



# Timothy Christian School

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## Parent Handbook



Building Knowledge.  
Building Faith.  
Building Community.

### **Mission Statement:**

Timothy Christian School is an independent elementary school that educates children through Christ-centered quality programs that combine faith and learning.



# Timothy Christian School

<b>Introduction</b> .....	3
Our History .....	3
Philosophy of the School .....	4
Objectives of the School .....	4
Academic Standards .....	4
<b>General Information</b> .....	5
Mission Statement .....	5
Education Goals .....	5
Programs .....	6
Deeper Learning .....	7
Yearly Schedule .....	8
Daily Schedule .....	9
Standard of Dress .....	9
Before and After School .....	10
Recess and Supervision .....	11
Telephone for Student Use .....	11
Parent-Teacher Communications .....	11
Fundraising .....	12
Dispute Resolution .....	12
Attendance .....	13
School Cancellation & Closure .....	13
Homework .....	14
Library .....	14
Chromebooks .....	14
Recreational Hardware .....	14
Class Trips .....	15
<b>Health &amp; Safety</b> .....	15
Communicable Diseases .....	15
Illness .....	16
Medication .....	16
Consumer Protection .....	16
Student Code of Conduct .....	17
Discipline .....	18
Component Responsibilities .....	18
Suggested Discipline Measures .....	19
Privacy Policy .....	21



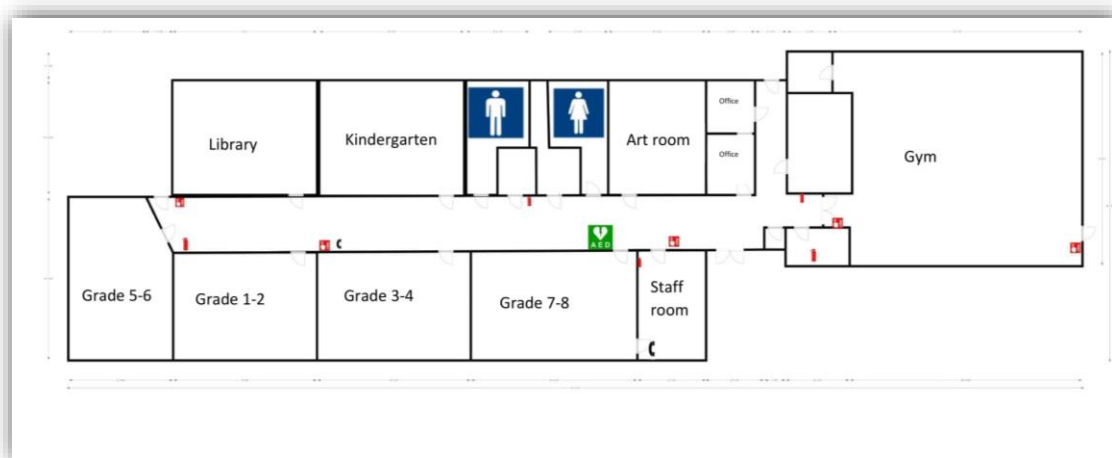
# Timothy Christian School

## Introduction

### Our History

The Timothy Christian School Society was formed in 1955 by parents who wanted positive, God-centred education for their children. School operations began in 1963 and in 1969 Timothy Christian School moved to its present location east of Williamsburg. The building was erected by the hands of supporters and as enrollment grew, classrooms and a gymnasium were added. Now, some 55 years after it began, third generation children are attending Timothy Christian School. Today's parents share the same passion for Christian education that the founding families did, and TCS is proud to have had over 600 students through its doors.

Timothy Christian School is open to any family that values obedience to God, a love for one's neighbour, Christian values, stewardship for the earth and its resources and personal discipline. Our school fosters a family atmosphere where older students look out for the needs of younger students. Our student body is made up of students from a diversity of backgrounds who are open and accepting of others. Families from more than a dozen church communities support Timothy Christian School.





# Timothy Christian School

## **Philosophy of the School**

The purpose of Christian education is to direct and guild the children to commit their hearts to Christ the Truth, to strive for understanding, wisdom and righteousness, to perform his or her competent and responsible service to the Lord in every aspect of life, and to teach the children to love their neighbour.

## **Objectives of the School**

To equip children for wholehearted service to God and to the community by providing an educational program rooted in the Christian faith.

## **Academic Standards**

It is a school with a difference where we are concerned with the development of the whole child: spiritually, morally, intellectually, academically, emotionally, and physically. Our aims are to instill in the students a love for Christ, to develop in them a genuine concern for others, and to equip them to make a valuable contribution to society.

