



# 2025-2026 Parent & Student Handbook

## CONTACT INFO

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# Timothy Ministry Student-Parent Handbook

**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 portal, you (the participants, the parents/guardians, and family members) agree to the policies and guidelines in this handbook and agree to abide by these policies and guidelines.

## **WELCOME**

*The Timothy Ministry, Inc.* provides a Biblical, 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. If at any time *The Timothy Ministry, Inc.* determines, in its sole discretion, that the actions of a student, parent or staff do not support the Ministry, or reflect a lack of cooperation and commitment to the home and Ministry working together, *The Timothy Ministry, Inc.* has the right to request the withdrawal/dismissal of said student, parent, or staff.

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 or who previously has not demonstrated a standard of behavior consistent with our policies. *The Timothy Ministry, Inc.* reserves the right to expel during the school term and/or deny future enrollment to a child who, in our opinion, does not meet the requirements or expectations of *The Timothy Ministry, Inc.*

## **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](http://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 late-November or early December. The second session begins in early January and ends in late April. Classes are available for grades K (age 5 by September 1) through 12th.

In addition to our enrichment classes, 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. The foundation of parent-led education starts with parents who take responsibility for their children's education. 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.

**Our statement of faith does not align with Jehovah's Witness, The Church of Jesus Christ of Latter Day Saints, 7<sup>th</sup> Day Adventist, or any other faith-based group that does not submit to the Deity and Lordship of Jesus Christ and salvation through Him and Him alone.**

### **STATEMENT ON MARRIAGE AND 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.
- A person's sex is defined as the biological condition of being male or female as determined at birth by the person's genome.
- 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" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 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.
- 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.
- The Bible teaches and hence we believe that any form of sexual immorality, including adultery, fornication, cohabitation, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography is sinful and offensive to God (Matthew 15:18-20; 1 Cor 6:9-10).
- We believe that in order to preserve the function and integrity of Timothy Ministry and to provide a biblical role model to the student body and the community, it is imperative that all persons employed by Timothy Ministry in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage and Sexuality (Matthew 5:16; Phil. 2:14-16; 1 Thess. 5:22).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10;

1 Cor. 6:9-11).

- We believe that every person should be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Timothy Ministry.
- The Timothy Ministry will abide by the above definitions and beliefs, and classroom instruction will support this Biblical worldview. Students and their parents/guardians and families must honor the above statements.

### **STATEMENT ON SANCTITY OF HUMAN LIFE**

- 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, fornication, cohabitation, homosexuality, bisexual conduct, bestiality, incest, or use of 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.

### **STATEMENT OF FINAL AUTHORITY**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of *Timothy Ministry's* faith, doctrine, practice, policy, and discipline, our director, administrator and/or board of directors are *Timothy Ministry's* final interpretive authority on the Bible's application.

### **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-Parent 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.

#### **IV. 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 or **use pronouns 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.

#### **V. POSTING**

Digital copies of this policy shall be provided to all *Timothy Ministry* employees, volunteers, students, and parents/guardians via our website, [www.timothyministry.org](http://www.timothyministry.org) under the tab: About / Student-Parent Handbook.

## **FACULTY AND STAFF**

**Director/Administrator:** Stacy Shaddix

**Assistant Administrator:** Abigail Noble

**Tuesday Office Assistant & FACTS Support for Teachers:** Marlyn Parker

**Social Media & Graduation Coordinator:** Stephanie Aratea

**Monitor Coordinator & Copy Room Coordinator:** Rebecca Smith

**Curriculum Advisory Committee:** Marlyn Parker & Mavian Arocha-Rowe

**FBCW Staff Liaison:** Craig Ormsby

### **BOARD OF DIRECTORS**

The Timothy Ministry's Board of Directors 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 because we view our teachers as ministerial employees to the students. We have the opportunity to reach many lives and God has given us this platform to do so. James 3:1 states, "My brethren, let not many of you become teachers, knowing that we shall receive a stricter judgment."

It is the desire of *Timothy Ministry* to provide an outstanding group of staff members. As a Christian organization, our goal is to achieve academic excellence and to apply God's truths, as recorded in the Scriptures, in all areas of learning. Therefore, in addition to being qualified in their subject area, our faculty must hold to the truths of the Christian faith and be able to communicate, teach, and live them out before their students, parents, and peers.

