



*Deep Roots, Strong Timbers.*

Staff, Student, & Parent Handbook

2023-2024

Non-discrimination Statement Timbers will not discriminate on the basis of race, color, national or ethnic origin, age, or physical disability with respect to (1) student admissions, (2) use of facilities and exercise of student privileges, or (3) scholarship programs. Subject to the Constitution of the United States and all applicable state and federal laws, Timbers does not discriminate in its employment practices. Timbers maintains its constitutional and statutory right to discriminate on the basis of religion in order to accomplish the Christian mission of the church school.

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*Dear Families, greeting in Christ,*

I want to thank you for your interest in Timbers. We feel blessed and honored that you would consider Timbers a place to assist you in raising your child in the way that God has designed.

At the core of Timbers is the desire equip families to raise children in the nurture and admonition of the Lord (Ephesians 6:4)

Timbers desires to meet the following biblical & educational needs:

- Train and equip families to center their home around God and His word.
- Develop in students a sound Biblical aptitude enabling them to take every thought captive to the obedience of Christ.
- Develop character and integrity in an increasingly difficult modern secular culture.
- Promote a love of learning and encourage students' gifts, talents, and abilities.
- Raise up students who are able to give a defense for the hope that is in them.
- Facilitate maturity and leadership in whatever calling the Lord has for them.
- Make a quality private Christian education affordable.

Timbers provides a full K–12th grade school program. We ask that you prayerfully consider if Timbers is a good fit for you and your family. The following document will provide you with a more complete understanding of our ideals, goals, mission and vision. Please read it carefully to see if we are the type of school you would be pleased to attend.

In closing, Matthew 19:14 states Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Our prayer is that your child's attendance at Timbers would instill in your child the desire and longing to run unabashedly into their Heavenly Father's arms!

With a love that only Christ can provide and much sincerity,

*Pastor Heath*

Timbers Director & Master Teacher

# **TIMBERS MISSION AND VISION STATEMENT:**

## **Mission Statement:**

The purpose of Timbers is to train and educate students and their families to center their lives around Christ and His word. In that they would grow deep spiritual roots, be fruitful, and be well equipped for the building of God's kingdom.

**Psalm 1:3 And he shall be like a tree planted by the rivers of water, that bringeth forth his fruit in his season; his leaf also shall not wither; and whatsoever he doeth shall prosper.**

**Psalm 127: 1 Unless the Lord builds the house those who build it labor in vain.**

**~Deep Roots, Strong Timbers~**

## **Vision Statement:**

-K-12 Christ-Centered Biblical Education. We are not a school that just adds Christ to curriculum, Christ is our curriculum, and it drives all our learning.

-Graduate students that are well equipped and educated to prosper in the ways of the Lord.

-Train and equip parents to serve Christ and place Him at the center of their home.

-Provide support and knowledge for home-schooling families as they pursue the act of schooling children at home.

-Encourage students to have a heart for the lost, a willingness to serve, both locally & globally, and have a deep love and passion for God's word.

-To provide the families of Nine Mile a low cost alternative to the current public school system.

-Cultivate a network of parents that are involved in their children's education and see the church as a support system.

-Allow opportunities for those that attend 9-Mile church to mentor younger students through the sharing of gifts, talents, and abilities in a variety of subject areas.

-Funding for the expenses and operations of the school would come from student tuition, monthly supporters, yearly fundraising, and Church funding.

# TIMBER'S PHILOSOPHY:

## Christ-Centered

A. Teach all subjects as parts of an integrated whole with the Scriptures at the center. [II Timothy 3:16-17; Colossians 1:15-20]

B. Provide a clear model of the biblical Christian life through our staff and board. [Matthew 22:37-40, Matthew 5:13-16]

C. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ. [Matthew 28:18-20; Matthew 19:13-15]

## Classical

As we use it here the word "classical" refers to the structure and form of the education we provide. It also refers to the content of the studies.

A. Emphasize grammar, logic and rhetoric in all subjects.

B. Encourage every student to develop a love for learning and live up to his academic potential.

C. Provide an orderly atmosphere conducive to the attainment of the above goals.

<b>Beginning Grammar (Pre-Polly)</b>	<b>Grammar (Poll-Parrot)</b>	<b>Logic (Pert)</b>	<b>Rhetoric (Poetic)</b>
<b>Grades K-2</b>	<b>Grades 3-6</b>	<b>Grades 7-9</b>	<b>Grades 10-12</b>
<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>
<ol style="list-style-type: none"> <li>1. Obviously excited about learning</li> <li>2. Enjoys games, stories, projects</li> <li>3. Short attention span</li> <li>4. Wants to touch, taste, feel, smell, see</li> <li>5. Imaginative, creative</li> </ol>	<ol style="list-style-type: none"> <li>1. Excited about new, interesting facts</li> <li>2. Likes to explain, figure out, talk</li> <li>3. Wants to relate own experiences to topic, or just tell a story</li> <li>4. Likes collections, organizing items</li> <li>5. Likes chants, clever repetitive word sounds</li> <li>6. Easily memorizes</li> <li>7. Can assimilate another language well</li> </ol>	<ol style="list-style-type: none"> <li>1. Still excitable, but needs challenges</li> <li>2. Judges, critiques, debates, critical</li> <li>3. Likes to organize items, others</li> <li>4. Shows off knowledge</li> <li>5. Wants to know "behind the scenes" facts</li> <li>6. Curious about Why?</li> <li>7. Thinks, acts as though more knowledgeable than adults</li> </ol>	<ol style="list-style-type: none"> <li>1. Concerned with present events, especially in own life</li> <li>2. Interested in justice, fairness</li> <li>3. Moving toward special interested, topics</li> <li>4. Can take on responsibility, independent work</li> <li>5. Can do synthesis</li> <li>6. Desires to express feelings, own ideas</li> <li>7. Generally idealistic</li> </ol>
<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>
<ol style="list-style-type: none"> <li>1. Guide discovering</li> <li>2. Explore, find things</li> <li>3. Use lots of tactile items to illustrate point</li> <li>4. Sing, play games, chant, recite, color, draw, paint, build</li> <li>5. Use body movements</li> <li>6. Short, creative projects</li> <li>7. Show and Tell, drama, hear/read/tell stories</li> <li>8. Field trips</li> </ol>	<ol style="list-style-type: none"> <li>1. Sing, chant, and sound-off factual information</li> <li>2. Use questions and answers (catechism)</li> <li>3. Teach through imitation (especially in writing and art)</li> <li>4. Field trips/drama</li> <li>5. Make collections, displays, models</li> <li>6. Integrate subjects through above means</li> <li>7. Categorize, classify</li> <li>8. Drills and games</li> <li>9. Oral and written presentations</li> </ol>	<ol style="list-style-type: none"> <li>1. Time lines, charts, maps (visual materials)</li> <li>2. Debates, persuasive reports</li> <li>3. Drama, reenactments, roleplaying</li> <li>4. Evaluate, critique (with guidelines)</li> <li>5. Formal logic</li> <li>6. Research projects</li> <li>7. Oral/written presentations</li> <li>8. Guest speakers, trips</li> <li>9. Socratic Discussion</li> </ol>	<ol style="list-style-type: none"> <li>1. Drama, oral presentations</li> <li>2. Guide research in major areas with goal of synthesis of ideas</li> <li>3. Many papers, speeches, debates</li> <li>4. Give responsibilities, e.g. working with younger students, organize activities</li> <li>5. In-depth field trips, even overnight</li> <li>6. Worldview discussion/written papers</li> </ol>

## **Timbers Statement of Faith**

The following is the foundation of beliefs on which Timbers is based. They will be unapologetically taught in various ways through all grade levels. Secondary or divisive doctrines and issues will not be presented as primary doctrine. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

1. We believe the Bible alone to be the Word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent; that is, He can do all things. He is omnipresent; that is, He is present to all creation, and has under His immediate authority all things which are in Heaven, in the earth, and under the earth. He is omniscient; that is, He knows all things. He readily exercises His power which is present everywhere, and to Him there is nothing that is impossible or unknown, that is, He knows what has been from eternity, what now takes place everywhere, and what will be to all eternity.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
5. We believe that salvation is by grace through faith alone.
6. We believe that faith without works is dead.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
8. We believe in the resurrection of both the saved and the lost; those that are saved to the resurrection of life, and those that are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

## **SECONDARY DOCTRINE**

These guidelines apply to all Timbers teachers in their capacity as teachers at Timbers. Secondary doctrine: eschatology, baptism (infant vs. adult), and Calvinistic vs. Arminian soteriology.

1. Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must honor and defer to parents if these topics arise.
2. Presentation of all sides of an issue is encouraged.
3. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

## **STATEMENT ON GENDER, MARRIAGE, AND SEXUALITY**

We believe that God wonderfully and immutably created each person as distinctly male or female (Gen. 1:26-31; 2:18-25; 5:1, 2). These two distinct and complementary genders together reflect the image and nature of God. To reject one's biological gender is a rejection of the image of God within that person and is a sin against God. We believe that marriage was created and sanctioned by God in which God joins one man and one woman in a single and exclusive union. (Gen. 2:24; Matt. 19:4-6) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. Any form of sexual intimacy outside of marriage is immoral and is a sin against God. (1 Cor. 6:15-7:6; Eph. 5:3-7) Sexual immorality includes, but is not limited to adultery, fornication, homosexual conduct, and pornography.

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

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

## **STATEMENT ON FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT**

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 final source of all that we believe. For purposes of Timbers faith, doctrine, practice, policy, and discipline, the Nine Mile Falls Community Church board is the final interpretive authority on the Bible's application. The Nine Mile Falls Community Church Doctrine, can be found in full at

[www.ninemilechurch.com/what-we-believe.html](http://www.ninemilechurch.com/what-we-believe.html)

## **EDUCATIONAL PHILOSOPHY**

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child. Therefore, below are the most important philosophical elements that we at Timbers believe distinguish our approach to education. We believe that the Bible clearly instructs parents, not the church or state, to "bring children up in the discipline and instruction of the Lord." The church's commission is essentially to spread the Gospel and train believers (Matt.28:18-20). The state has been directed to enforce God's laws and protect the innocent (Romans 13). The church trains parents and the state protects families. The family raises and educates children (Eph.6:1-4). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment. We believe that God's character is revealed not only in His Word but also in every facet of the creation.

### **Admission Procedures**

Upon completion of the application, an interview with the family will be arranged with the director. Entrance exams are administered to new students in 1 - 12th grade. The director will make the admissions decision. Admission Requirements for the Student: **A child must be four years old by June 1 of the fall in which he would be entering Preschool** (five years for Kindergarten, six years for 1st grade, etc.). Our goal is the long-term success of the student in an academic environment as opposed to automatic promotion based on age. We will not accept any student less than fifteen years of age if it requires that student to board with another family for an extended period of time.

### **Admission Requirements for the Parents:**

At least one parent of each applicant must profess faith in the Lord Jesus Christ, express belief in and agreement to the Timbers statement of faith, and consistently attend a local Christian church. In addition to this, parents should have a clear understanding of the Biblical philosophy and purpose of Timbers. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program. The parents should be willing to cooperate with all the written policies of Timbers.

### **Learning Disabilities**

Children with a severe learning disability **may** not be admitted to Timbers due to the lack of adequate staff, funding, and facilities. However, discussion with families will help us make the final decision.



## **Sexual Education**

Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts. All other instruction on this topic will take place at home. As a support and extension of the family unit, Timbers considers the family to be of first importance to a child. Therefore, we are continually seeking ways to actively involve parents in the school.

## **DAILY SCHEDULE:**

K-12th

Mon-Thurs at school, Friday at home family instruction

K-12th

8:30-9:00.....Morning Check-In & Cabin Devotions

9:00-11:30.....PACE Work (Breaks throughout)

11:30-12:00.....Lunch

12:00-1:30.....PACE Work

1:30-2:45.....Extra-Curriculars

2:45-3:00.....Cleaning & Dismissal

\*Students who want to participate in sports can be dismissed at 2:00 pm. They will still be held accountable for finishing weekly PACES.

## **DAILY SCHEDULE DESCRIPTIONS:**

Below are descriptions for each of the daily tasks students are involved in.

### **Check-In & Morning Devotions**

Students will need to arrive at school no later than 8:30. We will begin in the main building. While students arrive they will start working on a given Proverb for the day. Following the daily Proverb each day of the week will have a different focus on various parts of Scripture. On Mondays students will learn and or review one of the Timbers Tenets (see below for list of tenets).

### **PACE Work:**

After Morning Devotions students will begin work on their PACES. Both teachers, as well as supervisors will help in coordinating this. Students will work from the same desk areas and will get started promptly.

### **Lunch:**

We will break each day for a 30 minute lunch. Lunches will need to be provided by families. Students will also be able to play outside, when weather permits, which will be most of the time, barring extreme weather conditions. We follow the old adage that there is no such thing as bad weather, just bad clothing choice, so prepare your child to get some outside time.

### **PACE Work cont'd:**

After lunch students will work on finishing up their daily PACES, and teachers as well as supervisors will help them accurately record their progress. If students finish early during this time they will have designated centers that they can do quietly at their desks. Outside play options may also be available during this time, pending supervision. Students will be able to interact and play with multiple creative activity centers. Centers may include but are not limited to items such as Legos, blocks, engineering tasks, puzzles, reading areas, art projects, board/card games, magnetic blocks, and other engaging activities.

**Extra-Curricular Time:**

Throughout the quarter students will participate in a variety of extracurricular activities at the end of each day. We see this time as crucial in the development of your child's love for learning, as well as entrance into adulthood. Projects will be based on seasonal themes, skills based training, and student interests. On Mondays students will participate in a variety of arts, such as visual art, music, or drama. On Tuesdays students receive instruction based on the concepts of grammar, rhetoric, and logic (Trivium). This may include latin lessons, debate, as well as public speaking lessons. On Wednesdays students will participate in interactive Science as well as Real-World Skill Lessons. These lessons are meant to be highly engaging, and very applicable to the lives of our students. Last, on Thursdays students will be separated into boys and girls and participate in "big brother & little sister" activities which older students (6th-12th) will develop and plan, with help and supervision from adults. We see this as a time when boys and girls can build long lasting mentoring friendships.

**Cleaning Dismissal:**

After finishing the extracurricular activity, students will work to thoroughly clean both the main building as well as the junior church building. Families can come in and serve their volunteer hours during this time; however, the majority of cleaning will be done by the students, and the expectations are high! After students have cleaned they will check out with their parents and head home.

As the church has other events that take place shortly after school is out families will need to leave shortly after dismissal, and no later than 3:30 pm. The facilities will be closed to students at 3:45 pm.