We strive for the highest standard of education. Time allotments and the basic curriculum guide as suggested by the Ontario Ministry of Education are met. The full scale of subjects normally expected at the elementary level is available to the student. Integral to the teaching process in the school is the Christian dimension in all areas.



# Timothy Christian School

## General Information

### Mission Statement

Timothy Christian School is an independent elementary school that educates children through Christ-centered quality programs that combine faith and learning.

### Education Goals

Christian schools help your children learn a worldview. It's more than a Bible study; it's a study of the world through the Bible. At Timothy Christian School, teachers help students learn that the world belongs to God, who created it and cares for it. Students also learn that they are uniquely gifted by God to serve him: *"Each one should use whatever gift he has received to serve others"* (1 Peter 4:10). It is at Christian schools like ours where learning and a student's growing faith connect.

At Timothy Christian School our goals are to help our students:

- Develop a deeper commitment to God
- Mature as Christians
- Discover their unique gifts and talents
- Develop the abilities of perception and judgement
- Gain skills for maintaining good health and physical fitness
- Obtain the knowledge needed to fulfill their God-given callings in today's world
- Learn how to adapt their knowledge, skills and attitudes to life's daily tasks
- Acquire skills needed to communicate effectively
- Be sensitive to the needs of others
- Gain the skills they need for work and future study
- Appreciate the diversity of other faith communities and cultures



# Timothy Christian School

## Programs

At Timothy Christian School everything is taught from a Christ-centered perspective. Students are encouraged to grow in their gifts, to serve God and build his Kingdom in everything that they do. The following are some highlights of the programs we offer at TCS. More information can be found on our website.

- **Kindergarten:** learning in Kindergarten is based on 5 building blocks
  1. Letter recognition and sounds
  2. Number identification and basic math skills
  3. Social interaction
  4. Following instructions
  5. Taught to know God's word

In Kindergarten each child is encouraged to develop his or her talents to praise God and serve others. At TCS parents can choose Full Time Kindergarten or Regular Kindergarten which runs 2-3 days a week.

- **Math:** Students from Grades 1-8 learn Mathematics using JUMP Math. This curriculum breaks down math concepts into small, manageable steps that allow a student to experience success and build confidence in mathematics.
- **Technology:** With the use of Chromebooks, students are taught to use the computer as a tool. Students also learn how sin has corrupted technology and the need to use it responsibly.
- **Music:** From rhythm sticks to boomwackers to recorders to ukuleles, the halls are filled with music. All students are taught to play and enjoy music, to use their gifts to bless others and praise God.
- **French:** at TCS we are committed to helping our students grow in their ability and appreciation of speaking French. Students in Grade 5-6 are in the Extended French program where they spend 30% of the school week learning and growing in French.
- **Physical Education:** All classes have regular Physical Education classes. Intermediate and senior students participate in different sports tournaments throughout the year. In the Spring the school hosts a track and field day event where all students participate in various events.



# Timothy Christian School

## Deeper Learning

“If you want to build the kingdom of heaven, don’t herd students together to memorize doctrine and don’t assign them meaningless tasks and busy work, but rather teach them to long for the endless immensity of adventure in the story of God.”

We are committing to helping our students find their place in the story of God and to see themselves as Kingdom builders. We want them to learn deeply about God’s world and how they are called to make a difference. Here are some components that make this deeper learning possible:

- **Project Based Learning:** PBL is an approach to learning where students actively explore problems that are related to real-world issues, that challenge students and allow them to acquire a deeper knowledge. It is hands-on and integrates various subject areas.
- **Reflection:** We find many opportunities to pause and reflect on what we are learning. Students and teachers alike have a reflection journal where they answer questions such as: What did you find challenging today? What connections can you make to what we learned today to something you already know? How can you use what you have learned to build God’s kingdom?
- **Growth Mindset:** A Growth Mindset is the understanding that abilities and intelligence are not fixed, but rather can be developed. We encourage our students to change their self talk. Instead of saying: I’m not good at this, we say: What am I missing? Instead of saying: I give up, we say: I’ll try another strategy. Instead of saying: I made a mistake, we say: Mistakes help me learn. We want our students to be life-long learners who face challenges with courage and having a growth mindset can help them do that.
- **Graduation Presentations:** Every year we celebrate our amazing Grade 8 students and who God has created them to be. During the year each student takes time to reflect on their time at TCS and how they have grown as a learner and in their faith. From that they make a presentation to their families and close friends, sharing amazing moments in their learning and how they will use their gifts to serve God and others.