Each person, before becoming an official employee, must have a one-on-one interview with the director or administrator. 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 (active member of FBCW or church of like faith and practice); yielding to the Lordship of Jesus Christ; qualified, degreed and/or skilled in particular area of teaching; and clear an official background check. Teachers are viewed as ministerial employees who are held to high standards and who agree with the Timothy Ministry's mission statement, philosophy, statement of faith, statements on sexuality, marriage, and the sanctity of life and corresponding policies, as well as our goals, and code of conduct.

### **HALL MONITORS**

Hall monitors are provided for the A and B Buildings, 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 while on campus. Monitors must agree to Timothy Ministry's mission statement, philosophy, statement of faith, statements on sexuality, marriage, and the sanctity of life and corresponding policies, as well as our goals, and code of conduct.



## FACTS SIS (School Information System)

*The Timothy Ministry, Inc.* uses FACTS SIS as our school management system. It is a web-based, database driven school management system that manages all of our school information. We must have a current, working email address entered for your family.

The **FACTS Family Portal** (formerly known and/or referred to as ParentsWeb) is a private and secure parents' portal that will allow parents to see academic information specific to their children, while protecting their children's information from others. Parents will be able to access the FACTS Family Portal by going to our website, [www.timothyministry.org](http://www.timothyministry.org), and clicking on Login/FACTS Family Portal. We use FACTS Family Portal for all classroom communication:

- Grades
- Report Cards
- Lesson Plans
- Discipline
- Homework
- Missing Assignments
- School Announcements
- School Calendar
- Online Payment Link
- Uniform Purchase Link
- Other Useful School Information

FACTS has created a five-minute [Family Portal Overview video](#), which will give you an introduction to the system. Please watch it at your convenience by [clicking here](#) or going to <https://vimeo.com/126932181> if the link doesn't work. The password to access the video is **Portal** (case sensitive).

Once the Family Portal is up and running for the new school year, we will provide you with instructions for logging in and viewing information. We look forward to your participation. Together we can improve our children's academic development and the communication between our school and your home.

The **FACTS LMS (Learning Management System)** allows communication between teachers and students in a class. The teacher may utilize LMS for posting assignments, resources, discussions, quizzes and more. Students may utilize LMS to ask a general question to the teacher and/or class. Email is still encouraged for specific questions. Parents are encouraged to monitor their student's activities on LMS using the student login. (Parent logins do not allow access to LMS)

Students may access LMS through the main menu of the FACTS Family Portal or by using the link provided on our website under LOGINS.

PLEASE NOTE: Students in grades 5th-12th have their own student login for the Family Portal as well as a Timothy Ministry student email account. Instructions and User/Password will be sent to all 5th-12th grade students (via the parent email address). Students login to the portal from <https://www.timothyministry.org/login/> (same as parents), but they should select "Student."



# ACADEMIC POLICY & PROCEDURES

## FACTS Family Portal

- All assignments for the week will be posted on FACTS Family Portal no later than 8:00 a.m. Wednesday morning following Timothy Ministry on Tuesday.
- Tests are NOT allowed to be posted on FACTS Family Online. Tests will be sent home via the student in a sealed envelope.
- See COMMUNICATIONS below for more detailed information on communication between parents, teachers and staff.

## Formal Grade Policy

- Grades will be issued for all graded, academic classes.
- Report Cards will be available to print through your FACTS Family Portal account following the end of each semester. You must save the report card within 30 days for your records. We cannot guarantee future access.

## 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 is sufficient). Once the test is completed, immediately seal it in an envelope for the 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.
- Tests will not be accepted by a teacher unless in a sealed/signed envelope.

## Late Policy

Unexcused late assignments/tests may be handed in up to one week after due date **UNLESS teacher has announced a stricter policy, especially concerning tests.**

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.

Timothy students are expected to complete their work on time. Repeated unexcused late assignments/tests in a class will receive a warning, and then if lateness continues, will result in a demerit.

**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.

## **Academic Integrity**

Cheating, plagiarism, or forgery of any kind is unacceptable and viewed as a serious offense. When work is turned in, it is assumed that the work has been completed by the student's own effort. Since classes meet only one day per week, any academic integrity violation outside of the classroom setting is equivalent to cheating inside the classroom setting (i.e. a test taken at home without proper parental guidance).

Plagiarism is defined by Webster and many sources as, "The act to steal and pass off the ideas and words of another as one's own; use another's production without crediting the source."