## **CALENDAR OF EVENTS:**

### SEPT

- Back to School BBQ
- School Begins
- Blades & Blazes: Dad's Fall Hangout

### OCT

- PTL Spiced Life: Mom's Retreat
- Pumpkin Chunkin Party & Harvest Exchange

### NOV

- Thanksgiving Break

### DEC

- 1st Quarter Barn Raising
- Christmas Break

### JAN

- Winter Reading Challenge
- 2nd Quarter Begins

### FEB

- Timbers Fundraising Event
- Mid-Winter Break

### MAR

- 2nd Quarter Barn Raising
- Proverbs Bee

### APR

- Spring Break
- Easter & Good Friday
- Spring Protocol (9th - 12th)

### MAY

- Lumberjack Days
- Grandparents Day
- Testing Window

### JUNE

- End of Year Barn Raising & Graduation Ceremony
- Ultimate Water balloon Melee': End of School Celebration

## **CALENDAR OF EVENTS DESCRIPTIONS:**

### **Back to School BBQ**

Join us for an all school BBQ as we welcome back returning students and welcome new students.

### **Blades & Blazes: Lumberjack Dad Night**

Each year we take a Friday night to encourage men to be the husbands and dads God has called them to be. Axes and bonfires will be included.

### **Pumpkin Chunkin Party & Harvest Exchange**

Help us celebrate fall with some good ol' fashion pumpkin tossing. Students will work to design their own one of a kind pumpkin chuckers. Also a time to share the harvest God has provided us for the year.

### **PTL Spiced Life: Momma Bear Retreat**

Mothers have such a beautiful and special role in the family. Come join us to be encouraged as a mom as you train up your children in the nurture and admonition of the Lord!

### **1st Quarter Barn Raising**

At the end of each quarter we will host a night where students will be able to share some of the things they accomplished over the course of the quarter.

### **Christmas Break**

### **January Winter Reading Challenge**

For the month of January all students will be challenged to read as many books as possible from a given reading list. Each will be grade-level specific, and winners will receive a prize!

### **Timbers Fundraising Event**

Once a year families will help to host our annual fundraising event to help fund and support the students and staff of Timbers.

### **Mid-Winter Break**

This will be a time to enjoy a short break in the deep of winter.

### **2nd Quarter Barn Raising**

Like the 1st quarter Barn Raising we will host another night where students will be able to share some of the things they accomplished over the course of the 2nd quarter.

### **Proverbs Bee**

Throughout the year students have been working to study Proverbs and collect verses to confirm their faith. This will be a time to test that knowledge. Set up much like a Spelling Bee, students will compete to come up with various Proverbs to address certain situations. Answers will be times and judged on accuracy.

### **Spring Break**

### **Spring Protocol (9th - 12th)**

This is a night filled with etiquette as well as entertainment. Students will be immersed in several different dances, as well as cultures, while being taught proper etiquette.

### **Lumberjack Days**

Our once a year week long founders day event filled with daily flapjacks, maple syrup, and some lumberjack fun! Students and their families will take time to celebrate God and the beauty & fun of the woods He has provided us in the Northwest.

### **Silver and Gold Night Grandparent Day**

God says to honor mother and father, as well as your grandmothers and grandfathers. We take this day to honor those that God has blessed with many years, and glean godly wisdom from their stories and testimonies.

### **Testing Window**

This will be a time for students to take statewide tests, if families choose to do so. High School students will also begin taking SAT/ACT Testing - Junior and Senior year, PSAT Testing Sophomore.

### **End of Year Barn Raising & Graduation**

Join us for our final Barn Raising Night and graduation ceremony. Make sure to bring plenty of tissues!

### **Ultimate Water balloon Melee': End of School Celebration**

Every school year should end with a water balloon fight! Come join us if you dare, and help us kick-off summer break with a splash.

## **The 10 TIMBER'S TENETS:**

These 10 Tenets will be the basis for much of our Christian education. In the younger grades students will learn to memorize the tenets, and support verses. Our middle grades students will debate the validity of the rules and why they are necessary. Our oldest students will present their understanding on the tenets and how they will apply to their life post graduation.

- 1. Love the Lord your God... with all your heart, soul, strength & mind.**
  - a. Deuteronomy 6:4-9, Matthew 22:37, Luke 10:27
  
- 2. Love your neighbor... as yourself.**
  - a. John 15:13, Matthew 22:39
  
- 3. Delight in the law of the Lord... meditate on it day and night.**
  - a. Psalm 1, Colossians 2:7-9
  
- 4. Work Hard... Live Simply.**
  - a. 1 Thess. 4:11-12, Psalm 127, 2 Tim. 2:15, Phil. 4:11, Colossians 3:23
  
- 5. You reap what you sow...So be generous.**
  - a. Galatians 6:7, 2 Corinthians 9:6, Proverbs 11:25
  
- 6. Come to serve... not to be served.**
  - a. Matthew 20:28, Proverbs 11:25, Acts 20:35
  
- 7. Let your... Yes be Yes, and No be No.**
  - a. Matthew 5:37, Numbers 30:1-2, 1 John 2:5w
  
- 8. We are not... white-washed tombs.**
  - a. Matthew 23:27-28, Matthew 15:8, Psalm 51
  
- 9. The Tongue... Brings Life or Death.**
  - a. Psalm 37:30, Proverbs 18:21, James 1:26
  
- 10. Lean in... to sanctification**
  - a. 2 Timothy 2:21, Hebrews 12:1-3, James 1:2-4



## **TUITION AND FEES:**

### **Full-time student tuition will be as follows:**

1 student	\$4200 paid in-full or \$350 per month for 12 months
2 students	\$7200 paid in-full or \$600 per month for 12 months
3 students	\$9800 paid in-full or \$820 per month for 12 months
4 students	\$11400 paid in-full or \$950 per month for 12 months
5 students	\$14200 paid in-full or \$1190 per month for 12 months
6 students	\$15800 paid in-full or \$1320 per month for 12 months
7 students	\$17400 paid in-full or \$1450 per month for 12 months

There is also a \$200 per student yearly enrollment/curriculum fee if application received between June & September, during open enrollment. The enrollment fee is \$250 per student if a student is accepted during the school year, September-June. This is to help cover the processing of Paces mid-year.

Scholarships are available after a student has been accepted. Additional information will be needed in order to determine the amount of the scholarship awarded.

Payments will be due within the first 10 days of the month. Late payments will be recorded and discussed with the family. Depending on circumstances tuition can be reassessed if that is the cause of late payment.

### **Partial Year Tuition:**

In the event that a student enrolls in Timbers at any time other than the beginning of the year, the following calculation will be used to determine tuition and fees:

- \$250 Registration Fee, due at time of registration
- Tuition will be prorated based on when enrollment begins

### **Volunteer Hour Charge:**

As we are a co-op we require families to volunteer for 15 hours per month. Options for this are listed below. If a family is unable to make their 15 hours they will be billed a total of \$10 per missed hour.

### **Extra-Curriculum only tuition will be as follows:**

This option runs from 1:00-3:00 Mon-Thurs, and is meant to allow families the ability to still homeschool, but participate in additional extra curricular activities. Students can also attend after school events hosted by Timbers. The tuition cost will be due on a quarterly basis and will be non-refundable if you decide to pull your child out early. Quarters are Sept-Dec, Jan-Mar, Apr-June

- 1 student \$500 tuition fee, \$50 material fee, per quarter attended.
- 2 students \$900 tuition fee, \$100 material fee, per quarter attended.
- 3 students \$1200 tuition fee, \$150 material fee, per quarter attended.
- 4 students \$1400 tuition fee, \$200 material fee, per quarter attended.
- 5 students \$1600 tuition fee, \$250 material fee, per quarter attended.
- 6 students \$1800 tuition fee, \$300 material fee, per quarter attended.
- 7 students \$2000 tuition fee, \$350 material fee, per quarter attended.

**Payments will be due 10 days prior to the start of the quarter.**

### **Volunteer Hour Charge:**

For extra curricular families we require them to volunteer for **5 hours per month**. Options for this are listed below. If a family is unable to make their 5 hours they will be billed a total of \$10 per missed hour.