# Timothy Christian School

## Yearly Schedule

Our schedule for the year is posted on the school website and a paper copy is sent home at the beginning of the year. Things may change throughout the year, so please read the weekly newsletter for any updates. Some notable parts of our school year include:

- **Back to School BBQ** on the Wednesday before school starts. This is a great time to come and see the school, meet the teachers and new families.
- **Christmas Program** in the week before Christmas holidays. Every year we put on a special performance to celebrate the birth of our Saviour. Everyone is invited to come.
- **Skating Party** in December. On the final school day before Christmas holidays we all go skating at an area arena. Everyone is invited to come out and enjoy this community event.
- **Electives** in January. For 5 Friday afternoons in January/February the students in Grade 3-8 participate in electives. They can choose what they want to learn about – from art to woodworking to music to technology.
- **Celebration of Learning** in the spring. As a school we want to celebrate all the amazing learning that happens. Sometime in the spring we invite everyone to come and see and hear and experience what we are learning.
- **Grandfriends' Day** in the spring. Combined with our Celebration of Learning is our Grandfriends' Day. We invite all our grandfriends to come and enjoy a time of fellowship and learning.
- **Kindergarten Camp** in April. For one morning a week during the month of April, we invite students who will be starting Kindergarten in September to come and experience what it will be like to be at school. Through songs and games and stories and crafts, they have a chance to see what school will be like.





# Timothy Christian School

## Daily Schedule

Each class begins their morning with a time of gathering together for devotions. We ask that parents ensure that their children arrive at school prior to the beginning of school at 8:40

The school follows the balanced day time table which allows for 3 instructional blocks and 2 break times throughout the school day.

8:40	School Begins	
8:40-10:20	Instructional Block	100 min
10:20-11:00	Break Recess (25 min) Lunch (15 min)	40 min
11:00-1:00	Instructional Block	120 min
1:00-1:40	Break Lunch (15 min) Recess (25 min)	40 min
1:40-3:30	Instructional Block	110 min
3:30	Dismissal	

## Standard of Dress

As members of the body of Christ, we believe that Christ has redeemed all of creation and that there is no area of life that Christ does not claim. Paul tells us that our bodies are temples of the Holy Spirit and that our dress should reflect the Lordship of Christ in our lives. Believing this, it is expected that:

- Clothing with objectionable wording or logos is not permitted
- Shorts must be a reasonable length
- No spaghetti straps for students in Grade 5-8
- All students need non-marking running shoes for P.E. class



# Timothy Christian School

## Before and After School

Students may arrive 20 minutes before school begins (from 8:20 on). They are to go directly to their classroom where they will find a quiet activity to do until school begins. At the end of the school day students are dismissed to the covered entry way, where they are to wait until their ride comes.

When picking up your child please enter the west entrance, park at an angle, backing in if necessary, and exiting using the east entrance. Pylons are put out to create a safe walkway for students to walk in to reach their vehicle.





# Timothy Christian School

## **Recess and Supervision**

All students are expected to be outside for recess under the supervision of the yard duty teacher. Recess will be held indoors when it is raining or the wind chill is below 20 degrees Celsius. At times a teacher may give permission for a student to stay inside for some reason. That student will be supervised by their classroom teacher. Students may play hockey during recess as long as they wear a helmet with a face mask.

## **Telephone for Student Use**

The phone is available for student use if the call is deemed to be necessary and a staff member gives permission.

## **Parent-Teacher Communication**

Open communication between parents, teachers and students is essential for quality education and it happens in many different ways

- **Timothy Times** – each Monday the Timothy Times is posted on the school website. This newsletter includes important information from the school office as well as information from each classroom. Please be sure to read it each week.
- **Agendas** – students in Grade 1-8 have an agenda where they will write down their assignments for the week. Please review the agenda with your child each day.
- **Phone calls, emails, conferences** – teachers will regularly be in contact with parents about things happening in the classroom and things specific to the students. Parents are encouraged to be in contact with the teachers often about their child's learning and behaviour. As a school we partner with parents to work together to meet the needs of each child.
- **TCS Contact** – twice a year the Contact is published and distributed to the school members and supporters. In it you can read about things happening in the school and reports from the board. The Contact coincides with the fall and spring membership meetings which all parents are encouraged to attend.
- **School website and Facebook** – happenings at the school are regularly posted on the school website and Facebook.



# Timothy Christian School

- **Parent-teacher conferences** – in the middle of October parents meet with the teachers to discuss their child’s progress and goals for the year. All parents are expected to attend these conferences.
- **Report cards** – 3 times a year report cards are issued (November, March and June). Parents can request a conference with the teacher to discuss the report card.