The Timothy Ministry believes cheating/plagiarism occurs any time a student:

- Copies or shares answers or assignments from another student or source at home or in class;
- Uses an answer key or teacher's manual whether in person, electronically, or any other method;
- Uses unauthorized material, sources, or electronic devices in a testing environment;
- Does not cite or improperly cites research sources;
- Utilizes 'cut & paste" of text from the internet and uses it as their own without proper citation;
- Uses any foreign language translation device to complete assignments or tests unless permission is specifically given by teacher;

### **Consequences of cheating, plagiarism, or forgery:**

- 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".
- If a student is caught having forged a parent signature on any assignment, assignment sheet, or test/quiz envelope seal, the student will automatically be given a "0" on the assignment/test/quiz.
- Additionally, the appropriate demerit for the academic integrity violation will be recorded in the student's records on ParentsWeb.

## **Academic Probation**

Every quarter, a grade report is generated to check student grades. As part of our program, students who are having difficulty in a class and failing are placed on Academic Probation. Once a student has been placed on academic probation, he/she has until the next quarterly check to get their grade up to passing. During this period, we will closely monitor student grades to ensure assignments are being completed and that test/quiz grades are improving. If there isn't sufficient improvement, and the student continues to earn failing grades, administrators will have a discussion with the teacher and the student's family to determine enrollment in the class. If a student is removed from a class due to failing grades, there will not be a tuition refund issued.

# COMMUNICATIONS

Communication is key! Without proper communication, this method of education will simply not work.

Important information from Timothy Ministry is communicated via the following:

- FACTS SIS (School Information System) and/or FACTS Family Portal (ParentsWeb)
- Staff emails: all Timothy Ministry teachers have email addresses that include their first initial and last name @timothyministry.org
- Administration Email: [admin@timothyministry.org](mailto:admin@timothyministry.org)
- Weekly newsletter sent each Monday from [admin@timothyministry.org](mailto:admin@timothyministry.org)
- Phone: (678) 824-5219 – this is our office phone, but please note that we are only in the office (room B204) on Tuesdays only. If you call this number during any other day, please leave a message.
- Website: [www.timothyministry.org](http://www.timothyministry.org)
- Social media:
  - Facebook:
    - @The Timothy Ministry @ FBCW
    - @TM Marketplace
  - Instagram: @The\_timothy\_ministry

## Communication with Teachers

- Teachers can be contacted via their email address on their FACTS classroom page or by emailing them with first initial plus last name @timothyministry.org. Since most teachers teach multiple classes, when emailing a teacher, please include the class name and/or time along with the student's name in the subject.
- 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 7<sup>th</sup>-12<sup>th</sup> 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](mailto: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 Demerits” policy meaning if a student acquires three disciplinary demerits, he/she will be dismissed from *The Timothy Ministry*. The demerit instituted for each class offense is described below. Demerits will remain on the student’s records for one year, not school year (i.e. if a demerit is given on 4/24/24, it will not be removed until 4/24/25).

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 demerit on any given day).

Every effort is made to deal with students in a fair and compassionate manner. Our teachers and administrators are always happy to speak with parents regarding student behavior issues. Please email or schedule a meeting (do not just drop in on a teacher) if you have questions about conduct or resulting disciplinary actions taken. Students are not allowed to debate with or show disrespect to teachers, monitors, assistants, or administration regarding behavioral consequences or demerits given. The proper protocol for handling a challenge to a demerit is for the student to go home, discuss the matter with his/her parent and have the parent send an email to the issuing staff member. We are always open to the idea that a misunderstanding may have occurred and will take seriously any request from a parent to investigate a behavioral demerit. Please note that an intentional challenge of the Code of Conduct may result in immediate suspension.

**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.** If at any time *The Timothy Ministry, Inc.* determines, in its sole discretion, that the actions of a student, parent or staff do not support the Ministry, or reflect a lack of cooperation and commitment to the home and Ministry working together, *The Timothy Ministry, Inc.* has the right to request the withdrawal/dismissal of said student, parent, or staff.

**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, trading cards, 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 demerit.
  - \* 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.
- 1.07 Late or Incomplete Assignments
  - Participation at Timothy Ministry is a partnership between the ministry and the home.
  - Repeatedly late or incomplete assignments hinder the progress of the student and the class.
  - After a warning is issued, if the student continues to have late or incomplete assignments, a demerit will be issued.

### **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 demerit or to issue a one time warning; this right will be used at their discretion. Recurring acts of Class 1 offenses constitutes a Class 2 offense resulting in an automatic demerit 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, The Warehouse, 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 grouping for instruction (this includes, but is not limited to, behavior, laser pointers, trading cards, 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 demerit 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. Terroristic talk or threats shall be subject to immediate dismissal.
- 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. Additionally, having all students in uniform adds an extra measure of safety. 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.