## **BASIC TASKS OF TEACHERS & STUDENTS AT TIMBERS:**

### **Teachers will:**

Consistently exhibit love, joy, peace, and spiritual maturity before students and the rest of the school. The teacher is expected to be a student and lover of the Bible, God's only written Word. Active, joyful participation in any staff meetings and school assemblies is expected.

#### **In regards to student academic performance:**

- Keep all necessary records such as attendance and grades.
- Keep administration informed of both academic & behavioral concerns
- Monitor missing assignments and communicate with parents

#### **In the classroom:**

- Be prepared and arrive early. (8:00 am, Mon-Thurs)
- Stay till students and families have all left the premise (3:45, Mon-Thurs)
- Oversee all necessary day-to-day operations of the classroom.
- Present lessons that demonstrate interest in the subjects assigned to teach.
- Seek to stimulate and maintain the students' interest in the material
- Be responsible to have substitute plans and materials ready for their absence.

#### **In the school building and for the community:**

- Supervise students and guide students to make wise choices.
- Dress appropriately as a role model of modesty.
- Welcome parents into their classroom and accept parent assistance.
- Consistently and joyfully demonstrate pride in Timbers by his/her work
- Help maintain a clean school building and classroom
- Use speech that encourages and uplifts others.

#### **In regards to student safety:**

- Dismiss students only to parents, or those with permission.
- Know the campus emergency procedures and how to implement them swiftly.
- Maintain a neat, sanitary, and safe learning environment.

#### **In partnership with parents:**

- Communicate effectively with parents as needed for concerns.
- Contact parents after the student receives their third warning during class.
- Conduct parent/teacher conferences about student progress.

## **Students will:**

### **In treating others:**

- Be obedient, respectful, kind, diligent and self controlled.
- Respond promptly with cheerful obedience to requests from any adult.
- Respect others' personal items and others' belongings.
- Use words that uplift and encourage others of the Timbers community.

### **In treating the school building:**

- Do their part to keep rooms and the building clean.
- Be held responsible for damage done to school property. Actual replacement or repair costs will be assessed.

### **In responsibilities as a student in the school building and in the classroom:**

- Greet guests to Timbers joyfully, ready to make them feel welcome.
- Not chew gum in the school.
- Not eat food or wear hats in the classrooms, unless granted permission.
- Not bring personal items to school such as toys unless given permission.
- Follow the uniform guidelines in how they dress each day at school.
- Place all cell phones and smart devices in the device basket at check in. These can be accessed with permission from teachers or directors.
- Not bring guns or knives to/inside the school.
- Refrain from talking when the teacher is talking,
- Refrain from tipping back in chairs, or sitting on tables.
- Be allowed to leave class if there's an emergency.
- Exit when dismissed by the teacher.
- Be supervised or in groups of three or more.
- Immediately visit the director for the following offenses: disobedience, disrespect, dishonesty, fighting, and foul language.
- Come to class prepared with all supplies on hand and ready to learn.
- Maintain the same Timbers standards while participating at a field trip.

### **In responsibilities as an academic learner:**

- Review graded work to learn from mistakes and improve performance.
- Make-up missing assignments due to absences or sickness.

## **Parents will:**

### **In treating the Timbers community:**

- Joyfully participate in the school atmosphere that is created at Timbers, trusting leadership to make decisions that benefit their child.
- Attend Timbers Barn Building nights to enjoy their child's projects.
- Be willing to drive and supervise students on field trips.
- Volunteer 15 hours per month, per full-time family. For Extra-Curricular Only families it is 5 hours per month. The goal is to have families help with at least one half day in class per week. Consequently, if parents are unable to help during the day, these hours can be accumulated for help during fundraising and school-wide events.
- Read all school communication in the form of classroom parent letters and office emails, submitting all required papers in a timely manner.
- Endeavor to encourage and uplift others through their speech.
- Make tuition payments in a timely manner. Tuition is due by the 10th of every month on a 12 month calendar year. Tuition can also be paid yearly.
- Communicate with the director or secretary when a child is sick or will miss school.

### **In partnership with the teachers and administration:**

- Communicate with teachers and director regarding their child and his or her specific needs, academically, physically, and socially.
- Communicate with the secretary and teachers if a child is sick or if the child will be required to be out of school for an extended/excused period of time. Or in the case of completing work at home.
- In conflict resolution, direct classroom concerns first to the teacher, then the director, then may petition the Timbers Advisory Council.

### **In the academic progress of their child:**

- Review their child's work to help them learn from any mistakes.
- Supervise homework after school each day Monday - Friday.
- On Friday's Homeschool day, ensure any unfinished PACE assignments are completed and ready to be turned in or accounted for on Monday. This includes all students, grades K-12<sup>th</sup>.
- Guide their child in completing missing work due to sickness or excused absences and ensure that assignments are completed in a timely manner.
- Supervise their child's academic progress in partnership with teachers. This will be accomplished by checking in with their child and making sure understanding is obtained and assignments are completed.

## **Parents Volunteer Hours:**

Timbers goal is to have families help in a variety of ways. Full-time families will be asked to complete 15 hours of volunteer time per month. Extra-Curricular only families will be asked to 5 hours. Listed below are several ways families can meet the required 15 hours per month. Hours can be accumulated through the year to be used at various events. Hours will also be tracked and families that are not meeting the standard will be spoken with.

- Volunteer during the day to help students with their PACEs. (most preferred)
- Help with yearly fundraising events.
- Help plan & serve at community outreach events.
- Classroom Janitorial help. (usually only 15- 30 mins right after school)
- Make & Deliver cookies for Timber students on Thursdays.
- Organize, design, & maintain Creativity Activity Center materials
- A.C.E./Curriculum organization
- Help run & maintain A.C.E. merit store
- Phone Call Reminders for school-wide events.
- Timber's Barn Raising Night set up.
- Help Kindergarten Aid
- Help with Extra-Curricular classes.

**\*If a family is unable to make their monthly hours they will be billed a total of \$10 per missed hour.**

# **TIMBERS ASSEMBLY QUOTES**

Deep roots... strong timbers. Psalm 1

Unless the Lord builds it... We labor in vain. Psalm 127:1

God is opposed to the proud ... but gives grace to the humble.

Greater love has no one than this ... that he lays down his life for his friends.

Obey ... Right Away, All the Way, and With a Good Attitude everyday.

Those who are faithful with little ... will be faithful with much

Wisdom...is more precious than rubies.

A soft word...turns away wrath...but a harsh word...stirs up trouble

Hustle ... to help out.

In your patience...possess ye your soul.

Do not be anxious about anything... pray and peace is on the way

Not to us... But to God give glory.

He who hates correction ... is a fool!

Rebuke a wise man and ... he will love you.

You reap... what you sow.

Good manners is... loving others in the details.

How are you?... Better than I deserve.

To whom much is given ... much is required.

Out of the abundance of the heart . . . the mouth speaks

Covered sins...stink! Confessed sins...sink.

Give thanks always for all things ... Aye Aye Captain

If anyone will not work...neither let him eat

Leave it ... better than you found it.

## **TIMBERS BARN RAISING NIGHTS:**

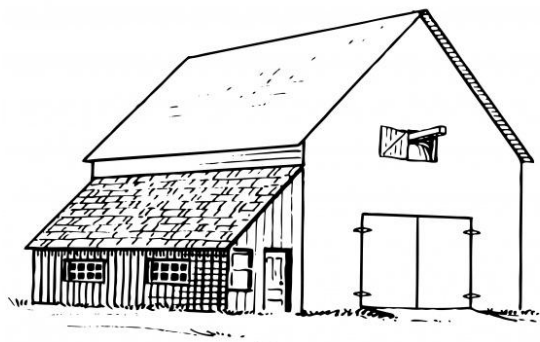
Historically a barn raising was a collective action of a community, in which a barn for one of the members was built collectively by members of the community. Barn raising addressed the need by enlisting members of the community, unpaid, to assist in the building of their neighbors' barns.

