbehaviors and the appropriate disciplinary actions are assigned to each class of offenses.

Violations are grouped into three classes: Class 1 -Minor; Class 2 - Intermediate; Class 3 - Major. These are violations that occur on the FBCW campus, at *The Timothy Ministry*-sponsored events, at events in which *The Timothy Ministry* students are participating or working, and in vehicles parked on FBCW property.

The Timothy Ministry has adopted the “3 Strikes” policy meaning if a student acquires three disciplinary strikes, he/she will be dismissed from *The Timothy Ministry*. The strike(s) instituted for each class offense is described below. Strikes will remain on the student’s records for one year, not school year (i.e. if a strike is given on 4/24/07, it will not be removed until 4/24/08).

The disciplinary actions are designated for each class of offense. However, the administration reserves the right to impose a more severe disciplinary action as they deem necessary (i.e. a student may incur more than one strike in any given day).

NO STUDENT SHALL BE PUNISHED FOR ANY SUSPECTED VIOLATION WITHOUT BEING GIVEN AN OPPORTUNITY TO ADMIT OR DENY THE CHARGE(S). HOWEVER, IF A STUDENT IS WITNESSED WHILE COMMITTING A VIOLATION, THE APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN WITH OR WITHOUT A CONFESSION.

ALTHOUGH IT IS THE PARENT’S PRIMARY RESPONSIBILITY TO DEAL WITH THE DISCIPLINE ISSUES OF THEIR STUDENTS, IF NEEDED, *THE TIMOTHY MINISTRY* MAY EMPLOY MILD FORMS OF REPROOF, REBUKE AND CORRECTION (NOT CORPORAL PUNISHMENT). *THE TIMOTHY MINISTRY* RESERVES THE RIGHT TO ASK A STUDENT WITH SERIOUS DISCIPLINE PROBLEMS NOT TO RETURN TO CLASS AND/OR FBCW PROPERTY ON TUESDAYS.

The Timothy Ministry leadership reserves the right to administer the appropriate disciplinary action at their discretion regarding misbehavior on the part of a student, parent, or family member. The following list of offenses is not exhaustive.

CLASS 1 – MINOR OFFENSES

- 1.01 Excessive distraction to other students: Any conduct and/or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction (this includes, but not limited to behavior, laser pointers, CD players, walkmans, i-PODS, hand-held games, cell phones, any other electronic device, etc.)
- 1.02 Disrespect: Disrespect towards students, FBCW property, staff, teachers, and leaders. Disrespect is regarding or treating others or their property with contempt or rudeness.
- 1.03 Non-directed profanity: Non-directed use of profane or obscene language (verbal, written or gesture).
- 1.04 Unauthorized distribution of materials – i.e. flyers, brochures, letters, announcements to the student body without prior approval from The Timothy Ministry administration
- 1.05 Littering of FBCW property.
- 1.06 Tardiness
 - * Tardiness is disrespectful to the teacher and fellow students
 - * 3 unexcused tardiness will result in a strike
 - * Recurrence of tardiness will result in a conversation with parents to determine if the situation can be corrected; if not, then the student will be removed from the class.

DISCIPLINARY ACTION FOR CLASS 1 OFFENSES:

Conference with students and reasonable effort to make parental contact. The Timothy Ministry leadership reserves the right to issue a strike rather than a warning; this right will be used at their discretion. Recurring acts of Class 1 offenses constitutes a Class 2 offense resulting in an automatic strike given to the student.

CLASS 2 – INTERMEDIATE OFFENSES

- 2.01 Dress Code Violation: Non-conformity to policy on appearance and dress (See Dress Code Guidelines)
- 2.02 Defiance: Any verbal or non-verbal refusal to comply with a reasonable direction or order from any person in a leadership position (FBCW, *The Timothy Ministry* staff or volunteers, including monitors).
- 2.03 Fighting: Any physical confrontation between two or more individuals in which physical contact is made with harmful intent.
- 2.04 Bullying: Minor intimidation of another student. The intentional threat by word or act to do violence to another student.
- 2.05 Vandalism: Intentional and deliberate action resulting in injury or damages to public, real or personal property of another.
- 2.06 Lying: Intentionally providing false information.

- 2.07 Public Display of Affection: Inappropriate display of affection, including, but not limited to, embracing, holding hands or kissing.
- 2.08 Skipping Classes: Unauthorized absence from class (cutting class).
- 2.09 Possession of anything that could ignite a fire (fireworks, firecrackers, matches, lighter)
- 2.10 Leaving / Roaming FBCW campus: Unauthorized areas include, but are not limited to: trolleys, trailers, offices, parking lot, playground, Big House, outside stairways and W-Building with exception of going to and from a music class.
- 2.11 Inadvertent possession of simple pocket knife that is not used in a threatening manner, nor with any suggestion of threat (i.e. your boy scout forgot to remove it from his pockets and brought it onto campus).
- 2.12 Directed profanity: use of profane or obscene manifestations toward another person (verbal, written or gesture).
- 2.13 Unjustified activation of fire alarm or fire extinguishers.
- 2.14 Unsafe/Unlicensed driving on FBCW property or other violations of FBCW parking rules.
- 2.15 Sexual harassment (administration's discretion as to degree of disciplinary action to be taken-whether Class 2 or 3 violation): The unwelcomed attention of a sexual nature. Any comments of this nature whether written or spoken, will be treated as a Class 2 or 3 offense, at the discretion of Timothy Ministry leadership. Examples of this offense include, but is not limited to, sexual advances or propositions, sexually degrading comments or sexually graphic comments or images.
- 2.16 Discussion of sexual acts or body functions. This offense may be deemed a Class 3 offense at the discretion of Timothy Ministry leadership.
- 2.17 Recurrent acts of Class 1 offenses: CONTINUED, excessive distraction of other students: Any conduct and/or behavior which continues to be disruptive to the orderly education process in the classroom or any similar group ing for instruction (this includes, but is not limited to, behavior, laser pointers, CD players, I-PODS, hand-held games, cell phones, use of any electronic devices in classroom, etc.)
- 2.18 Unauthorized use or misuse of FBCW or *The Timothy Ministry* property (computers, printers, copier, telephones, etc.) or trespassing (unauthorized entry into an office).

DISCIPLINARY ACTIONS FOR CLASS 2 OFFENSES:

Any violation of a Class 2 offense is an automatic strike AND does not require a prior warning. Reasonable effort will be made to contact the parent as soon as possible. Recurring acts of Class 2 offenses constitutes a Class 3 offense resulting in the student's dismissal from *The Timothy Ministry* without refund of fees.