Dress code violations typically occur at some point during the year. While some are minor and easily corrected, others may be more challenging for administration to address. If your student is called into question over a dress code violation, please know that the Administration will attempt to handle the situation with wisdom and discretion. Timothy Ministry is a program whose families are of diverse backgrounds, ethnicities, and denominations. Along with that diversity inevitably comes differences of opinion regarding many issues, outward appearance being one. While we may appreciate student individuality, we also strive not to allow any one person's dress, hair or behavior to become a disruption, distraction, or stumbling block to others in this Christian educational environment. Parental support of Administration in these matters is greatly appreciated.

### GENERAL GUIDELINES

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

1. 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 through their outer appearance.
2. Belongings and garments must be void of writings, drawings, or decals which are disrespectful to the goals and/or statements of faith/beliefs of the Timothy Ministry. 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).
3. Students are not permitted to wear clothing or have articles in their possession that display antisocial, immoral, illegal behavior, or behaviors that are contrary to our statements of faith/beliefs. 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).
4. Students must keep a uniform shirt on while on FBCW campus until classes end at 4:00pm.

### UNIFORM REQUIRED

Students are required to wear approved Timothy Ministry t-shirts and outerwear. All t-shirts and outerwear require the Timothy Ministry logo and must be purchased through our online store and will be mailed to the address given when purchased.

Timothy Ministry students must remain in uniform while on the FBCW campus until 4:00 pm.

To order t-shirts and outerwear from our website, visit: <https://www.timothyministry.org/store>

### T-SHIRT

Colors: Navy and Maroon

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. Shirt cannot be tight-fitting around bust.

### OUTERWEAR

Colors: Navy, Maroon, Light Gray Sweatshirts (WITH TM LOGO).

Styles:

- Hooded, sweatshirt pullover **w/Timothy Ministry Logo**
- Zip-up sweatshirt jacket **w/Timothy Ministry Logo**

**All other outerwear (jackets, sweatshirts, sweaters, etc.) are not permitted to be worn inside the building.**



## SPECIFIC STANDARDS

### Girls Dress Code

HATS/HAIR ACCESSORIES	No hats or head coverings are allowed. No bandanas. No headbands with animal ears, pom-poms, or anything else protruding from it.
HAIR	Must be clean, brushed/combed and present a well-groomed appearance. <b>Unnatural hair color is a distraction to the classroom setting and will not be permitted.</b> Natural hair color is defined as blonde, brunette, black, natural red, and grey shades. It is at the discretion of the teacher, monitor, and/or administration as to the determination of the hair color being a distraction. If determined so, the student will be sent home and 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.
COSMETICS	Modest cosmetics allowed. No excessive, gothic-style or costume type makeup is allowed.
JEWELRY	Facial jewelry is prohibited. No "dog collar" or gothic-style jewelry allowed.
SHORTS/SKIRTS	Should be no more than a 4-finger hand width (or 4x6 index card width) above the top of the knee-cap.
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. <b>Athletic leggings and tight fitting pants are not permitted. Rips in pants are not allowed.</b>
SHOES	Shoes must be worn at all times. No Heely's or shoes with wheels.
TATTOOS	None allowed.

### Boys Dress Code

HATS	No hats or head coverings are allowed.
HAIR	Must be clean, brushed/combed and present a well-groomed appearance. <b>Unnatural hair color is a distraction to the classroom setting and will not be permitted.</b> Natural hair color is defined as blonde, brunette, black, natural red, and grey shades. It is at the discretion of the teacher, monitor, and/or administration as to the determination of the hair color being a distraction. If determined so, the student will be sent home and 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.
COSMETICS	None allowed. This includes makeup and nail polish.
JEWELRY	Limited to small rings, watches, wristbands, and one small necklace.
SHORTS	Should be no more than a 4-finger hand width (or 4x6 index card width) above the top of the knee-cap.
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. <b>Rips in pants are not allowed.</b>
SHOES	Shoes must be worn at all times. No Heely's or shoes with wheels.
TATTOOS	None allowed.

\*\*\*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 top.

## 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:**

**APPLICATION FEE (For New Families):** Non-refundable; one per family

\$50 per family

The application fee is **non-refundable**, regardless of whether you are granted admittance to register for classes this year.