At Timbers we see a biblical calling to surround our children with a supportive Christian community that would help them be “raised” to walk in the ways of the Lord. Therefore, at the end of each quarter Timbers will host a Barn Raising event, in which students will have the opportunity to share some of the things they have accomplished and built throughout the quarter.

### **Items may include but not limited to:**

- Recite various Bible verse they have learned
- Recite Poetry, either composed by them or others
- Display and share visual art they have created
- Share music, either composed by them or others
- Sharing a skill they have learned
- Perform a short drama, either composed by them or others

Each child will be asked to share something per quarter that they have worked hard on and something they are passionate about. We would love for this to be attended by the whole family!





## **TIMBERS RULES OF ETIQUETTE:**

At Timbers we feel the proper etiquette is very important and helps students learn in a structured and peace-filled setting. God also calls his followers to treat others with respect and courtesy (Ephesians 4:32, Titus 3:2, 1 Corinthians 10:31). It is how we as members of Christ's body can love in the details.

### **Here are our rules of etiquette:**

- Ladies will be first to line up for all transitions
- Boys will hold doors for any female student, and or older adults when entering or exiting a room or building.
- When a visitor comes to Timbers students will greet the visitor with smiles.
- The school rooms will be cleaned daily, and when any project is finished students will be required to thoroughly clean up after themselves.
- When shaking hands with adults, students will shake their hand firmly, but not hard, and eye contact is required.
- Students will write thank you notes to staff and teachers at the end of each trimester as a way to show appreciation for those helping them.

### **Protocol Nights:**

Timbers does not have formal dances; however, in lieu of this we will be hosting “protocol” nights for middle and high school students. Protocol gives the opportunity to show what is beautiful, good, and true through dance and culture. There is an order to it, and its distinctives make the outcome significantly unlike a prom. This event becomes a collective high point as social pressures are relieved and joy is experienced through learning, fellowship, and community. Students will learn various dance styles, as well as proper etiquette all while in the confines of some good ol' fashion fun!

## **UNIFORM CODE GUIDELINES:**

It is the goal of Timbers to provide a healthy, modest, and above all, Christian learning environment. Our uniform policy at Timbers is in place for the following reasons: (1) to ensure student attire remains modest, biblical and honoring to the Lord, (2) to help keep student focus on learning, (3) to maintain discipline, and (4) to reflect neatness, orderliness and consistency. We depend on our parents to work with the school in maintaining these standards by being aware of what their child is wearing **before** he or she leaves for school.

We also ask that any parent who is volunteering during our school day also do their best to adhere to the same uniform codes as students have to abide by, and dress in a conservative manner.

### • **Acceptable attire are as follows:**

<b>Clothing</b>	<b>Boys</b>	<b>Girls</b>
<b>Tops</b>	Polos: Solid green, gray, or blue  Oxford button shirt: Solid green, gray, or blue.  Sweaters, vests, cardigans, crew style sweatshirts or zip up sweatshirts: Solid hunter green, gray, or navy blue No Hoodies  -No patterns, logos, or writing	Polos: Solid green, gray, or blue  Oxford button shirt: Solid green, gray, or blue.  Sweaters, vests, cardigans, crew style sweatshirts or zip up sweatshirts: Solid green, gray, or blue No Hoodies  -No patterns, logos, or writing

<p><b>Bottoms</b></p>	<p>Pants &amp; shorts: Tan, Navy, Black or Grey khaki Docker style or denim pants</p> <p>-No tears, or logos -No active wear</p> <p>Socks should match the outfit and be black or navy.</p>	<p>Pants &amp; shorts: Tan, Navy, Black or Grey khaki Docker style or denim pants</p> <p>-No tears, or logos -No active wear</p> <p>Dresses &amp; skirts: Navy or tan khaki or jean. All need to be worn at knee length or longer. Black leggings allowed under dresses or skirts. Socks should match the outfit and be black or navy.</p>
<p><b>Shoes</b></p>	<p>Closed toe shoes</p> <p>-No flip-flops, unless for special events</p>	<p>Closed toe shoes, and must have a minimum of a strap around the heel.</p> <p>-No flip-flops, unless for special events</p>
<p><b>Appearance</b></p>	<p>-Dress should be modest and enhance the student's ability to learn in the classroom.</p> <p>-Hair should be neatly combed and clean, not shaggy or hanging in a student's eyes. Natural hair color only for male students.</p> <p>-Sunglasses, hats or caps may be worn outside, but not in the classroom, lunchroom, or at devotional times.</p>	<p>Same for girls</p> <p>-No all over brightly colored hair, subtle natural colored highlights are ok.</p> <p>K-5 no makeup allowed. 6-12 No excessive or distracting makeup allowed.</p>

**\*Official Timber Wear can be worn on Thursdays only or you may wear normal uniforms**

- Teachers and staff members will check the students on a regular and on-going basis to ensure that each student is in compliance with Timbers uniform guidelines.
- Students and parents need to check periodically over the course of the school year for physical growth resulting in uniforms becoming too short or tight
- At Timbers Barn Raising nights students will be required to wear their uniforms as well.

**If a student is found to be in violation of uniform guidelines:**

- K-6 students - Parents will be called and the situation should be rectified when the child returns to school the next day.
- 7-12 students will be addressed personally by a teacher to not wear the same attire the next day to school. If the 7-12 student does not comply the next school day, parents will be notified.
- In some cases, parents may be called to bring proper uniform attire for their child while the student waits in the Director's office.

**AT HOME WORK PHILOSOPHY AND GUIDELINES:**

**Friday Work:**

Friday is an intentional homeschool day. With this in mind, students will work on completing any unfinished PACEs that were not completed during the week. This is a day for you to see what your child is working on and to help them complete the work if they have not done so. Students will be expected to finish all work by Monday morning. If students continuously return with work still incomplete disciplinary actions will be taken (loss or extracurricular activities, student suspension, removal from school).

**Student Work Flexibility:**

As the A.C.E. curriculum is flexible when it is completed we allow for parents to pull their students out of class throughout the week at their discretion. There are joys that a family

can have with this flexibility (elk trips, spontaneous family days, and even baking events!). Consequently, all student work would still need to be completed for the week, and if not disciplinary action would need to be taken. When it is as much possible student PACEs would need to be taken home before days were done at home. No tuition fees would be refunded due to missed days.

## **GRADING AND REPORTING:**

- As students, with the help of supervisors, monitor their own progress, a parent will be able to see daily where their student is and what they accomplished.
- Parents will be notified as soon as their child starts falling behind in their PACEs. If their student falls too far behind the student will begin missing afternoon classes until they can catch up on their weekly work.
- By September 15th families can report to the district of their choosing their *Homeschool Declaration of Intent*. Timbers staff can advise when turning in this paperwork.
- Students will work to complete 12 PACEs in each subject per year (language arts, math, science, social studies, & spelling).
- Students can participate in state-wide testing, Smarter Balanced Assessment Consortium (SBAC). This will be set up through the Nine Mile Falls School District. As a parent you can opt your child out of these tests; however, additional records will need to be kept by families per Washington state regulations.

## **EXTRA CURRICULAR ONLY OPTION:**

For some families the joy of having their children stay home for their education is something they would never want to give up, and at Timbers we want to support families in this calling.

