



Student Handbook 2010-2011

**"We are the clay, you are the potter; we are all
the work of your hand."**

Isaiah 64:8

750 Essa Road, Barrie ON L4N 9E9

Phone 705-726-6621 Fax 705-726-8571 Email: tcsge@timothychristianschool.ca

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Note to Students

Welcome to Timothy Christian School. Here is your Student Handbook for 2008-2009. In it you will find important information about academics, activities, and expectations for this school year. Please refer to it often. May God bless us with a great year of knowing, loving, and serving our Saviour Jesus Christ.

Academics at T.C.S.

1. School Supplies

J.K. & S.K.: refill baby wipes (large size), change of clothes (labeled), Kleenex boxes, velcro shoes.

Grade 1: water bottle, Kleenex box, 1 empty Pringles can.

Grade 2: scissors, crayons, pencil sharpener, pencil case, glue stick, Kleenex box, 10 clear Ziploc baggies (gallon size).

Grade 3 & 4: scissors, pencil crayons, pencil sharpener, red & blue pens, pencil box, ruler, glue stick, 2 Kleenex boxes, and 10 duotangs of different colours (*no binders or white out*).

Grade 5 & 6: scissors, pencil crayons, markers, pencil sharpener, red and blue pens, pencil box, ruler, glue stick, 2 Kleenex boxes, 3-holed lined paper, and 10 duotangs of different colours (*no binders or white out*), French/English dictionary.

Grade 7 & 8: scissors, pencil crayons, markers, pencil sharpeners, red and blue pens, pencil box, ruler, glue stick, 2 Kleenex boxes, 3 holed lined paper, 10 duotangs of different colours or a binder with 10 dividers (binder needs to fit inside the desk), a one inch binder for French, and a small French-English dictionary, geometry set.

Since most supplies are purchased before school begins, we ask that you bring to school only those listed above. *Any other variations will be sent home.*

2 Homework: What's it Good For?

After you've learned new things in school you get better at them by practising them at home. What should you do for homework? How much time should you spend? Your teacher will tell you what to do each day, but this is a *guide* as to what you can expect.

- JK: Daily reading together
- S.K.: Find things for your letter bulletin board and Snuggle Up and Read.
- Gr. 1: Reading, math, practice, and spelling (10-30 min/night)
- Gr. 2: Reading, math, memory work & spelling words (15-35 min/night)
- Gr. 3: Reading, math, spelling, memory work, unfinished class work and project work (20-40 min/night)
- Gr. 4-6: Spelling, assigned homework, project work and test preparation, memory work, reading.
- Gr. 7-8: Vocabulary, assigned homework, project work, test preparation, memory work, reading.

Homework Times

- Gr. 4: 20-40 min/night
- Gr. 5 & 6: 30 - 45 min/night
- Gr. 7 & 8: 60 - 80 min/night

If you are away for several days in a row, get the work you missed from your teacher and catch up at home.

Grades 4-8: If you are absent, you are responsible for completing the work you missed. Arrange with a sibling or classmate for pick-up and delivery of homework.

3. Reporting Student Progress

Timothy's school year is divided into three terms. At the end of each term, a report card evaluating your work is sent home for you to discuss with your parents. These reports assess your strengths and growth areas.

- **During the month of October:** Parent/Teacher Interviews will be held. Students in Gr. 7 & 8 are encouraged to attend with their parents. (J.K. exempt)
- **By The End of November:** 1st term reports. (J.K. exempt)
- **By Early February:** Mid-Year J.K. Report. Parent/Teacher Interviews will be held.
- **By Early March:** 2nd term reports. Optional Parent/Teacher Interviews.
- **By The End of June:** 3rd term reports.

Grade Breakdown

A+ 100 - 98	C+ 74 - 70
A 97 - 94	C 69 - 65
A- 93 - 90	C- 64 - 60
B+ 89 - 85	D+ 59 - 58
B 84 - 80	D 54 - 57
B- 79 - 75	D- 50 - 53
	E below 50

4. Ontario Student Records

An Ontario Student Record (OSR) is kept on file in the office for every student. The information contained in the OSR is available to be viewed by appointment with the Principal.

5. Physical Education

Through fitness, fundamental skills and fun, we plan to grow physically, socially and emotionally. You will be encouraged to develop a Christian lifestyle and attitude toward personal fitness and sports in general.