- The fee is charged **per family** and must be paid upon submitting the application.
- If you are admitted but do not register for any classes this year, you will be considered a **new family** if you decide to apply again in a future year. This means you will need to complete a new application and pay the fee again.
- If you withdraw from Timothy Ministry for any school year and later choose to return, you will be required to submit a new application and pay the application fee again.

### **Grandfathered Families:**

Families enrolled in the **2024-2025 school year** are grandfathered in for their currently enrolled students. No application or fee will be required to continue enrollment for those students. However, if you plan to enroll a **new student** for the **2025-2026 school year or beyond**, you will need to complete a new application and pay the fee at that time.

This fee is **non-refundable under all circumstances**, including if you are not granted admittance.

**REGISTRATION FEE:** Non-refundable

\$75 per student per year

### **TUITION**

\$200 per class hour per year for enrichment/academic classes

Some classes are 1.5 or 2 hours long, priced accordingly, and some include a lab day which is denoted in the description.

### **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 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 allows for eleven months of payments when registering in May.

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.

## 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 year. Refunds of tuition and material fees will not be given after you have enrolled in classes.

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.

During the event of school closings or cancellations due to inclement weather, widespread illness or other emergency, our commitment is to provide virtual instruction and resources if possible in lieu of meeting on campus; therefore, refunds will not be given if you opt out of the virtual learning platform.

## **TOPICS LISTED ALPHABETICALLY**

### **ACCOMODATIONS FOR STUDENTS WITH SPECIAL NEEDS**

Timothy Ministry strives to support all students to the best of our ability; however, we are not equipped to accommodate students with significant special needs or those requiring extensive support plans, such as IEPs. Our teachers are not specifically trained in special education, nor do we have the resources to fully address complex learning or medical challenges. While we might be able to consider minor accommodations, we cannot guarantee that we can meet every student's needs. We encourage parents to discuss any medical or educational concerns with the administration prior to enrollment to determine if Timothy Ministry is the right fit for your family.

### **ADMINISTRATION/TEACHER-PARENT CONFERENCES**

When conferences are requested and/or needed with administration, please email [admin@timothyministry.org](mailto: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 email (email address is posted on class page).

Parents may observe a class session as long as (1) prior approval has been obtained from administration in room B201; (2) they are not a distraction to the class; (3) they have completed a background check.

### **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 FACTS Family Portal. 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 or medical needs.

### **ARRIVING / DEPARTING FBCW CAMPUS**

Do not park along the curbs, in the WeeSchool drop-off/pick-up line, or in undesignated parking areas. Please park your car in a designated parking area before walking your student into the building.

There's a parent drop-off area and parent pick-up area for the K-2<sup>nd</sup> graders. All K-2<sup>nd</sup> graders must be walked into the building to the K-2<sup>nd</sup> grade parent drop-off area and picked up at parent pick-up area by an adult or a sibling 16 years or older. We ask parents to be mindful of and respect areas that are blocked off. Our monitors are looking out for the best interests and safety of your children.

### **CLASSES**

Classes are offered to students in kindergarten (age 5) to 12<sup>th</sup> grade. A student must turn 5 years old by September 1 in order to participate in classes for that semester.

### **DANCE**

Timothy Ministry and Dance for His Glory are two separate ministries, both held on Tuesdays at FBCW. Dance for His Glory offers dance classes on the FBCW campus at the same time as Timothy Ministry classes to provide a convenient, one-stop experience for families.

To register for dance classes, you must first complete the registration process on the Dance for His Glory website: <https://www.d4hq.com/>

If your student (grades K5-2nd) takes a dance class, parents are responsible for transporting their child to and from dance and Timothy Ministry classes, as Timothy Ministry does not provide transport.

Dance classes appear on the Timothy Ministry schedule as a placeholder to indicate your student's location while on campus. This helps ensure we know where your student is in case of an emergency. If your student is ONLY taking a dance class on Tuesday, there is no need to register that class on the Timothy Ministry registration site.

### **DISTRIBUTION OF FLYERS/BROCHURES/ANNOUNCEMENTS**

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

### **DROP-OFF and PICK-UP PROCEDURES**

#### **K-2<sup>nd</sup>:**

- Drop off area is located to the left after entering the A-building foyer. Parents must park and walk students inside the building. There is no curbside drop-off.
- Pick up area is located in the back, left corner of the A-building (on the pickleball court side; left side of building if facing the building entering from Neese Road). Parents must park, walk inside, and show proof of ID.