To do this we offer a few options. The first is that homeschool only students are able to participate in all the afternoon classes that Timbers offers. We only ask that you are committed to attending the class throughout the quarter as supplies are purchased based on attendance. In addition, we want to help provide advice and information to families as they navigate their state's homeschool laws, as well as when choosing curriculum to teach at home.

Last, we offer to our homeschool only families the opportunity to join us for any of our retreats and seminars for parents, as well as any social events that take place after school hours. The job of teaching your children at home can be daunting, and we want to provide you with knowledgeable people that can come alongside you in the process.

The cost and tuition for this program can be found in the tuition section of this document.

## **HIGH SCHOOL COURSE OFFERINGS AT TIMBERS:**

Timbers offers high school students a complete and well-rounded education that meets and/or exceeds all of the Washington State Credit Requirements for Graduation.

### **Junior/Senior Course Options**

By the time students reach their junior or senior year in high school, they have usually developed interests in specific areas. Therefore, they will be given the opportunity to pursue those areas through course options. These options are designed to allow students the opportunity to learn one or two subjects well. These options should aid the transition from the completion of their schooling to the more specialized study that is a part of a college or university education.

#### **Option 1: ACE Curriculum**

Students 9-12 will have the opportunity to continue their education using A.C.E.. Classes will be recorded and used to qualify them for their high-school diploma. A.C.E. also provides an optional diploma accreditation service through Lighthouse Christian Academy.

If you choose to opt your child in for this service the additional cost accrued for this service would be placed on the family.

### **Option 2: Running Start**

Students in 11th and 12th grade will have the opportunity to complete their high school education through either an online school, and or a local campus. Approved subjects include math, science, theology, humanities, and the fine arts. The class must be taken for credit and the student must submit a transcript to receive credit toward Timbers graduation.

### **Option 3: Internship**

The internship is an option intended to provide seniors with the opportunity to study a career. Students must work a minimum of 2 hours per week on their internship. A variety of internships have been approved (interning with an elementary or secondary teacher, riding along with police officers, observing at a local vet clinic, etc.). Students are not allowed to be paid for the time they spend as an intern. Parents are responsible to provide oversight and any necessary supervision or screening (background checks, etc.) for this experience. Students will also complete their high school PACEs, with flexibility built in for work schedules.

## **Procedures for Internship Options:**

1. At least two weeks before the beginning of each semester, students must submit a written proposal to the director, via email. Late proposals will not be considered. Proposals must describe the following:
  - a. the main purpose of and goals for the program
  - b. the work that the student will be doing weekly to achieve these goals (include the website link for online classes)
  - c. the number of hours per week that the student will be participating in the program
2. Students have two days to resubmit proposals which have been denied.

### **Guidelines for Options**

1. Credit will not be granted for work completed before a proposal is approved.

2. Failure to make satisfactory progress in the first semester will disqualify the student from participating in these programs during the second semester.
3. Students may only request approval for one semester at a time.



	State of Washington Credit Requirements	Timbers School Offerings
English	4	4 yrs (Writing and Literature)
Math	3	3 yrs (4 yrs will be offered)
History	3 (require WA State History in Jr or Sr High)	3 yrs (4 yrs will be offered)
Science	3	4 yrs
Bible	0	4 yrs
Languages	2	2 yrs
Health/PE	2	2 yrs
Electives	4	4 yrs
Other Courses - Arts - Career & Technical	2 1	Met through electives, and other course offerings
<b>Total Required Credits</b>	24	

\*Washington State History will be offered in 7th grade

SAT/ACT Testing - Junior and Senior year

PSAT Testing - Sophomore year

## **ATTENDANCE GUIDELINES:**

A student enrolled in Timbers is expected to be present in school and on time every day school is in session. Students are also expected to attend and complete all requirements for every course offered. Attendance records for students are kept in the Director's office. If a student has excessive absences that are affecting his or her ability to perform to class standards, the director will contact the parents and a conference will be scheduled immediately to rectify the situation.

## **ABSENCE GUIDELINES:**

- In the case of student sickness, a parent should call or email the secretary or director in the morning to let teachers know the reason the child is absent.
- In the case of a family emergency, parents should notify the school secretary or director as soon as possible.
- In the case of a planned family absence, a parent should call the secretary to notify teachers that the family will be gone and for how long. Teachers will put work together as soon as they receive notification from the secretary that a family plans to be absent. Students can then take the work with them to complete while they are gone or complete the work before they are absent from school.

## **MAKE-UP WORK:**

- As student learning is self-directed, students will not have make-up other than that needs to be completed on Fridays. If a student does fall excessively behind in their PACEs a conference will be held with the family to determine how the student can catch up on the work. If the child is unable to finish work, the student will need to complete work over the summer. Upon returning in the fall if their work is still not complete they will not be admitted to Timbers, and will need to withdraw.

## **STUDENTS LEAVING CAMPUS GUIDELINES:**

- All students must be signed in/out by the director and/or secretary.
- **Parental Request** - If a student needs to leave school during school hours, a parent must notify the secretary by sending a note or calling. The student will be given permission and must make up for all work missed. If no note is sent in advance, a parent must come to the director to sign a student out.
- **Student Request** - If a student wants to leave school during school hours, they must check in with the director or secretary. Students will be given permission to phone their parents.
- **Appointments** - Students who need to leave school for any reason, such as a doctor, dentist, or orthodontist appointment, must check in with the director upon leaving and returning to school and must provide written permission from a parent to sign out. If no note is sent in advance, a parent must come into the church to sign a student out.

## **DISCIPLINE POLICY:**

### **Discipline at Timbers:**

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

Discipline is necessary for the welfare of each student, as well as for the entire school. Timbers will enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. Discipline is more than outward pressure—it involves inner understanding and acceptance. The goal of discipline is to develop Godly self-control. The school's goal is to teach all students to become responsible adults. This is achieved through learning respect for other people and their property. Any staff member has authority over any student, whether or not he or she has that student in class. A student may be corrected by any staff member and should do as instructed.

### **Discipline Philosophy:**

Good discipline means that the classroom is relatively free from confusion, disorder, and antisocial behavior. It means that each child operates freely within a structured framework, which he or she understands, accepts and incorporates into his or her behavior without constant reminder or admonishment. In fact, the school's goal is to teach each student through loving, grace-filled instruction to become an independent, mature follower of Jesus Christ, ready and equipped to lead and serve his or her generation.

Realizing that each student is unique, Timbers understands that there is not a miracle cure for all problems, nor is there a single, simple method for solving them. The school's intent is to give each teacher some practical and effective methods for classroom management and to include the parent as the primary disciplinarian in the life of the child. The discipline system will be focused on open lines of communication between parents, teachers, and administration.

## General Discipline Policies: Discipline Structure:

Infraction	Consequence
<b>Level 1</b> -Disruptive -Off task -Uniform Infraction -Not tidying up -PACE Scoring Violation	(1) Warning from the teacher (2) 10 minute reflection at lunch/recess (3) Phone call to the parents explaining the behavior, as well as missing out on extra-curricular activities for the afternoon
<b>Level 2</b> -Unfinished homework -Profane or crude language or joking (depending on the severity, this may also be cause for immediate suspension) -Disrespect to any adult or other student -Cheating -Stealing	Phone call or email and (1) Loss of afternoon lunch recess 1 day (2) Loss of afternoon lunch recess for 4 days (3) 4 day suspension & conference for readmittance (PACEs will be sent home) *Time will be spent cleaning, or working on curriculum
<b>Level 3</b> -Possession of drugs or alcohol -Immoral activity -Fighting or intimidation -Vandalism of school property -Possession of a weapon or explosives -Written or verbal threats to the safety of individuals or the school in general -Blatant violation of the dress code -Continued presence of a spirit and attitude that is not "in harmony with the spirit of the school" -Continued lack of respect for authority or intentional disobedience	(1) Immediate Suspension & conference for readmittance

Students are expected to abide by general school rules and by those of the individual classroom teacher. Possible disciplinary steps that follow may involve conferences with the director, parents, teacher and the student to discuss possible solutions for the misbehavior and to inform the student of the serious effects of continued misconduct.