## Fundraising

Each year there are several fundraising events that are organized to help offset the operating budget of the school and to build community. All families are needed to participate and help make these fundraisers a success.

- **Bike-a-thon:** every other year in the fall, the school puts on a bike-a-thon. Students, parents and other supporters participate by getting sponsors for this event.
- **Golf Tournament:** every other year in the fall the school hosts a Golf Tournament and Dinner that is sponsored by many area businesses.
- **Apple Pie Making:** every fall the school supporters gather together to make apple pies to be sold in the community.
- **Chocolate Bar Sales:** in November and December the students sell chocolate bars. The money raised goes directly to the Student Fund which helps pay for field trips, sports tournaments and other things that help the students.
- **Spring Bazaar:** in the spring, the school hosts a bazaar with lots of items to buy, a delicious lunch, an auction and lots of fun activities.
- **Timmy’s Place:** a thrift store in Morrisburg, selling used clothing and household items, which raises money for the school. They are always looking for volunteers. [www.timmysplace2.com](http://www.timmysplace2.com)

## Dispute Resolution

When parents and teachers disagree about matters related to education, it should be dealt with according to Matthew 18:15-17: “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.”

- Talk to the teacher first.
- If the issue cannot be resolved, a meeting with the principal should be arranged.



# Timothy Christian School

- Should the matter remain unresolved, the matter can be brought to the Board of Directors.
- In all cases, and at each step in the process, it is important for all parties to approach disagreements fairly and in Christian love: in this way healing and restoration can take place.

## **Attendance**

Excused Absences: Students will be excused from school because of illness, to attend doctor or dentist appointments, funerals, or music lessons (maximum 45 minutes/week). Parents must contact the school by phone or note to explain the absence. Teachers will provide lesson plans and material, and will send work home if requested or deemed necessary. Parents are expected to assist the teacher in helping the student catch up. Missed tests may be made up within a reasonable amount of time.

Other Absences: The school does not recommend absences for reasons other than those listed above. Family trips and outings during the school term are considered absences not associated with our school, and teachers are not responsible for any tutoring, homework or makeup tests necessitated by such absences. Parents may request that work be sent home prior to the family outing, recognizing that it may not be possible for all the work to be available.

## **School Cancellation & Closure**

It is a snow day when the buses of the Upper Canada School Board are cancelled because of bad weather. Please check the Student Transportation of Eastern Ontario website ([steo.ca](http://steo.ca)) to see if the buses are running. If you cannot get the information, please call the principal at 613- 535-2687 or 613-802-8435. However, the school will be open for parents who are able to get their children to the school safely.

In case of a serious emergency where we would need to close the school during the school day (example: severely inclement weather, loss of power or water) all parents will be notified by email. You will be asked to reply as soon as possible to know that the message had been received. We will call any parents who don't respond by email. The students will need to get picked up as soon as possible. Staff will ensure that all students are safe until they are in the care of their parents or guardian.



# Timothy Christian School

## **Homework**

Most of the work assigned to the students should be done at school. Sometimes homework may prove necessary. The following are guidelines. Some students may have more or less depending on their work habits. Homework may include:

- Learning memory work
- Practicing spelling words
- Unfinished classroom work
- Studying for tests
- Working on projects
- Short assignments

Teachers will communicate about all the assignments in the student agendas so be sure to check your child's agenda often.

## **Library**

Each Friday we have a volunteer librarian come in. The students are given time to go to the library and check out books. Students in Kindergarten to Grade 2 may have 2 books out at a time. Students in Grade 3-8 may have 3 books out at a time. Usually the students will take their books home for the week and then bring them back the following Friday. Students are responsible for any lost or damaged books.

## **Chromebooks**

The school uses Chromebooks with the students for many aspects of their learning - from learning keyboarding skills to programming to doing their daily assignments. Students from Grade 3-8 are given a google email account from the school to use for their assignments. Passwords are given by the school and shared with the parents so they are able to access the accounts as well.

## **Recreational Hardware**

Cell phones, iPods, iPads, CD players, MP3 players, video games, roller blades, scooters, and skateboards may not be used on school property, at school functions or taken on school trips. Such equipment will be confiscated and returned after a specific period of time.



# Timothy Christian School

## **Class Trips**

Parental consent is given for class outings through the Field Trip Permission Form completed at the beginning of the school year. Parents will be informed of trips as they are planned. Class trips are taken to complement learning situations and help to deepen, enrich and explain the units under study. The school carries third party liability insurance.