Grades 5 - 8 must wear gym uniforms for physical education classes. These can be purchased from the office. Non-marking running shoes are mandatory. *Failure to bring the physical education uniform will affect your grade.* As a safety measure, students will be asked to remove all jewelry during gym classes.

Please ensure that all clothing is clearly labeled with your name. A tote bag, also clearly labeled, is recommended to store gym clothes at school.

Participation in the Physical Education program is compulsory. If there is a time you cannot participate, please bring a note from your parents.

6. Awards to Be Won

Special effort and accomplishments are recognized at Timothy Christian School every year. At our June Closing Assembly, you might receive honourable mention or awards for:

- A perfect attendance award
- Winning a math contest
- Fruit of the Spirit Award
- Service Award

At the Grade 8 graduation ceremony several honours are also given to Grade 8 students:

* **Valedictorian:** one male and one female chosen by the class to represent them at graduation.

***Historian:** one male and female chosen by the class to share their memories of T.C.S.

***Citizenship:** granted to the student who demonstrates a consistent, caring manner toward his or her fellow students and teacher. Such a student should exhibit a willingness to assist others freely and promotes a love for all within the TCS community.

***Merit:** granted to a student whose persistent work ethic and pursuit of excellence has significantly impacted his or her academic results.

***Christian Leadership:** granted to the student whose all round conduct, speech, choices and friendships promotes a love for God and a maturing Christian worldview among TCS's student body.

***Living in His Image:** This award celebrates the quiet, consistent, Christ-like character of a graduate whose walk with God inspires others to live everyday in his image.

* **Sportsmanship:** granted to both a male and a female student whose athletic skills, personal conduct and sense of teamship is exemplary.

***Fine Arts:** 3 separate awards are granted to the students who excel in drama, computers and art.

***Ava Stephenson Music Award:** granted to the student who is musically gifted and has shown dedication to continuing the development of his/her gifts in the future.

***Highest Average:** granted to the student with the highest average.

***Bus Patrollers:** granted to those who faithfully served as bus patrols.

***Letter T's:** large and small letter T's are awarded based on their participation in extra-curricular activities during the grade 7 and 8 years.

7. Recess! Hurrah!

How can we keep our playground safe and enjoyable for everyone? Together we are still learning how to use this beautiful, big yard. These rules should guide your outdoor times.

- Be your "brothers' and sisters' keeper".
- Give helping or kind touch only - rough play, piggy back rides, pushing and tackling can lead to injury.
- Be kind in all your words.
- Include others in your grade who want to join in your game.
- If you need it, get a washroom pass from a teacher on yard duty.
- Play on the grass, pavement & playground areas.
- One person at a time may use each swing. Take 2-3 minute turns on the swings when others are waiting. Get off the swing when it is still (not swinging) and wait in the grass for your next turn! Twirling the chains can lead to injury; just swing back and forth and enjoy your ride!
- Leave stones & gravel on the ground.
- Eat and drink in the classrooms so you can put your garbage and recyclables in a can or bin.
- **Stay within the playground boundaries. They are:**
- J.K to Gr. 5: play on the pavement and playground from the sidewalk to the kitchen wall
- Gr. 5 to Gr. 8: play on the pavement and playground from the gym wall over to the fence. You are to stay away from the Unity portables and their exit.
- Use common sense around wet areas and avoid them. Keep your feet and clothes dry.
- Bring sports equipment from home, or you may use your class equipment. Always bring the equipment back inside. Only tennis balls may be used for baseball, catch, fumble, etc.
- Have fun *with others* at recess. Electronic devices may be used on your bus ride, but not on the playground.
- Ask your teacher about playground games you can play.
- Use the snow for building (e.g. forts, snowmen) and playing in (e.g. snow angel, fox & geese). Throwing snowballs and giving face washes can lead to injury and are not allowed. Respect and do not break other students' snow sculptures and forts.
- Students should not play on equipment in the winter.

Co-Curriculars @ TCS

8. Sports

You have the opportunity to participate in a variety of sports and school teams such as: soccer, basketball, volleyball, cross-country, track and field and hockey.

Our school's teams participate in tournaments with other Christian schools. The students that participate are generally selected from our intermediate classes (Grades 7 & 8).