#### **3<sup>rd</sup>-12<sup>th</sup>:**

- Parents must park and walk students in 3<sup>rd</sup>-6<sup>th</sup> grade inside the building.
- Students are held in the A-foyer until 5 minutes before class begins.
- 7<sup>th</sup>-12<sup>th</sup> grade students may be dropped off, but be sure it is not in a busy area.

### **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 FACTS ParentAlert  
\*\*\* Please make sure you update the Demographic Form with your current contact information on the FACTS Family Portal. \*\*\*

Parents may also call the Timothy Ministry Office at 678-824-5219. However, please note that in the event of an emergency, students will be our sole priority and we may be unable to answer the phone and will have communicated directions to parents through either email or ParentAlert text.

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, lecture notes, 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 **or gathered in the Chapel** (UNLESS he/she is a STUDENT DRIVER – all student drivers will be released immediately at first announcement of early dismissal).

**Parents should report to the Parent Pick-up area for K-2<sup>nd</sup> grade students as usual and to the A-Building foyer to pick up your 3<sup>rd</sup> grader-12<sup>th</sup> graders** (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.**

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.
5. **If your student is not picked up by the designated end time, their teacher will take them to the A-Building Parent Pickup area where they will be supervised by administration and monitors until picked up. You, the parent, will need to come in the A-Building Pickup hallway (located on the back, 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.

### **EMERGENCIES AND SAFETY PRECAUTIONS**

- See "Severe Weather - School Closings"
- See "Safety Precautions"
- See "Reunification Site"
- See "Early Dismissal"
- See "Safety"

### **EMERGENCY CONTACTS**

**It is imperative that you have at least two emergency contacts listed in your online registration profile AS**

WELL AS on your FACTS profile.

## **ELECTRONIC DEVICE USE**

The following policy regarding cell phones and other electronic devices will be strictly enforced. Please review these points carefully with your student:

### **General Guidelines**

- **Permitted Devices:** Students may bring cell phones and other electronic devices (e.g., iPods, Kindles, calculators) to campus, but **usage is restricted** during the day.
- **Usage Restrictions:**
  - Devices **must remain stored** in backpacks, purses, or pockets while on campus. Students may only use devices *with the assistance* of a monitor, teacher, or administrator for a valid reason.

### **Prohibited Activities**

Students may **not** use devices for any of the following while on campus:

- Making phone calls or sending texts.
- Taking photos or videos.
- Browsing the web, emailing, or checking the time.
- Listening to music or playing electronic games.

### **Consequences for Misuse**

- If a cell phone or device is visible (whether in or out of the classroom), it will be collected by a teacher or monitor.
- Students may retrieve confiscated devices from the office at the end of the day.
- Repeated violations may result in additional consequences.

### **Special Cases**

- **Contacting Parents:**
  - If a student needs to contact a parent, they must seek assistance from a monitor or teacher.  
The call or text must be made *with the assistance* of the monitor or teacher.
- **Calculator Use:**
  - Cell phones may **not** be used as calculators.
  - If your student needs a calculator for class, please ensure they bring a dedicated calculator to school.
- **Medical Use:**
  - If your student has a glucose monitoring app and/or any other medical device that needs to communicate to a phone, parents need to notify administration and teachers.

### **Computer/Tablet Use (for schoolwork purposes only)**

- Designated tables in the B Foyer and Study Hall will remain available for students needing to use a computer for school assignments.

- Monitors, administration will randomly monitor usage.

### **Purpose of the Policy**

- This policy is **not a punishment** but a protective measure designed to:
  - Ensure a safe, distraction-free learning environment.
  - Minimize exposure to inappropriate content, unsupervised gaming, or misuse of devices.
  - Reduce administrative time spent addressing device-related issues.

We understand the importance of communication, especially in emergencies. However, to maintain a unified and distraction-free environment, it's crucial that all students and families adhere to these guidelines. Thank you for your cooperation in helping us prioritize the well-being and focus of our students. This handbook will serve as the warning given for what is and is not appropriate and demerits will be given to enforce this policy.

### **FIELD TRIPS / SERVICE PROJECT TRIPS**

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

### **FUNDRAISING**

Please take a few minutes to link your Publix or Kroger Card to support Timothy Ministry. We are thankful to have been approved as a non-profit recipient of donations from Publix and Kroger. It costs you absolutely nothing to contribute anywhere from .5-3% of your shopping totals as a donation back to Timothy Ministry.