CLASS 3 – MAJOR OFFENSES

- 3.01 Engaging in any unlawful act (i.e. arson, extortion, assault, battery, threats, etc.)
- 3.02 Possession of pornographic material. This includes intentionally accessing pornographic or inappropriate content on any electronic device while on campus for Timothy Ministry classes.
- 3.03 Possession of weapons: No student may have any possession of weapon or any object which gives the clear appearance of a weapon.
- 3.04 Threats to *The Timothy Ministry* or FBCW personnel: the intentional threat by word or act to do violence - whether communicated in person, writing, or by telephone or electronic device..

- 3.06 Unjustified activation of a fire alarm system or fire extinguishers which results in injury to participants or others.
- 3.07 Inciting or participating in student disorder: Leading, encouraging or assisting in disruptions which result in destruction or damage of private or public property or personal injury to participants.
- 3.08 Under the influence, intoxicated and/or possession of alcohol, drugs, tobacco products or any related paraphernalia.
- 3.09 Sexual harassment (administration's discretion as to degree of disciplinary action to be taken-whether Class 2 or 3 violation): The unwelcomed attention of a sexual nature. Any comments of this nature whether written or spoken, will be treated as a Class 2 or 3 offense, at the discretion of Timothy Ministry leadership. Examples of this offense include, but is not limited to, sexual advances or propositions, sexually degrading comments or sexually graphic comments or images.
- 3.10 Consensual sexual acts or touching another person in a sexual manner.
- 3.11 Stealing / Larceny / Petty Theft: The intentional, unlawful taking and/or carrying away of public, real or personal property belonging to or in the custody of another person.
- 3.12 Recurring acts of Class 2 offenses constitutes a Class 3 offense resulting in the student being dismissed from The Timothy Ministry.

DISCIPLINARY ACTIONS FOR CLASS 3 OFFENSES:

Students will automatically be dismissed from *The Timothy Ministry*. There will be no refund of fees. Parents will be contacted and required to pick up their student from The Timothy Ministry office in room B201. In addition, if the offense constitutes a violation of a criminal law(s) as established by the State of Georgia or the United States of America, the proper authorities will be notified. [In today's climate of terrorism and homeland security, verbal threats and certain items that could be used in a threatening manner could fall under federal law.

DRESS CODE

The Timothy Ministry believes that requiring neat, clean, and appropriate clothing encourages an atmosphere conducive to learning and discipline. Therefore, Timothy Ministry students are expected to dress in the manner stipulated by this dress code. The Timothy Ministry leadership reserves the right to determine if a student's clothing is inappropriate for attending classes.

GENERAL GUIDELINES

The following is a list of dress guidelines that apply, but are not limited to:

1. Belongings and garments must be void of controversial writings, drawings and decals. Students are not permitted to wear any article of clothing or have any article in their possession that displays words or graphics that shows disrespect for any person, creed, race, color, sex or nationality (including tattoos).
2. Students are not permitted to wear clothing or have articles in their possession that display antisocial, immoral or illegal behavior. Any article of clothing, jewelry or haircut depicting gangs, satanic occult, violence, sex, drugs, alcohol, mutilation or language that could be considered obscene or vulgar will not be allowed (including tattoos).
3. Students must keep uniform shirt on while on FBCW campus until classes end at 4:00pm.
4. No pajama pants or costumes.

Students will not be allowed to attend class if they are in violation of the dress code, until the violation is corrected. Any student in violation of the dress code will be required to change or the parent will be contacted to bring more clothing or pick up the child. Time missed from the classes will not be reimbursed (students are responsible for making up any work missed in class).

Disregard and/or violation of the dress code is a Class 2 offense and warrants an automatic strike (no warnings given).

SPECIFIC STANDARDS

HATS	No hats or head coverings are allowed except for religious purposes.
HAIR	Must be clean, brushed/combed and present a well-groomed appearance. Hairstyles and hair coloring should not be distracting or draw unnecessary attention. Unnatural hair color that is a distraction to the classroom setting will not be permitted. It is to the discretion of the teacher and/or administration as to the determination of hair color being a distraction and if determined so, student will be asked to correct the color by the following Tuesday. The style of hair should not disrupt classes and should comply with state health and safety standards.
JEWELRY	Facial jewelry is prohibited. No "dog collar" or Goth-type jewelry allowed.
SHOES	Shoes must be worn at all times. NO Heely's or shoes with wheels.
SHORTS SKIRTS	Should be 4-finger hand width (or 3x5 index card width) above top of knee-cap.
** DANCE:	As a courtesy to others around the church, the church has asked us that dancers do not walk around in their dance attire. Most parents just put a skirt/shorts on over the dancer's leotard and tights along with his/her uniform shirt.
PANTS	Must cover hip bones. "Slacking" is not permitted. Undergarments must not be exposed. Bib overalls not permitted (due to covering uniform shirt). No pajama pants or costumes.

UNIFORM Colors: Navy and Maroon t-shirt**

1. Timothy Ministry logo must be seen on outside garment**
2. Shirts may be worn tucked or untucked, but must be longer than beltline and still pass the "raised arm" rule (when arms are raised above the head, the shirt **does not** rise above the beltline).
3. Shirts must be buttoned so that no cleavage can be seen.
4. Shirt cannot be tight-fitting around bust.

OUTERWEAR Colors: Navy, Maroon, Light Gray Sweatshirts (SOLID COLOR, NO GRAPHICS EXCEPT TM LOGO. Styles: Hooded, sweatshirt pullover **w/Timothy Ministry Logo**

Crew neck sweatshirt pullover w/Timothy Ministry Logo

Zip-up Hooded sweatshirt with or without logo (MUST BE ONE OF COLORS LISTED ABOVE) PHOTOS OF ACCEPTABLE OUTERWEAR POSTED ON VENDOR WEBSITE BELOW

UNIFORM T-SHIRT T-shirts available for immediate purchase at OPEN HOUSE while supplies last (otherwise, an order will need to be placed)

Website to order outerwear and long-sleeved shirts: <http://www.slingshottshirts.com/TimothyMinistries>

FEES & FINANCIALS

- ***Please be aware of our REFUND POLICY before confirming registration of classes.***

Fees are charged on a per class basis and detailed on the class listings

TUITION AND COSTS:

REGISTRATION FEE: Non-refundable
\$25 per student per session

TUITION

\$75 per class hour for one, 14-week session for **Non-Music** enrichment/academic classes

\$82 per class hour for one, 14-week session for **Music** classes

Some classes will denote year-long tuition which covers the full year's tuition (28 weeks)

MATERIAL FEE

Varies per class and is invoiced accordingly on the class schedule. Material fees are an estimate and will be invoiced accordingly EACH session. It is the parent's responsibility to purchase the appropriate textbooks, workbooks, and teacher's manuals needed for each class that denotes PARENT TO PURCHASE in the class description.