## **Addressing Student Disruptions or Misconduct:**

1. Disruptions and misconduct will be handled primarily by the classroom teacher and or director. One verbal warning will be given to stop the behavior. Then, a student will move through a three step system that includes: (1) Talking to the teacher and (2) If the behavior is not stopped, a 10 minute reflection at lunch/recess, with (3) The final step being a phone call to the parents explaining the behavior, as well as missing out on extra-curricular activities for the afternoon. Time instead will be spent working on additional PACEs. This establishes an open line of communication and allows the parents to have a productive conversation with their child. It also provides the ability for parents to partner with the teacher, the final goal being to ultimately stop the disruption or misconduct from happening again
2. Once the three step process begins students will also be given grace. If, after a significant amount of time has passed, the student through their own self-control and decision making does not repeat the disruption or misconduct, he or she will be allowed to move out of the three step process through a conversation with the teacher that institutes grace.
3. Students will be encouraged to report any concerns they might have about another student's disruptions or misconduct to the classroom teacher. The teacher will then use his or her discretion to decide if the information provided warrants a discussion between students or a warning to make sure tattling is not occurring.
4. Situations that involve the harm of a student by another student, cheating, using inappropriate language, disrespect to an adult, or stealing of another's property will warrant a visit with the Director and a phone call home to parents. Again, this will establish an open line of communication allowing the parents to have a productive conversation with their child in order to partner with the teacher and school, with the final goal being to ultimately stop the behavior from repeating. Apologies will be expected and restitution made between the parties involved.
5. Depending on the nature of the misconduct, a student may also lose privileges as deemed appropriate by the classroom teacher and director. This may include: loss of recess, short-term suspension (1-2 days) or long-term suspension (3-4 days). The administration reserves the right to assess other appropriate corrective actions as seem to fit the offense. This may include: replacing a stolen item, replacing a damaged item, cleaning up a mess, letter of apology, apology to the class, etc.

6. The school's desire is that students corrected for misconduct repent so that they may be restored to fellowship with the rest of the school community. Repentance is a change of heart which is demonstrated in a number of ways including stopping the misconduct.

7. The school administration has the authority to issue any of the above consequences in any order for any behavior at any time. Likewise, the school director can call a conference immediately or even suspend immediately depending upon the offense. The key is discernment.

8. Parents may always set up an appointment to discuss any matter. A strong partnership between school and parents is necessary in the training of students.

### **Disciplinary Probation:**

A student may be placed on disciplinary probation when there is an understanding of no repentance or heart change toward what the student is being asked to change in his or her behavior choices. Another way to say this is that the student is a repeat offender of the same behavior choice and this decision making is disrupting the function of the school community as a whole. This student will then be in imminent danger of losing the right to remain at Timbers. When a student is placed on probation, the action will not be a surprise to the parents as the administration and teacher will have clearly communicated with the parent as to the behavior and partnership will have occurred to help the student stop the disruptive behavior. The administration will notify the parents immediately once the student is on probation and will review the probationary status of a student with the parents at the end of the semester. If sufficient correction of behavior is evident at that time, the student is removed from probationary status. If not, the administration will determine whether or not the student will continue to attend the school. Further disciplinary actions which place a student on probation more than once within a year's time may result in expulsion or eliminate an offer of re-enrollment for the next school year.

### **Suspension / Expulsion:**

The administration of Timbers is the final authority on suspension/expulsion of a student. His decision will come through the advice of the school board. A severe problem will be handled through probation or withdrawal. Activities or occurrences on school grounds or at school events that warrant suspension or expulsion include but are not limited to:

(1) Possession or involvement with drugs or alcohol,

(2) Smoking, including possession of related items, lighters, matches, etc.,

- (3) Immoral activity,
- (4) Fighting intimidation—where a person of normal sensibilities would feel threatened or in danger of harm,
- (5) Continued bullying,
- (6) Skipping class or school,
- (7) Vandalism or destruction of school property,
- (8) Possession of a weapon, including the use of an ordinary object as a weapon,
- (9) Possession of pocketknives, fireworks, or explosives,
- (10) Written or verbal threats to the safety of individuals or the school in general,
- (11) Physical threats toward anyone on campus,
- (12) Verbal threats of harm to a staff member,
- (13) Physical or verbal abuse of another student,
- (14) Physical or verbal conduct which constitutes sexual harassment,
- (15) Abuse or theft of school property, furniture, equipment, books, building, or grounds,
- (16) Blatant violation of the dress code,
- (17) Continued presence of a spirit and attitude that is not "in harmony with the spirit of the school",
- (18) Continued lack of respect for authority or intentional disobedience.

A conference with the director, superintendent, parents, and student will be held before and after the suspension. All class work missed during suspension must be completed. A suspension automatically places a student on probation, and return to school the following year may be denied. In the event that a student does not respond favorably to other disciplinary measures or that the parent does not support other disciplinary measures, the administration and school board may decide to remove the student by expulsion. A student who is expelled or asked to withdraw by the administration and school board will not receive any refund for any month a student attends for any portion of that month.



## **Automatic Visit with the Director for Discipline:**

These are behaviors that will automatically necessitate discipline:

- **Disrespect** shown to *any* staff member.
- **Dishonesty** in any situation at school, including lying, cheating, and stealing.
- **Rebellion** in the form of outright disobedience in response to instructions.
- **Fighting** in the form of striking in anger with the intention to harm.
- **Obscene language** including taking the name of the Lord in vain.

Director will determine the nature of the discipline and contact parents.

## **SUPERVISORY DUTIES AND DESCRIPTIONS:**

Every staff member should realize that he or she is to take responsibility for supervising all of the students at Timbers, formally and informally, anytime he or she is at school. In other words, even when a staff member is not performing an assigned supervisory duty, he or she can help the school's mission by being alert to the activities of the students. All staff members are to be obeyed and respected by all students. Consistency in supervision and enforcement of standards is critical.

### **Recess Monitoring Guidelines:**

- Plan ahead to be prepared to be outside promptly. Students should not be on the playground or in the gym unsupervised.
- Dress appropriately for the weather. This will enable you to be comfortable as well as be a good example to the students. We follow the rule that there is no such thing as bad weather, just bad clothing choice, so be prepared to send your child outside. This barring extreme weather conditions.
- Ensure you have the necessary equipment (i.e. watch or whistle, etc.)
- Roam the playground or gym; do not stay in one area. Roving will assist you in observing all the children.
- Make sure students are dressed appropriately for the weather when outdoors. If not, they are to be sent in for warmer clothes or they must stay in the classroom.

### **Basic Recess Rules:**

- Take turns on all equipment.
- Use all play equipment for only its designated purpose.
- Each student is responsible for the playground equipment.

- Kindness to others, especially younger students, is mandatory.
- No games involving shoving, tackling, and general rough play will be allowed.
- Request permission from the recess teacher before going inside.
- Remember to stay out of the off-limits areas.
- One whistle blow from a teacher means that all students freeze & listen to instructions.
- Two whistles blows from a teacher means that all students run to line-up.
- Multiple whistle blows from a teacher means that all students are to drop what they are doing and immediately run inside.
- Students will stand in line waiting to be dismissed to class.
- Students should walk calmly and quietly to class.

### **Hallway Monitoring and Lunchroom Guidelines:**

- Teachers, when not actually in class, are expected to informally monitor the students' behavior in the hallways and at assigned lunchroom duties.
- Students should be reprimanded for making excessive noise or messes during this time.