- **Publix Partners**

- Sign in (or create) a Publix Account. Make sure that your phone number is correct.
- Click on your name at the top and select "Go to My Account"
- Go to "My Publix Partner" and "Select A School"
- Search "Timothy Ministry"
- When you shop at Publix, enter your phone number on the keypad at checkout, and Timothy Ministry will earn rewards.

- **Kroger Community Rewards**

- Sign in (or create) a Kroger Account . You will need your Kroger card #.
- Go to My Account and select Community Rewards on the left.
- Search "The Timothy Ministry" Or by our organization number: SA767
- When you shop at Kroger, enter your phone number at checkout or scan your Kroger card. Timothy Ministry earns rewards!

### **GAPS BETWEEN CLASSES**

6<sup>th</sup>-12<sup>th</sup> grade students have the option of enrolling in Study Hall to fill gaps in between classes. There will be a monitor in this room at all times and attendance will be taken.

High School students may add "B-FOYER GAP" to their schedule in between classes. The B-Foyer is



supervised with a monitor, and students are required to sign-in. Students may not have more than 2 consecutive hours of B-Foyer Gap scheduled between two classes. Please note that lunch time is included in the max of two consecutive hours for B-Foyer Gap time.

### **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 – 6th 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.

### **LOST-AND-FOUND**

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

We recommend that everything your student brings is labeled.

### **LUNCH AREAS & LUNCH RULES OF CONDUCT**

All students must bring their own lunch. Drink/Snack machines are located in the B-building foyer for middle and high school students in those areas; these are not accessible to elementary students.

The designated eating area for Timothy Ministry students in 7<sup>th</sup>-12<sup>th</sup> grade is the A-Building Fellowship Hall. 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 K-6<sup>th</sup> on campus for lunch must be enrolled in Lunch Bunch. Alternatively, parents may pick students up for lunch and eat off campus.
- Student drivers MAY leave campus for lunch with parent’s permission (but NOT drive other students). Parents must denote this permission 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 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 (K-6<sup>th</sup> Grade)**

Lunch Bunch is provided for students in K – 6<sup>th</sup> grade. If a student in these grades is staying on campus for lunch, he MUST be registered in Lunch Bunch.

- 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.
- 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 K – 6<sup>th</sup> grade to eat lunch. Your student's lunch bunch classroom is their 11:00am class; unless they have an allergy and need to be in the peanut free lunch room. Students are expected to stay with their assigned monitor during their entire lunch break.

## **LUNCH (7<sup>th</sup>-12<sup>th</sup> Grade)**

During registration, there are two options for your 7<sup>th</sup>-12<sup>th</sup> grader to have lunch on campus:

1. Lunch with Café: **YOU MUST SIGN UP FOR THIS AT REGISTRATION.** For a small fee (approximately \$6/week), lunch is provided for your student each week from the FBCW Café (i.e. a rotation of chicken tenders/fries, cheeseburgers/fries, etc). Students pick up lunch from the Café in the B-building and then eat in the A-building Fellowship Hall.
2. Lunch in Fellowship Hall: Student must bring their own lunch

## **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.**

## **OUTREACH PROJECTS**

A coin drive, food drive, and bake sale are hosted each year to benefit a charitable organization or a family in need.

## **PARENTS ON CAMPUS**

We welcome parents to serve as hall monitors or volunteer while classes are in session as needed. However, we are not able to offer areas on campus for parents to work or sit with children who are not in classes. This is for the safety and consideration of students and staff. If you would like to have lunch with your child, please plan to pick them up and eat lunch off campus (this is not a pick-and-choose a week, but would be for the entire school year; otherwise, you need to sign your child up for lunch bunch). Parents are not allowed to hang out on campus.

## **REGISTRATION PROCESS**

At Timothy Ministry, our purpose is to serve families who desire a distinctively Christian education for their children. We have adopted an admissions policy that allows enrollment to families who understand the school's Christian beliefs and educational mission, who understand, support, and agree that their students will be taught Christian beliefs and doctrines, and who agree to abide by our school policies and code of conduct.

All families are asked to review our Student-Parent Handbook located on our website, [www.timothyministry.org](http://www.timothyministry.org), under Resources. In the same way that we expect current families to agree to these policies and our statement of faith, we ask new families to do the same. At registration, you will be prompted to "agree" to our statement of faith and policies before proceeding to select classes.

Starting for the 2025-2026 school year, we are requiring all prospective families to complete an online application and submit student references in order to enroll in Timothy Ministry.