UNIFORM

Each student must wear a Timothy Ministry uniform t-shirt and proper outerwear. There aren't any specifications on the color of pants, skirts, etc. except that the dress code guidelines for modesty are adhered.

LATE FEE

\$10 per month on any overdue payment. Payments are expected by the end of each month.

Payment Plan: A payment plan is available at no additional charge to accommodate your family budget. Our online registration system currently allows for six months of payments if registering in May, five in June, four in July, and so on through October. If your child is in mostly year-long classes, we will gladly divide payments into the spring session.

The online registration system does NOT save any credit, debit, or electronic check information. Therefore, you must go online each month to make a payment. You may set up auto bill pay with your bank and have the checks mailed if you prefer. Statements are emailed each month as a reminder.

Please be aware of our financial policy before registering for classes:

(1) The full year's tuition will be charged in the fall for all upper level, academic, year-long classes (mostly high school, academic classes). However, we will gladly set up a payment

plan, if needed, to accommodate your family budget. Our online registration system currently allows for 6 months of payments.

(2) We will be holding firm to our current policy of withdrawal from a class after holding a spot (see “REFUND POLICY” below) – this includes all classes (academic, enrichment, art, music, etc.).

We understand that classes close during registration, but please be mindful of this as you make your class selections at registration. Switching classes can jeopardize other classes and teacher’s jobs; therefore, parents will be responsible for the financials of the class **added and dropped** if you choose to switch classes after registration.

REFUND POLICY

Since our financial budget is based on enrollment, parents are expected to commit to the program upon registration (registration is defined as status on class is “Enrolled”) for the entire session (and year if an academic, year-long class is chosen). Refunds of tuition and material fees will not be given after you have enrolled in classes. Exceptions will be considered for families experiencing death or medical emergencies, loss of work, or job transfer out of the area; however, once the session begins, the consideration will include proration or no refund at all depending on the situation and the number of weeks your student attended classes. No exceptions will be made for enrolling students in any other educational program.

We understand that classes close during registration, but please be mindful of this as you make your class selections at registration. Switching/withdrawing classes can jeopardize other classes and teacher’s jobs; therefore, parents will be responsible for the financials of the class **added and dropped** if you choose to switch or withdraw from classes after enrolling a student. If a class is dropped and that seat can be filled, a refund will be given; otherwise, you are responsible for payment of the class.

TOPICS LISTED ALPHABETICALLY

ADMINISTRATION/TEACHER-PARENT CONFERENCES

When conferences are requested and/or needed with administration, please email admin@timothyministry.org for an appointment. Every effort will be made to schedule mutually convenient appointments.

Teacher-Parent conferences cannot take place during class transition time or during teaching time. If you need to schedule an appointment, please contact the teacher via phone or email (email address is posted on class page).

Parents may observe a class as long as (1) prior approval has been obtained from administration in room B201; (2) they are not a distraction to the class.

ALLERGY ALERT/ MEDICAL CONCERNS

It is the parent's responsibility to inform teachers and administration of student allergies or medical concerns. While the Timothy Ministry is not equipped to accommodate severe medical needs, every effort is taken to ensure the safety of our students.

Please update any allergy or medical concerns on **both** the student profile in the registration system **and** the family Demographic Report within ParentsWeb. Both systems produce a report and alert system for the student's teachers. In addition, contact the teacher directly, especially in the case of severe allergies.

ARRIVING / DEPARTING FBCW CAMPUS

Do not park along the curbs or in undesignated parking areas. If you walk your student to his/her first class, park your car in a designated parking area, and then walk your student to his/her first class. All K-2nd graders must be walked to his/her first class and picked up at last class by an adult or a sibling 16 years or older.

CLASSES

Classes are offered to students in kindergarten (age 5) to 12th grade. A student must turn 5 by the start of the semester in order to participate in classes for that semester.

DANCE

Dance classes are offered by Dance For His Glory on the FBCW campus at the same time as Timothy Ministry classes on Tuesdays. If your student takes a dance class and is in grades K5-2nd, the parent is responsible for transport to and from dance and TM classes. Timothy Ministry does not transport students to and from dance classes.

Dance classes are listed in your Timothy Ministry schedule as a placeholder so that we know the location of your student while on campus. Should there ever be an emergency, we would know the location of your student.

Therefore, to register for dance classes, you must FIRST register through the Dance For His Glory website: <https://www.danceforhisglory.net/>

DISTRIBUTION OF FLYERS/BROCHURES/ANNOUNCEMENTS

Distribution of any flyers/brochures/announcements to the student body is not permitted without prior approval from administration.

ELECTRONIC DEVICE USE

We allow the use of electronic devices while on campus, as long as students comply with the following:

- a. Laptops and Computers may be used in class, only if the teacher grants permission, the student's use pertains to the class, and it does not cause a distraction. The teacher and administration reserve the right to monitor the student's activity on the device.
- b. Phones may be brought to class, but must remain in silent mode or turned off inside of a student's backpack while in class. The teacher reserves the right to confiscate phones or any device which causes a distraction.
- c. Students may not use any device to access inappropriate content which contradicts Timothy Ministry Code of Conduct while on campus.

FIELD TRIPS / SERVICE PROJECT TRIPS

Prior approval must be obtained from The Timothy Ministry staff. The student should be taken and picked up by the parent to any off-campus activity or service project participation.

GYMNASIUM

The gymnasium is not to be used if class is in progress. Siblings (those not registered for the gym class) of students in gym class will not be permitted in the gymnasium to play. There is NO open gym on Tuesdays during Timothy hours.

IDENTIFICATION TAGS

Mandatory for K – 5th grade: each student should have a backpack with a “bag tag” on at all times. The “bag tag” should include parent's name and cell number, student's name, class name/class time/room number. These are available at Wal-Mart in the school supply section or luggage section OR you may make your own.

Be sure that your middle and high school students have a copy of their schedule with room numbers.

*** SUGGESTION TO PARENTS: In addition to making sure your students have their schedules with room numbers, as a parent, you need their schedule on you at all times in case of emergencies. **TAKE A PICTURE of your child's schedule or bag tag with your CELL PHONE.** That way it is with you at all times.

LIBRARY

The FBCW Library is open to all Timothy Ministry families. You do not have to be a FBCW member. It is located at the main entrance of the A-building to the right. Tuesday Hours: see door.