Guidelines For Sports Teams

- Parents and the students participating on sports teams will promise regular attendance at practices and punctual pick-up and drop of students to practices and games.
- When players are selected to play for a team, they should be allowed to participate in most of the games for a reasonable percentage of the time.
- School team uniforms will be worn only during games.
- Coaches are responsible for all the players before, during, and after each practice or game. Coaches are to supervise the students until the last student has been picked up from the practice or game. They are not to be left waiting for a ride, unless an adult is present. It is also important that students are promptly picked up at the assigned time.
- Before and after games/tournaments, players are to remain together as a team. Drivers are to return students directly to the school unless it is decided that the whole team will participate in an activity, like going out to a restaurant.
- Students are not permitted to leave the general tournament area at any time without the permission of the supervising teacher who will ensure that proper supervision will occur.

9. Co-Curricular Activities

The school curriculum is a list of all the things you need to learn in your class at school. Many good things can be learned in activities that happen outside of class time; they complement the curriculum and may be voluntary. These are some of the things Timothy has offered or is offering...what would you like to be happening at Timothy Christian School this year?

- Intramural sports
- Chess club
- Battle of the Books team
- Praise team
- Sports teams
- Running Club

10. Fine Arts & Electives

Grade seven and eight students choose each term what fine art they will participate in. Students may choose from Drama, Graphic Design, or 2D Art first term. Students may choose from Yearbook, Graphic Design, or 3D Art third term. Students may not receive their first choice.

Grade seven and eight students participate in a 5 week program of electives during the second term. In the third term, Grade 5 and 6 students participate in electives. Electives are led by teachers, and volunteers. Students are given many options of electives and are placed in one of their top choices.

11. Chapel

Chapels are times for getting the students together for singing, celebrating, special events and listening to guest speakers. Most chapels are held on Fridays at 9:00 a.m. in the gym. Parents are always welcome to attend. Some chapels are split, S.K to Gr. 4 at 9:40 a.m. and Gr. 5 to Gr. 8 students at 9:00 a.m. The split chapels are held in the music room. Students will enter and leave the gymnasium quietly and politely. During the assembly students need to be a respectful, attentive and appreciative audience.

12. Student Council

Every year students in Grades 5 - 8 elect students to represent them on the Student Council. Students from Grades 6 to 8 may have positions on Student Council. Together with staff advisors, these student reps plan special activities that are fun for everyone.

13. Class Trips

Field trips offer you wonderful first-hand experiences to complement various units of study. When field trips are planned, a notice will be sent home providing details of the trip. We welcome parent volunteers who wish to help supervise students on our class trips. We would appreciate it if younger siblings did not attend the trip, to ensure group safety. The costs for most of our trips are covered by our Student Fund. Electronics are not to be taken on class trips. Normally, students do not need to bring money on trips. If you need spending money, your parents will be notified. Students in Gr. 7 and 8 participate in various fundraisers for their class trips.

Living Together as Christians at T.C.S.

14. Student Code of Conduct

Our Relationship with God

- We will speak of God in respectful ways.**
- We will encourage close relationship with God in others as well as ourselves through Bible reading, prayer, sharing etc.**

Our Relationship With Those In Authority

- We will be respectful in our speech and conduct.**
- We will be obedient to those in authority over us.**
- We will not condone the disrespect displayed by others to those in authority.**

Our Relationship To Others

- We will be respectful of others.
- We will address each other properly and not resort to name calling, swearing or dirty language toward each other.
- We will respect each other's property and encourage everyone to feel included.
- We will respect each other's person and remember to use our bodies in a kind and caring way.
- We will learn to apologize and ask for forgiveness when we fail and to seek God's strength to continue trying to live in fellowship.

Our Relationship To School Property

- We will respect school property. This includes furniture, books, equipment, sporting equipment and building.
- We will report any damage done and volunteer to pay for damages if we are responsible.
- We will accept responsibility for cleanliness of the school grounds and playing fields.

So, what if you've ...

- been called a nasty name?
- been touched where your bathing suit covers you?
- been sworn at?
- been bullied?
- been hurt in any way?
- seen/heard someone do any of the above?

You need to tell a teacher or another adult you trust as soon as possible. The goal is to bring the peace and love God gives us back into each relationship at Timothy Christian School.

15. Discipline

It is the goal of Timothy Christian School to provide a safe and pleasant environment for all students at the school and on the bus. One of the ways we do so is with Timothy's Discipline Policy.

Discipline is an important part of the school curriculum and environment. It helps you realize your worth as an image bearer of God. It helps you to develop your God-given gifts as best you can while guiding you towards making the right choices and doing the right things.