Here is an enrollment checklist:

- Read through the Student-Parent Handbook
- Complete the New Family Application (link this)
- Make the \$50 application fee payment
- Provide and ensure references have been submitted
- Attend our Information Session and Orientation (for 2025-2026, it will be held March 25 at 10 a.m. in the FBCW A-Building Auditorium)
- Provide a Family Photo with your application
- Both parents must complete and pass a background check
- If admittance confirmed, Register for Classes on our online registration portal (\*\*\*\*\*)
- Students in 7<sup>th</sup>-12<sup>th</sup> grade will be required to watch an orientation video and sign they understand and will agree to respect and adhere to the policies and procedures outlined in our Student-Parent Handbook

It is important to understand that if your family is admitted to Timothy Ministry, it does not necessarily mean that you will be able to register for every class wanted. All returning families will register prior to new families, but we will work with new families to get a schedule that they are satisfied with and try our best to fill any gaps in your student's schedule.

### **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).

### **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.

### **SAFETY**

Your safety and your children's safety are of utmost importance to us. Our staff members are background checked, issued ID badges, and receive safety training. In partnership with FBCW security and the Woodstock Police Department, we offer active shooter training seminars when possible to our staff. Additionally, the Woodstock Police Department will use the campus for canine training (bomb and narcotics).

The FBCW security team patrols the parking lots each week and we employ a Woodstock police officer to serve as our resource officer on campus each Tuesday.

Our hall monitors are stationed at each entry/exit to the buildings and 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 while on campus.

### **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) K-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 K—2nd 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 ONE free hour in his schedule.
7. 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.
8. Students with gaps in their schedule must be assigned to study hall if they are 6th grade and up. Students who are K5-5th grade may not have gaps in their schedule unless the parent is picking the student up.

### **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; however, there may be times in which Timothy Ministry independently makes a decision to close due to inclement weather or other emergency situations.

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:

- c. Facebook: closed group – The Timothy Ministry @ FBCW
- d. Email and/or text through FACTS Family Portal or ParentAlert  
 \*\*\* Please make sure FACTS Family Portal has an updated Demographic Form with your current contact information. \*\*\*

Parents may also call the Timothy Ministry Office at 678-824-5219.

### **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 will be called and immediately should return to campus to pick up the child.

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

### **LICE:**

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 nurse staff members will perform the check. We keep this private and confidential.

### **STUDENT DRIVERS**

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 and given a demerit.**

**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 policy with your students AND the seriousness of not following the policy.**

### **TUTORING POLICY FOR TIMOTHY MINISTRY CAMPUS**

To maintain consistency, fairness, and the integrity of our program, the following policy applies to all tutoring activities during Timothy Ministry hours:

- 1. Tutoring for Gain Prohibited:** Tutoring services conducted for personal financial gain are not permitted on campus during Timothy Ministry hours. This includes any formal or informal tutoring arrangements that occur in classrooms, hallways, vacant rooms, the basement, or any other area of the facility that Timothy Ministry occupies on Tuesdays.
- 2. Emergency Preparedness:** For the safety of all students and staff, we must maintain accurate records of everyone's location while on campus. Unofficial tutoring arrangements make it difficult to ensure all individuals are accounted for in the event of an emergency.
- 3. Class Assistance Exception:** Teachers may provide academic assistance to their currently enrolled students as part of their instructional responsibilities. However, this assistance must occur within the scheduled class time or during designated office hours.
- 4. Fairness and Consistency:** To ensure fairness to all Timothy Ministry teachers and families, exceptions will not be made for private tutoring, even during a teacher's personal free time. Allowing one exception would set a precedent that could lead to inequities and confusion across

the ministry.

5. **Alternative Tutoring Options:** Families in need of tutoring services are encouraged to make private arrangements off-campus or outside of Timothy Ministry hours. This ensures that all tutoring remains independent of the ministry's operations and policies. A list of tutors for various subjects is provided on our website once you are logged into your FACTS Family Portal. These are people who have reached out to us and/or have been recommended to us by other families.

By adhering to this policy, we can preserve the integrity of our program, maintain a safe and organized campus environment, and respect the boundaries set for Timothy Ministry's operational hours.

### **UNIFORM**

Each student must wear a Timothy Ministry uniform t-shirt and outerwear. These may be purchased on website under STORE.

### **VEHICLE DAMAGE**

If vehicle damage occurs while on the FBCW campus during Timothy Ministry, the Woodstock Police Department will be contacted to make an incident report. Timothy Ministry cannot take responsibility for such damage, and students should take every precaution to drive and park carefully and safely while on campus