LICE POLICY

If a student has had lice, a note prior to your child's return to classes needs to be brought to the office (room B201) from a doctor/pharmacist/nurse or clinic, etc. that your child has been checked

and is free and clear of lice. If you are unable to acquire a note, one of our staff members that's a nurse will check. We keep this private and confidential.

LOST-AND-FOUND

Located in room B201. Items are kept for approximately four weeks and then donated to the CARE Ministry of FBCW. There is also a lost-and-found in the W-building next to the First Aid Room on the main floor.

LUNCH AREAS & LUNCH RULES OF CONDUCT

The Solid Rock Café is open for business between 10:30am and 2:00pm (menu and prices posted on our website). Drink/Snack machines are located in the B-building foyer (main level and second floor) and in the breezeway between A and B buildings. **Students need to bring their own lunch if not purchasing from the cafe.**

Students in grades K5 – 5th grade that are signed up for Lunch Bunch must bring their own lunch (see Lunch Bunch info below). Students enrolled in Lunch Bunch will not be able to purchase lunch from the café.

The designated eating areas for Timothy Ministry students are: B-building foyer, picnic tables in breezeway between A and B buildings, and the Fellowship Hall in the A-building. Students are not permitted to eat in the hallways or stairways. We must respect the FBCW campus at all times.

- Lunch is 30 minutes
- Any student in grades K5-5th grade must be accompanied by a watchful ADULT during lunch (or assigned to Lunch Bunch if not eating lunch with an adult).
- Student drivers MAY leave campus for lunch with parent's permission (but NOT drive other students) – must be denoted on their Medical Consent Form, page 3.
- Before leaving their table, students will clean their table area and pick up any trash.
- No running or horseplay will be tolerated.
- Inside voices are to be used.
- Students and parents must respect the church property and others in your area while eating. This includes noise and activity that can take place with young children. Children are not permitted to run and play in the indoor eating areas.

LUNCH BUNCH

Lunch Bunch is provided for students in K5 – 5th grade. If a student in these grades is not eating lunch with an adult, he MUST be assigned to a Lunch Bunch group.

- Parent must provide lunch for student. We request that you send water to drink (Soda is not permitted), and refrain from sending messy foods. We want to be good stewards of the church building.
- If a parent decides at any time during the session to have lunch with their student, they must let the lunch bunch monitor know and can then have lunch in any of the other designated areas. There just isn't enough room in the Lunch Bunch rooms to add more.
- Snacks: please notify your lunch bunch monitor one week prior to sending snacks/birthday for the entire group. If your child is in the PEANUT FREE room, all snacks must be peanut free.

Lunch Bunch will provide a safe and controlled environment for students in grades K5 - 5th grade to eat lunch without their parent having to be there every week, but with a watchful adult. Your child will be assigned to a monitor and a particular room. Students are expected to stay with their assigned monitor during their entire lunch break. For friend requests, check with your friend and make sure you register your children for the same room number.

MEDICAL CONSENT FORM

- Must be completed and e-signed on our online registration system.
 - a. New form is needed every school year.
 - b. If you have student driver, please don't miss #13 on page 3.
 - c. **Registration cannot be completed without this form completed.** We will be collecting this form in the line where you wait to go to a computer.

REPORTING TO CLASS

Students are to report to their classes with all necessary books, materials, or instruments. They are expected to be seated and ready for class at the top of each hour. A student found roaming the halls, stairways, bathroom, occupying a vacant classroom, etc. after class has started without a legitimate excuse is considered to be skipping and will be written up for a CLASS II offense (see Student Discipline).

SAFETY PRECAUTIONS

1. Never leave children unattended — DO NOT leave children in cars unattended.
2. Early Elementary guidelines:
 - 1) Parents are responsible to transfer students to AND from DANCE class
 - 2) K5-2nd grade students will only be released at the end of their class(es) to parents/guardian or sibling over 16 years old.
3. Most all classes are on same hallway. **It is the parent's responsibility to familiarize their child with how to get from classroom to classroom on that hallway, but monitors will be available to assist. Please be sure to put their schedule on a bag tag on their backpack.**
4. Be prompt in picking up your children (late is considered 10 minutes or longer after class time).
5. Students in grades K5—4th grade must be accompanied to the restroom by a teacher or staff. Procedure for entering restroom: Observe the restroom to make sure that no one is present, prop the door open, and then allow the children to enter while you wait at the door.
6. Your student in grades 6th-12th must be in study hall if he/she has more than ONE free hour in his schedule, unless he/she is with his parent or a guardian assigned by the parent who is 21 years or older.
7. Clean up after yourselves and your students.
8. Siblings that are not attending Timothy Ministry classes cannot “hang out” on campus during operation hours unless accompanied and supervised by another adult. Siblings and friends cannot attend classes with other siblings and friends unless they are registered and paying for the class.
9. If a parent is requested by a teacher or staff to assist their student in the classroom, and you have younger siblings, you must seek childcare for the younger sibling during this time.
10. Students with gaps in their schedule must be with a parent or assigned to study hall if they are 6th grade and up. Students who are K5-5th grade and have a gap in their schedule must be accompanied during that time by a parent.

SICK POLICY

For the protection of our children in *The Timothy Ministry*, parents cannot bring a child to class who appears to be ill. Children who have had the following symptoms within the last 24 hours should not attend class and will not be permitted into a classroom.

- Fever
- Vomiting or diarrhea
- Green or cloudy, runny nose
- Runny or pink eyes

- ° Inflamed throat or mouth
 - ° Croup, coughing, or sneezing
 - ° Any skin infections such as boils, unexplained rash, staph, ringworms, or impetigo
- ° Symptoms of childhood diseases (scarlet fever, mumps, chicken pox, or measles)

No medication will be dispensed by a teacher; however, *The Timothy Ministry* Administration can distribute any emergency asthmatic or allergic type medications per the medical consent form previously signed by parent or legal guardian.

If a student is dismissed from class due to illness, the student is to be taken home. The parent cannot return the student to any classes within the same day after said illness.

If a student is diagnosed with an infectious illness, please bring a doctor's release note to Timothy Ministry administration upon return.

LICE POLICY:

If a student has had lice, a note prior to your child's return to classes needs to be brought to the office (room B201) from a doctor/pharmacist/nurse or clinic, etc. that your child has been checked and is free and clear of lice. If you are unable to acquire a note, one of our staff members that's a nurse will check. We keep this private and confidential.

STUDENT DRIVERS (Amended 9/27/2015 due to issues with students driving students without permission)

STUDENT DRIVERS: If you will have a student driver, please be sure to read #13 on page 3 of the medical consent form. There is a new section on the form for you to let us know if you want to allow your student driver to leave during lunch. Student drivers are only allowed to transport siblings to/from lunch.