### **TECHNOLOGY AND SCHOOL MACHINE USE GUIDELINES:**

#### **Use of Church Machines:**

- **PHONE:** All students must have obtained a teacher's permission to use the school phone. The only phones available to students are located in the church nursery. Student calls should happen as often as possible during their recess or lunch breaks. Calls should be limited to critical needs and be short in duration. Student cell phones will be placed in a basket upon student check-in. They can be available upon request during the day, but will be limited only to parent phone calls.
- **COPIER:** All students must have a teacher's permission to use the copier and only after they have asked a staff member for help to operate the machine.
- **MICROWAVES and HOT DRINKS:** All students will clean up after themselves when using the microwave when warming up food.

## **Use of WiFi, Electronic Devices, and Phones:**

- Students will not be allowed to have personal computers, phones, or smart devices on their person during the school day. Phones can be brought in but will be stored for the day. Any correspondence can be done the “old fashion way” by calling the Secretary and or Director.

## **In-class Movie and Video Guidelines:**

- Teachers must preview all movies/videos before making a request to use the movies in the classroom.
- Teachers who want to show a movie must obtain the permission of all parents prior to making arrangements to show a movie.
- Teachers are allowed to show instructional and educational short videos in class without parent permission as long as the video was viewed before it is shared with students and the material shared pertains and enhances the learning already happening in the classroom.

## **SAFETY PROCEDURES:**

Should an emergency occur, the best reaction is one that has already been thought out beforehand.

- In the event of a major accident on the school grounds, an adult should remain on the scene while the director is informed.
- Adults not directly needed to assist the injured student(s) should take charge over other students present and direct them back to class or another appropriate area.
- Students with unknown or severe injuries should only be moved by a professional medical person.
- Any emergency should be reported to the director.
- Only qualified staff members in authority (i.e. directors, school secretaries) are to direct procedures for assisting the injured student(s). Other staff members are to assist as directed.

## **EMERGENCY PLAN:**

**Fire Drills** – Staff will be trained and follow the Fire Drill procedures. When the fire alarm sounds for a fire drill (or actual fire), all persons are to go quickly and quietly to the exit determined in advance for each class. Students proceed as a group to the designated outdoor area. The last person exiting a classroom should turn out the lights and close the door. Students gather silently with their classmates while the teacher takes attendance. When the return signal is given, everyone should return quietly and in single file to the classroom.

## **LOCKDOWN PROCEDURES:**

**Familiarize yourself with the terms used during emergency situations:**

- **Modified Lockdown:** Used to secure the building from a potential threat outside the building, such as when an unauthorized person is loitering on school grounds or when there is criminal activity in the neighborhood. Exterior doors are locked, but normal activities continue inside the building.
- **Lockdown:** Used when there is a perceived danger inside the building. The nearest staff member will lock doors, and windows and ensure blinds are closed. People are directed to move away from windows and doors. Tables and desks stacked in front of the doors, as tall as possible. Students lie flat on the ground using backpacks, tables and desks on sides to hide behind and protect their upper bodies and heads.
- **Evacuation:** When students and staff are moved out of the building to a pre-designated safe location.
- **Shelter-in-place:** Used during severe weather or other environmental threats (e.g., air contamination due to a local fire) to keep people safe while remaining indoors.

## **MODIFIED LOCKDOWN:**

**Threat (Person or environmental) in the near geographical area outside the building as identified by local law enforcement –**

- Doors of the building remain locked and students stay inside the building. All teachers have cell phones within reach. Windows are closed and shuttered. Teaching and programs resume as normal inside the classroom. Inform parents of shelter in place via website updates and phone calls.

## **Lockdown:**

**Threat (Intruder) in building as identified by local law enforcement or staff -**

- Doors to the building are locked by nearest staff members. Doors to classrooms locked/braced against entry and shuttered. Windows are closed and shuttered. Lights off. Students moved to a section of room away from doors and windows. Tables and desks are stacked as tall as possible in doorways to block entry. Students are to lie flat on the ground using tables, desks on their sides, and backpacks to protect their heads and upper bodies. Teacher has a cell phone in hand. Students remain quiet and calm. When declared safe, call parents and post updates on the website to give instruction for reuniting with children.

## **Evacuate from facility:**

**1. Threat in building (environmental, gas leak or fire) -**

- Evacuate immediately to the Junior Church building and or the wooded area behind the Junior Church building. Call parents to reunite with children and post updates on the website for reuniting.

**2. Threat (Intruder) in building -**

- Evacuate across the street and down to the Nine Mile Resort Headquarters. Call parents to reunite with children and post updates on the website for reuniting.

## **When Are Parents Notified About a School Emergency?**

When a critical incident impacts our school community, we notify parents as soon as possible via Phone call or posted updates on our website. Typically, emergency situations are fluid and multiple agencies are involved, so communication is coordinated through the “lead agency,” which may cause a delay in notification. We will provide as much credible, accurate and timely information as possible. Information received from sources may be inaccurate.

## **Emergency Media Policy:**

All comments, questions, and concerns raised by Media Affiliates and their employees will be directed to the Director. At no time should teachers, students, parents, or staff talk to Media Employees.

## **INCLEMENT WEATHER PROCEDURES:**

-If the 9-Mile district calls a 2 hr delay and or a day off due to weather we will call it a full snow day for either. Work can be made up during the remaining week of school days, and or at home either.

-If there is a day you are concerned about trying to make it in, please use your discretion. Many of us live in the hills, so we get it, and therefore put the choice to each family. Again those missed days can made up on Fridays.

-In the event of multiple days off, we would not be adding them to the end of the year, but rather using at home Fridays to catch up on work. Due to the flexibility of being a co-op, your child's schooling does not end at 3, and therefore parents are able to use all available time to get their student's work finished. You would need to arrange to pick up the work, and or look to make up the work in the weeks ahead.

## **IN-CLASS PARTY GUIDE FOR HOLIDAYS & BIRTHDAYS:**

- Birthdays are celebrated at Timbers. All students who desire will be acknowledged through the singing of the Happy Birthday Song. Parents who wish to send class treats for their birthday child to share with their classmates should contact the classroom teacher and ask permission ahead of time. Students K-6 will celebrate in their classroom (sing song and hand out treats) right before first or last recess. Students 7-12 will celebrate in their class (sing song and hand out treats) right before lunch. Treats will then be eaten at recess or at lunch.
- Holiday and class achievement celebrations are allowed. Teachers should establish how they would like their class to celebrate the particular holiday or class achievement by sending home a parent letter in advance.

## **EXTRACURRICULAR ACTIVITIES AND FIELD TRIP GUIDELINES:**

- Extracurricular activities and field trips will not take priority over the academic activities at Timbers.
- Extracurricular activities and field trips are a privilege that comes with good academic standing. Eligibility for individual student participation is the decision of administration in consultation with the appropriate teacher and the parents.
- Prior to the event or first rehearsal, each student must have on file written parental permission to participate, pay appropriate extracurricular/field trip fees, & have a medical release form & Timbers participation waiver on file.
- Students may be taken out of school for a Timbers sponsored extracurricular activity or field trip and they will be responsible to communicate with their classroom teacher and make-up all work according to the policy of regular absences from school.
- Transportation and supervision of students to and from extracurricular activities and field trips will be a group effort of parents and staff. Parents and staff who have volunteered to drive will have complete authority in their vehicle. Students who are guests in these vehicles will obey parent established rules and respect this authority. Students will leave the vehicle as clean as they found it.
- While participating in extracurricular activities and field trips, students will follow all Timbers school rules and standards of behavior.