The word *discipline* comes from the word *disciple* which means *follower*. Following Christ is shown by respecting God, others and property. We do this by following the two great

commandments: to love God with all our heart, soul, mind, and strength; and to love our neighbour as we love ourselves.

We need to be held accountable when we make mistakes. Discipline may include meeting with your teacher or principal, losing a privilege, work assignments, detention, or meeting with your parents.

16. Computer Rules

- Wash your hands.
- Treat your computer equipment with respect and care.
- Use only the computer assigned to you.
- No food or drink is allowed in the lab.
- Do not change any settings on the computer.
- Never download, install, or surf without permission.
- No MSN accounts on Lab computers
- Only print with permission from the teacher. Only press print once.
- Do not turn off the computers unless instructed to do so.
- Do not go into another student's files.
- Students must have read and signed the student internet agreement, which outlines the internet control policy, in order to use the internet.
- You are allowed to be in the lab only when supervised.

17. Library Rules

Volunteers run our library. Always remember to treat them courteously and respectfully. The atmosphere in our library must be quiet and pleasant so you are able to select books, read or do research. Once a week your class may visit the library to sign out books.

To keep things running smoothly:

- Only librarians or teachers may scan out books.
- All your books must be scanned before they leave the library.
- You are responsible for books signed out in your name.
- You are charged a replacement fee for library materials, which are lost or damaged through carelessness. Replacement fee to be charged is the cost of a new book.
- Food or drink may not be consumed while handling library materials.
- You are allowed to be in the library only when supervised.

18. Textbooks and Classroom Furniture

At the end of the year you are responsible to make sure your desk, chair and textbooks are in the same condition in which you received them. You will be required to reimburse the school for any damage done to school property. Gum chewing is permitted only on Student Council Gum Days, when proper disposal of used gum can be closely monitored.

19. Hallway Behaviour & Cleanliness

- Keep your hallways clean by using the garbage and recycling bins provided. Do not take any snack packaging outside.
- For everyone's safety DO NOT run in the halls.
- Use quiet voices in the hall, so others can work uninterrupted.
- The upper rack is to be used for indoor shoes only. During the day lunches may be stored there, but they must be left clear at the end of the day.
- Outdoor shoes are to be neatly placed under your hook, toes touching the wall.
- Coats and knapsacks are to be hung on the hooks, not the floor.
- Each week, one student per grade will be responsible for checking their hallway area to keep it tidy.

20. Buddy System

To make sure that students are safe when leaving their classroom and entering the rotunda area, all students in J.K. through Grade 5 will have another student go with them. All outside doors are to remain locked, except the front doors by the office. Students must never open the doors to let anyone in who is not a teacher or student.

21. Timothy is a "Nut-Safe" School

To protect students with nut-allergies, we all must ensure that all food coming into the school is nut-safe. Read all labels carefully: "may contain nuts or nut products", means "don't bring it to school". Your teacher will monitor the food coming into the classroom and all food will be eaten in a supervised setting. No food may be brought in by parents and students, or shared by students, unless directed so by the teacher (including home-baked birthday cakes, etc.).

22. Medication at School

If you must bring medication to school the office will require a form to be filled out and signed by your parent/guardian and your doctor. All medications, including over the counter medications, are to be kept in the office and administered at the office. Forms are available in the school office.

23. Bus Rules

Thank you to Sinton Bus Lines for getting you safely to school and home again every day. It is important that you follow the bus rules.

- Be at your stop 5 minutes early
- Conduct yourself in an orderly manner at bus stops
- Stand well back from the bus until it comes to a complete stop.
- Board the bus in single file and in orderly manner
- Take your seat promptly and remain seated.
- All items coming to school must be in a school bag. Any larger items must be transported by an alternate manner. The only exception is band instruments.
- Keep your arms and head inside the bus at all times.
- Never interfere with emergency doors/exits or any part of the bus equipment.

- Unnecessary disturbances (opening of windows, wrestling, eating, yelling, obscene language, or bullying) will not be tolerated at any time.
- Obey all directions and instructions of the driver and/or bus patroller.
- Refrain from talking to the driver while the bus is in motion, except in case of emergency.
- Never leave the bus at any stop other than the predetermined one.
- Be aware that bus privileges can be withdrawn for failure to cooperate.
- Bus drivers are required to submit a Student Behaviour Report to the principal for any student who does not follow this code of conduct.
- Senior students, whose behaviour is exemplary, may be selected by their bus driver to serve as a Bus Patroller. These students receive special training by the Barrie Police and play an important role in orderliness and safety on our buses.
- You will need a bus pass from the office to be able to ride a different bus or get off at a different bus stop.