Student drivers ARE NOT allowed to transport any other TM student off campus.

If a student driver leaves the campus for lunch or free time, he/she needs to sign out with the monitor before leaving campus.

If a student driver is caught transporting another TM student, both the driver AND the passenger will be suspended from Timothy Ministry for one week.

We take the safety of our students very seriously and believe that allowing student drivers to transport other students is a liability for this ministry and for our families.

Parents, please communicate this new policy with your students AND the seriousness of not following the policy.

STUDY HALL

There is a designated room for study hall each session. All students will be required to be in this class when they have an open hour other than lunch. There will be a monitor in this room at all times and attendance will be taken.

TIMOTHY MINISTRY ELEMENTARY PROGRAM: Kindergarten (age 5) to 6th Grade

Subject Kindergarten (AGE 5) 1st–2nd Grade 3rd–6th Grade

Art	Integrated within Kindergarten Connection	Year 1: Great American Artists Year 2: Great Masters	3 rd -4 th Mixed Media Art 5 th -6 th Mixed Media Art
Bible	Integrated within Kindergarten Connection	Bible through Art Expression	What's in the Bible Series 5 th -6 th Grade Girl's Bible
Dance	Dance 4 His Glory	Dance 4 His Glory	Dance 4 His Glory
Electives	Cooking LEGO Freebuilding Geography Handwriting w/out Tears Sign Language	American Girl Cooking LEGO Freebuilding Geography Handwriting w/out Tears Ozobotics Sign Language	American Girl Brainy Bytes Classes, Cake Decorating, Confident Speech, Crochet, Knitting, Cursive Handwriting, Intro to Coding, LEGO Simple Machines, LEGO Robotics, Mechanisms Spanish, Sign Language, STEM
English	Integrated within Kindergarten Connection	Lightening Lit 1 st Grade Lightening Lit 2 nd Grade	Language Arts 3 rd -4 th (includes grammar, literature, spelling, and composition) Language Arts 5 th -6 th (includes grammar, literature, spelling, and composition) Writing an Essay Writing a Research Paper
History			3 rd -4 th Grade: Ancient History Middle Ages 5 th -6 th Grade: Old World New World
Mathematics	Integrated within Kindergarten Connection	Addition/Subtraction Facts in a Flash	Multiplication/Division Facts in a Flash Hands on Equations Wacky Fractions
Music	Music for Young Mozarts	Music for Young Mozarts Karate Recorder	Karate Recorder Ukulele (2 years)
Physical Ed		GYM Time (2 nd Grade +) KidFit (2 nd Grade +) Martial Arts (1 st grade +) PE	GYM Time KidFit Martial Arts
Science	Integrated within Kindergarten Connection: *Calendar/Seasonal *Nature Studies *Other Science Topics	2-year rotation of classes Year 1: Animals/Plants/Electricity/Magnets and Astronomy/Rocks/Chemistry Year 2: Human Body/Physics through simple machines and Water Cycle/Weather/Chemistry to include water, mixtures, solutions, and air.	3 rd – 4 th GRADE: 2-year Rotation 1. Biology/Life Science (Animals/Human Body/Plants) 2. Earth Science (Weather/Rocks&Minerals/Astronomy) 5 th -6 th GRADE: 2-year Rotation: 1. Chemistry 2. Physics

Timothy Ministry Middle/High School Program

We offer a variety of academic classes for the middle school and high school ages. The teachers provide only a portion of the instruction needed and various assignments will be given to complete at home. Academic classes cannot be taught in one day of class instruction; therefore, parents remain the primary teacher for four days per week and *The Timothy Ministry* is a resource for the student's instruction one day per week. Our teachers will provide a grade or comment on the student's progress and assignments. We are not an accredited program; however, most of our academic teachers are certified/degreed teachers.

Timothy Ministry's academic classes meet on Tuesdays only (one day per week) for a total of twenty-eight weeks (fourteen weeks per session). Many teachers may utilize the Christmas break, summer break, or any other week off (but not Spring break) to give added assignments to cover material.

TUITION/MATERIAL FEES

The following classes are considered year-long classes and parents are charged the full, year's tuition cost during the first session. We do not typically add a new student to these classes during the second session; therefore, we must guarantee monies to pay our teacher's salaries. There will be an additional material fee charged for the second session and you will be invoiced accordingly. Teachers determine the material fee needed on a per-session basis and will vary from session-to-session.

RENWEB

Each student needs internet access to access homework, assignments, lectures, videos, etc. from their teachers on RENWEB, our online school information system.

(www.timothyministry.org). Parents are expected to ensure student's completion of assignments and communication with each teacher of any concerns, questions, clarification, absences, etc. RENWEB is the main means of communication between parents, teachers, and administration.

RENWEB Gradebook is an online resource used by our teachers to post grades for students in classes receiving a grade. Parents can access their student's grades at any time.

ELECTIVES

Our electives vary from year-to-year, but an example of some of our electives:

Fine Arts: Art (Spatial Design, Mixed Media, Painting, Drawing)

Instruments: Guitar, Violin

Computer Programming

Bible

PE: Martial Arts

Sign Language

STEM (Robotics, 3D Printing, Movie-Making)

English: Courses are novel-based and will include poetry and short story assigned reading.. Essays/compositions are incorporated into the class. Novels are assigned during summer break and are expected to be read prior to the first day of class. Novels are subject to change.

Rec. Grade:	Course Title	Textbook	Description	Pre-Requisite	Yearly Tuition
7 th , 8 th	Language Arts & Composition	<p>PARENT TO PURCHASE: <i>A Christmas Carol</i> by Charles Dickens for summer reading.</p> <p>ALL OTHER BOOKS WILL BE PROVIDED WITH PAID MATERIAL FEE AND WILL BE DISTRIBUTED TO STUDENTS AT OPEN HOUSE.</p> <p>Novels Year 1: <i>The Adventures of Tom Sawyer, Alice's Adventures in Wonderland, Helen Keller, All Creatures Great and Small</i></p> <p>Novels Year 2: <i>Treasure Island, A Day of Pleasure, The Hobbit, and To Kill a Mockingbird</i></p> <p>Grammar: <i>Easy Grammar Ultimate Series</i></p> <p>Vocabulary: <i>Classical Roots</i></p>	<p>This class includes literature, poetry, essay writing and grammar. Students will learn the basics of poetry style and literary techniques. Grammar will be taught during class time, but may require some parental help at home if student has difficulty. Students will be expected to work 45 minutes each day on their assignments.</p>	Reading and Writing on Grade Level	\$300+ Material Fees (2 hr class)
9 th	Introduction to Literature	<p>PARENTS TO PURCHASE:</p> <p>Novels: <i>The Hiding Place, White Fang, Robinson Crusoe, Romeo and Juliet</i> and two additional novels chosen from a list. Novel will be assigned to read during Christmas break.</p> <p>Grammar: <i>Easy Grammar 9</i></p> <p>Vocab: <i>Classical Roots</i></p>	<p>This class introduces students to the major literary genres of literature, including fiction, poetry, drama, and short story. Students will learn to examine and interpret the different characteristics of literature in a work by studying classic representative works. Students will also learn to improve their writing, and will learn to write research papers. This class consists of reading, writing, exams, class discussion, lectures, class group work, vocabulary, and grammar.</p>		\$300+ Material Fees (2 hr class)
9 th , 10 th	World Literature	<p>PARENTS TO PURCHASE:</p> <p>World Literature Student text by James Stobaugh</p> <p>Novels and Plays: <i>A Doll's House, Oedipus Rex: The King—a play, The Stranger, and The Divine Comedy: Inferno. Lord of the Flies, Heart of Darkness, and The Aeneid</i></p> <p>*These novels are subject to change</p> <p>Grammar: <i>Easy Grammar Ultimate Series</i></p> <p>Vocabulary: <i>Vocabulary from Classical Roots</i></p> <p>Summer Reading Required</p>	<p>Students will study the novel, short story, drama, poetry and non-fiction and will write essays pertaining to these works. Course will:</p> <ul style="list-style-type: none"> • Encourage students to read, interpret, and write about literature in all genres. • Explore theme, plot, characterization, point of view, mood, symbol, allegory and fantasy, humor and irony through a wide variety of fiction. • Learn about literary terms and be able to apply that terminology within class discussions and on individual weekly assignments. • Learn various aspects of poetry including imagery, figurative language, allusion, metaphor, and tone. 	Literature course	\$300+ Material Fees (2 hr class)

			<ul style="list-style-type: none"> Learn how to approach the reading of poetry to determine the impact of any given poem. Include weekly quizzes over the reading. Expect students to put in an hour's study daily (5 hours per week). Include one week's assignment to be done during both summer AND Christmas breaks. During session 1, students will learn the process involved in writing a thesis paper, and during session two, will write a 2000-word thesis paper. <p>It is strongly advised that the student has had a prior literature and writing class.</p>		
11 th	American Literature	<p>PARENTS TO PURCHASE: Text: American Literature: Student text by James Stobaugh.</p> <p>Novels: <u><i>The Scarlet Letter</i></u>, <u><i>Huck Finn</i></u>, <u><i>Complete Tales and Poems of Edgar Allen Poe</i></u>, <u><i>The Pearl</i></u>, <u><i>Old Man and the Sea</i></u>, <u><i>Glass Menagerie</i></u>, <u><i>The Great Gatsby</i></u>, <u><i>Our Town</i></u>. Summer reading is required.</p>	<p>Students will study the novel, short story, drama, poetry and non-fiction. Course will:</p> <ul style="list-style-type: none"> Encourage students to read, interpret, and write about literature in all genres. Explore theme, plot, characterization, point of view, mood, symbol, allegory and fantasy, humor and irony through a wide variety of fiction. Learn about literary terms and be able to apply that terminology within class discussions and on individual weekly assignments. Learn various aspects of poetry including imagery, figurative language, allusion and tone. Learn how to approach the reading of poetry to determine the impact of any given poem. <p>Students will be expected to put in an hour's study daily. Several papers will be required along with a research paper.</p>	Literature OR Composition Course	\$300+ Material Fees (2 hr class)
9 th – 12 th	Composition *	<p>PARENTS TO PURCHASE: <i>Daily Grams: Guided Review Aiding Mastery Skills for Junior High/Senior High Level,</i></p> <p>PROVIDED w/ PAID MATERIAL FEE: <i>MLA Handbook for Writers of Research Papers 8th Edition</i> <i>And Elements of Style</i></p>	<p>This course will</p> <ul style="list-style-type: none"> Focus primarily on a formal academic style of writing using research. Concentrate on structure, style, and organization of information. Use the MLA format, but will discuss the other disciplines. <p>This course is taught from a college-prep perspective, so hard work will be required. Daily journaling and short grammar exercises will be required.</p>		\$150+ Material Fees (1 hr class)

Foreign Language:

AMERICAN SIGN LANGUAGE (ASL)					
Recomm ended Grade:	Course Title	Textbook	Description	Pre-Requisite	Yearly Tuition
9 th -12 th	ASL-1 ASL-2	Signing Naturally Units 1-6 Student Set , by Dawn Sign Press. Authors: Cheri Smith, Ella Mae Lentz, and Ken Mikos.	<p>This year-long course is a level one high school foreign language class, earning 1 CU of foreign language credit. Students will spend approximately 5 hours a week in course study, meeting the minimum 150 hours of study for a foreign language credit.</p> <p>This class will take students with little or no knowledge of ASL and Deaf Culture and provide them with the skills needed to communicate in the Deaf community in a way that is respectful and aware. This class will complete the student text <i>Signing Naturally Units 1-6</i> and will also work through ASL 1 online material from <i>LifePrint</i> by Bill Vicars. Other internet materials and videos will also be incorporated.</p>		\$380 + Material Fees (1 hr class)
SPANISH					
Recomm ended Grade:	Course Title	Textbook	Description	Pre-Requisite	Yearly Tuition
6 th -8 th	Middle School Spanish	Rented from Timothy Ministry: <i>Descubre for Middle School</i> (provided with paid material fee).	This class prepares the middle school student for Spanish 1, high school level Spanish. Vocabulary and verb conjugation will be taught. This class has a 2- year rotation of books, so a middle schooler can take the class for 2 years.		\$150 + Material Fees (1 hr class)
8-11 th	Spanish 1	Rented from Timothy Ministry: <i>Descubre 1</i> textbook PLUS interactive supersite (provided with paid material fee).	The 1.5 hour format provides time for instruction and conversation. Internet access required. The supersite provides tutorials, and is where most assignments and quizzes are completed. Quia is an educational game website that will aid the students to study the material. Material Fee includes rental for textbook and access to the supersite, Quia and classroom materials.	8 th graders must have completed Middle School Spanish.	\$300 + Material Fees (2 hr class)
9 th – 12 th	Spanish 2	Rented from Timothy Ministry: <i>Descubre 2</i> textbook PLUS interactive supersite (provided with paid material fee).	<p>The 1.5-hour format provides for instruction and conversation. Internet access is required. The supersite provides tutorials, and is where most assignments and quizzes are completed. Quia is an educational game website that will aid the students to study the material. Material Fee includes rental for textbook and access to the supersite, Quia and classroom materials.</p> <p>**If your student did not take Spanish 1 at Timothy Ministry, he is required to take the Spanish placement test located on www.timothyministry.org under CONTENTS/2014 FALL Registration.</p>	"C" or higher in Spanish 1	\$300 + Material Fees (1.5 hr class)

Mathematics:

ALL Middle/High School Math programs are 2 hour classes on Tuesdays with a 2-hour math lab seven out of the fourteen weeks (on Fridays). Students new to Timothy Ministry math classes are required to take the math placement test. Placement tests will be given and proctored onsite by Timothy Ministry personnel (link on website to sign up).