24. Dress Code

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

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

All students are required to have a pair of indoor shoes for classroom and gym use. In addition, students in Grade 5 - 8 need gym shorts and a Timothy shirt for their gym classes.

Timothy does have a variety of clothing articles (shirts, jackets, caps, backpacks, etc.) for sale. Items are on display by the office and order forms are available.

25. Birthday Parties

What's more exciting than a birthday party? It's great to celebrate together! But imagine how you would feel if you were one of a small group of people who was *not invited* to a classmate's party!

When planning your special party remember to treat each classmate, as you would like to be treated. If you can only invite a *small* group of close friends please send invitations by mail or phone. *Please don't leave out a small group!*

26. School Times

Outside supervision	8:30 - 8:45 a.m.
School entry	8:45
Class Begins	8:50
Morning Recess	10:30 -10:50
Lunch in Classroom	12:20 - 12:37 p.m.
Noon Recess	12:37 - 1:07
Class Begins	1:07
School ends	3:25
Bus Departure	3:35 Sharp!

27. Student Arrival and Departure Times

As a rule, you should not be at the school earlier than 15 minutes before the start of school because no supervision will be available on the playground before this time. If you arrive before 8:30 a.m., go to your classroom and quietly wait until that time. Then go out to play.

It is expected that all students leave school property at the end of the school day unless they are participating in some school activity supervised by a staff member. Any students, including brothers and sisters, who are not part of such an activity should leave at 3:30 p.m.

Skateboards, rollerblades, and "*heelies*" are not to be used on school property.

Note: It is important that students arrive at school before the 8:50 bell rings and are picked up at the end of the day by 3:30 sharp!

28. Attendance Policy and Lates

The law requires you to go to school. If you need to be absent, your parents must notify the school by telephone or note before 9:00 a.m. If the school does not receive notification from your parents, a telephone call will be made home. This accounting for each child is a safety check as well.

If you arrive after 9:00 a.m. get a late slip from the school office before entering class. Arriving late on a regular basis is disruptive to the class and a distraction to devotions, announcements or the beginning of a class. Please arrive on time.

Children who are ill should remain at home. If you become ill during school hours, you will be directed to the office and a parent or emergency contact person will be called. You will not be allowed to leave the school without permission. Please note that, as a rule, if you are well enough to attend school, it is generally expected that you will go outdoors at recess and noon hour.

If you miss several days of school in a row, *you are responsible for catching up* on everything you missed within one week of returning to school. This should be arranged with your teacher.

29. School Visitors and Student Pick up

All doors, other than the front entrance doors, will be locked during the school day. All parents, visitors and guests must sign in at the school office upon entering the building, and get a visitor pass. No visitor (including parents) should be in any part of the school other than the office without a visitor pass. It is important for the safety of the students that all visitors have permission to be in the building.

It is our policy that students will not leave the property during the day without parental/ teacher consent in writing. Students may not leave school property without adult supervision. If you are being picked up after school instead of taking the bus, you need a note. While waiting to be picked up, students must wait in the rotunda, not outdoors.

30. Telephone Calls

In general, only in an *emergency* may students use the telephone to call home. You need the permission of both your teacher or office staff. Cell phones should stay in your backpacks at all times.

31. Emergency Procedure

Fire Drill

You will participate in a minimum of 6 fire drills per year.

Fire drills are very serious safety practices.

- You *must* walk in single file as you head toward the fire exit.
- You will be absolutely quiet and will not run.
- You will continue to walk outside to the place where you have been instructed to go. You will stand quietly in single file so that your teacher can take attendance.

Lockdown Drill

- An announcement will be made over the P.A. : "Emergency - Code Red, Code Red - Initiate Lockdown"
- Move to safe place to hide away from doors and windows, out of sightline.
- Stay quiet and serious.
- Do not use cell phones, or open the door.
- Remain in the safe location until the lockdown has been lifted.

Tornado Drill

- An announcement will be made over the P.A..
- Move to the hallway and sit under the coat racks.
- Cover your heads with hands, a book, or coats.
- If you are outside you should quickly enter the building hallways.
- Stay calm and quiet.

Have an awesome year!