FRIDAY MATH LABS are mandatory. Please do not register your student for a math class if you cannot guarantee their attendance on the assigned Friday math lab dates (given to students at beginning of session by teacher - there are typically 4-7 Friday math lab dates during each session).

*Beginning with Algebra 1, it is highly recommended that students have a Graphing Calculator as instruction with calculator is incorporated into the class. Recommended model: TI-84 Silver Edition; other models will suffice, but may use different keystroke combinations for given functionality.

Recommended Grade:	Course Title	Textbook	Description	Pre- Req	Yearly Tuition
6 th – 8 th	Basic Math	PARENTS TO PURCHASE: <i>ABeka Basic Mathematics</i> Student text <i>ABeka Basic Mathematics Quiz and Test Book</i> and <i>ABeka Basic Mathematics Teacher Edition</i> ; at www.abeka.com .	This class is designed to solidify students understanding of arithmetic and geometric concepts that are crucial to their understanding of algebra and geometry. Hands-on activities and games will be used in class to reinforce concepts. Individualized instruction and resources will be provided for the parent, based on their student's needs. This class will fulfill the requirements for a full year of middle school math and will equip the student for success in pre-algebra and beyond. *A Placement test is required for students entering math at Timothy Ministry for the first time. Please visit out website, and sign up under Academics.	Addition, Subtraction, Multiplication and Division Facts.	\$225 Material Fees (1.5 hr class)
7 th , 8 th	Pre-Algebra	Rented from Timothy Ministry: Glencoe Textbook & Solutions Manual (provided with paid material fees)	*A Placement test is required for students entering math at Timothy Ministry for the first time. Please visit out website, and sign up under Academics.	None	\$380+ Material Fees (2 hr class & Lab)
8 th , 9 th	Algebra 1	Rented from Timothy Ministry: Glencoe Textbook & Solutions Manual (provided with paid material fees)	*A Placement test is required for students entering math at Timothy Ministry for the first time. Please visit out website, and sign up under Academics.	Grade of "C" or higher in Pre-Algebra	\$380+ Material Fees (2 hr class & Lab)
9 th , 10 th	Geometry	Access code for ONLINE textbook - Holt McDougal Larson Geometry (2012) – online edition	*A Placement test is required for students entering math at Timothy Ministry for the first time. Please visit out website, and sign up under Academics.	Grade of "C" or higher in Algebra 1	\$380+ Material Fees (2 hr class & Lab)
10 th , 11 th	Algebra 2	Access code for ONLINE textbook, Holt McDougal Larson Algebra 2 (2012) online edition)	*A Placement test is required for students entering math at Timothy Ministry for the first time. Please visit out website, and sign up under Academics.	Grade of "C" or higher in Algebra 1	\$380+ Material Fees (2 hr class & Lab)

Science:

Recommended Grade:	Course Title	Textbook	Description	Pre- Req	Yearly Tuition
7 th , 8 th	General Science	PARENTS TO PURCHASE: <i>Apologia Exploring Creation with General Science 3rd edition</i> by Dr. Jay Wile	Class covers scientific methodology, earth science (briefly), and human anatomy.	None	\$225+ Material Fees (1.5 hr class)
8 th , 9 th	Physical Science	PARENTS TO PURCHASE: <i>Bob Jones Physical Science 4th Edition</i>	Beginner level physics and chemistry	Algebra 1 or currently taking Alg.1	\$300+ Material Fees (2 hr class)
9 th , 10 th	Biology	PARENTS TO PURCHASE: <i>Bob Jones Biology Student Text 4th Edition</i> by Bob Jones University Press	This course heavily emphasizes the vocabulary of biology. This class provides the student with a strong background in the scientific method, the five-kingdom classification scheme, microscopy, biochemistry, cellular biology, molecular and Mendelian genetics, evolution, dissection, and ecosystems. It also provides a complete survey of the five kingdoms in Creation. Human Anatomy unit will not be covered.	No Math Pre-req	\$300+ Material Fees (2 hr class)
9 th , 10 th	Chemistry	PARENTS TO PURCHASE: <i>Bob Jones Chemistry 4th Edition</i>	The course covers significant figures, units, classification, the mole concept, stoichiometry, thermochemistry, thermodynamics, kinetics, acids and bases, redox reactions, solutions, atomic structure, Lewis structures, molecular geometry, the gas laws, and equilibrium.	Algebra 1	\$300+ Material Fees (2 hr class)
10 th – 12 th	Human Anatomy & Physiology	PARENTS TO PURCHASE: <i>Apologia The Human Body: 2nd Edition</i> by Marilyn M. Shannon & Rachael L. Yunis AND <i>Anatomy Coloring Book 4th Edition</i> by Wynn Kapit; I	This course covers both the anatomy and the physiology of the human body's eleven organ systems in detail.	Biology	\$300+ Material Fees (2 hr class)
11 th – 12 th	Physics	PARENTS TO PURCHASE: <i>Apologia Exploring Creation w/ Physics 2ND EDITION</i> by Dr. Jay Wile	This college-prep physics course provides a detailed introduction to the methods and concepts of general physics, heavily emphasizing vector analysis; this text is ideal preparation for a university-level physics course. It provides the student with a strong background in one-dimensional and two-dimensional motion, Newton's laws and their application, gravity, work and energy, momentum, periodic motion, waves, optics, electrostatics, electrodynamics, electrical circuits, and magnetism.	Chemistry Math Pre-Requisite: Algebra 1 & 2 AND introduction to definitions of sine, cosine, and tangent.	\$300+ Material Fees (2 hr class)

Social Studies/History:

Recommended Grade:	Course Title	Textbook	Description	Pre-Requisite	Yearly Tuition
7 th -8 th	American History	PARENTS TO PURCHASE: <i>ABeka America: Land I</i> <i>Love</i> at www.abeka.com	This course is a fast-paced survey of the history of the United States from the discovery of the New World to the events of today. Independent class preparation includes weekly worksheets, quizzes and projects. Expect to spend an hour each day in outside preparation.	None	\$150+ Material Fees
7 th – 8 th	World History	PARENTS TO PURCHASE: <i>ABeka History of the World</i> at www.abeka.com	History of the World leads students on a year-long survey of events from Creation to the early 21st century. We will discover the ongoing cycle of pride - rebellion - humility - redemption as we see God's hand in human events. An examination of primary documents along with an understanding of sequence of historical events will be the in-class focus. Independent class preparation will include worksheets, current events and projects. Expect to spend an hour each day in outside preparation.	None	\$150+ Material Fees
9 th	World Geography	PARENTS TO PURCHASE: <i>Bob Jones World Geography</i> <i>Bob Jones Maps and Study Book</i>	This course involves the study of God's world including His people. This first semester will cover Asia, Europe and Africa. Students will give presentations covering countries from each continent as we study them. There are various hands-on learning activities to help learn the required material. This course is taught with a missions emphasis- looking at the spiritual make-up of the country and missionaries who serve there. We end the semester with a Taste-Testing from each of the countries we study. Weekly homework is required.	None	\$225+ Material Fees (1.5 hr class)
10 th	World History	PARENTS TO PURCHASE: <i>Bob Jones World History</i> Student Edition by Bob Jones University	This is "flipped" classroom which is a form of blended learning in which students learn new content online by watching video lectures, usually at home, and what used to be homework (assigned problems) is now done in class with teachers offering more personalized guidance and interaction with students, instead of lecturing.	None	\$300+ Material Fees (2 hr class)
11 th	American History	PARENTS TO PURCHASE: <i>Bob Jones United States History</i> Student Edition	This is "flipped" classroom which is a form of blended learning in which students learn new content online by watching video lectures, usually at home, and what used to be homework (assigned problems) is now done in class with teachers offering more personalized guidance and interaction with students, instead of lecturing.	None	\$300+ Material Fees (2 hr class)
12 th	Economics* (one session)	PARENTS TO PURCHASE: Bob Jones <i>Economics</i> , BJU	This course will examine the basic principles of economics and our own choices in allocating our scarce resources and emphasize personal finance each	None	\$113+ Material Fees (1.5 hr class-1 session)

		Press, 2 nd Edition	week.		
12 th	Government * (one session)	PARENTS TO PURCHASE: <i>Bob Jones American Government, 3rd edition</i>	This course will be an intensive study of documents framing the American Government and the current operation of our government. We will seek to determine the appropriate roles, responsibilities and rights for a Christian citizen of the USA. Class time will focus on primary documents and current events. The text will be used as a framework, but I'll not insult your intelligence by regurgitating the text. You are expected to know the text material as well as any material discussed in class. Expect to spend a minimum of 1 hour per day in preparation for this class. The grade will be comprised of tests, projects and class work.	None	\$113+ Material Fees (1.5 hr class-1 session)

*These classes are not taught every year. They can be on a rotating basis.

We follow Cherokee County school system closings during inclement weather.

Severe Weather School Closings

In the event of severe weather during the school day or previous night, the decision to dismiss or not to dismiss classes will be made by the administration and FBCW Security staff. *The Timothy Ministry* follows the Cherokee County School lead: if Cherokee County Schools are canceled, we are canceled.

Parents should tune to local radio and television stations for announcements regarding school closing, delayed opening and/or early dismissal.

Timothy Ministry administration will notify parents of school closings/early dismissal in one or all of the following ways:

- a. FaceBook: closed group – The Timothy Ministry @ FBCW
- b. Email and/or text through RenWeb's ParentsWeb and ParentAlert
*** Please make sure ParentsWeb has an updated Demographic Form with your current contact information. ***

Parents may also call the Timothy Ministry Office at 770-926-4428.

EARLY DISMISSAL:

In the event of **EARLY DISMISSAL** due to bad weather, you will be notified in one of the ways stated above and the protocol to follow:

1. If you hear via radio or TV that Cherokee County Schools are closing, PLEASE head IMMEDIATELY to the church to pick up your students from their classroom.

** We follow CHEROKEE COUNTY SCHOOL CLOSINGS

We know many families live great distances from Timothy Ministry. Based on the weather forecast and notifications in your area, it is to the parent's discretion as to come or not come. PLEASE know that if you notify teachers of your concern and situation, they will be more than happy to accommodate and send any assignments, lectures, etc.

We will do everything possible to keep you informed.

2. STUDENT DRIVERS will be dismissed at first announcement of early dismissal. Please stress the importance to your student that they leave immediately and do not stick around to socialize.
3. ALL GRADES K – 12th will remain in their classrooms with the teacher until picked up by a parent (UNLESS he/she is a STUDENT DRIVER – all student drivers will be released immediately at first announcement of early dismissal).

Please go to your student's classroom to pick them up (PLEASE have a copy of all your children's schedules handy so you know where they are located).

SUGGESTION: Take a picture of your child's schedule or bag tag and save it on your phone. This will greatly help the situation go quickly and smoothly.

Once you have picked up your child, PLEASE DO NOT allow them to wander the building or re-enter the building without being escorted by a parent. You must stay with them at all times.

If you text your student to meet you at your normal pick-up spot (this is **for 3rd and up ONLY** who are allowed to be dismissed alone), we have requested our teachers to verify the text on their phone before allowing them to leave the classroom. In other words, the text needs to be from “Mom” or “Dad.” If your student doesn’t have a phone, we are asking that you go to the classroom to pick up.

4. Typically, with any school closing, when the announcement is made for dismissal, parents are given 30 minutes or so to pick up a child. We will give you those times tomorrow in the communications listed above.
5. If your student is not picked up by the designated end time, their teacher will take them to the A110 hallway where they will be supervised by administration and monitors until picked up. You, the parent, will need to come in the A110 hallway or drive-under (located on the left-side of the A-building).
6. If you have not picked up your child by the designated end time, we will begin calling you AND any emergency contact you have listed on your Medical Consent Form.
7. PLEASE DO NOT leave your car unattended if you are not parked in a parking spot.
8. Since the campus has multiple programs on Tuesdays, please do not park and block the passageway between the A/B buildings and the W building where WeeSchool meets.

REUNIFICATION SITE

The FBCW campus is a reunification site for all Cherokee County Schools. If one of the schools should have to relocate to the FBCW campus on a Tuesday that Timothy Ministry is in session, we will notify you for immediate pickup. Timothy Ministry is required to close.

PLEASE don't hesitate to email with any questions. Your safety and your children's safety are of utmost importance to us. Thank you, in advance, for your help should this situation arise.