Parents will be informed of all the details in advance. A sufficient number of chaperones will be available. All overnight trips will have both male and female chaperones and will require written consent from the parents. All class trips involving swimming will be permitted only if a qualified lifeguard is on duty at the location. Parents accompanying students must have an up-to-date vulnerable sector police check on file. A letter exempting volunteers from paying a fee is available at the office.

## **Health & Safety**

### **Communicable Diseases**

The following diseases are considered communicable. Students will be excluded from school until they are considered no longer infectious:

- Influenza: 5 to 7 days
- Strep Throat/Scarlet Fever: until 24 hours after treatment has begun
- Whooping cough (Pertussis): 5 days to 3 weeks
- All Gastrointestinal Infections: until symptom free for 24 hours
- Head Lice: until treated AND all nits removed
- Impetigo: until 24 hours after antibiotic begun • Scabies: until treated
- Chicken Pox: until blisters have crusted (1 week)
- Measles (Red Measles): at least 4 days
- Mumps: 9 days
- Pink Eye: 24 hours after treatment has begun
- Rubella (German Measles): 7 days

### **Illness**

Students who are ill should not be at school. Parents should keep children who have a fever, upset stomach, cough, or other symptoms at home. Not only can



# Timothy Christian School

students not work well when they are sick, but they also spread illness to teachers and students. If students are well enough to be at school, they are well enough to be outdoors at recess.

## **Medication**

Timothy Christian School requires written authorization from parents for the staff to administer supplied medication to students or to have students self-medicate. These procedures are instituted with the health interests of the students as well as the legal implications for the school in mind. The Authorization for Administration of Oral Medication form should be completed and returned to school only when your child requires medication that is to be taken during school hours. If you wish to give permission for your child to be given Tylenol or Advil for a headache should he/she require it at any time during the school year, please indicate this on the Authorization for Administration of Oral Medication form. This form will be sent home at the beginning of the school year and is available upon request from the office.

## **Consumer Protection**

Timothy Christian School requires a Vulnerable Sector Police Check for all teachers, for all staff, and for all volunteers who have regular contact with children. This includes anyone who drives and/or chaperones on field trips.





# Timothy Christian School

## **Student Code of Conduct**

### My Relationship with God

Because Jesus reminded me to love God with all my heart, with all my soul and with all my mind:

- I will speak of God in respectful ways.
- I will seek a close relationship with God through Bible reading, prayer and sharing.
- I will approach learning about God, and the world He made, as an act of service to Him.

### My Relationship with Others

Because Jesus reminded me to love my neighbour as myself:

- I will be respectful to and obey those in authority.
- I will not condone any disrespect or disobedience by others to those in authority.
- I will be respectful toward others and their property.
- I will address others properly and not resort to name calling, swearing or dirty language.
- I will encourage everyone to feel included.
- I will not use my strength (physical, emotional or intellectual) to get my own way or hurt others.
- I will apologize when I fail and seek God's strength to live in fellowship with others.

### My Relationship with the World

Because Jesus created this world, he calls me to follow Him as a steward who cares for and restores what is broken in this world:

- I will take delight in learning about the world God has made and the people who live in it.
- I will do all my work diligently and to the best of my ability.
- I will respect school property, report any damage and volunteer to pay for damages if I am responsible.
- I will keep the school and grounds clean.



# Timothy Christian School

## **Discipline**

Discipline is part of the learning process that leads and nurtures a person to accept a particular way of life in thought and conduct. The discipline of children, in the context of TCS, means to assist them to recognize acceptable behaviour and to develop God honouring self-discipline. Well-disciplined students will conduct themselves with respect for God, authority, each other, and the rest of God's creation. In the development of self-discipline, the child becomes aware and takes corrective action, and is reconciled. Through reconciliation, the child experiences forgiveness and learns to forgive. (OACS, School Discipline Policy, 1993)

## **Component Responsibilities**

### All involved with the school:

- Have a moral and legal obligation to comply with the TCS discipline policy in a consistent manner at all times.
- Will intervene immediately to stop unacceptable behaviour and refer the matter to a person in authority as needed.

### Board of Directors:

- The TCS Board of Directors recognizes and accepts responsibility to foster a caring environment which encourages positive Christian behaviour and its moral obligation to provide a safe learning environment for each of its students.
- The TCS Board of Directors has the final responsibility for the effective application of the policy for student conduct and discipline. The Board will support the Principal and the Staff in the implementation and application of this policy.

### Principal:

- The Principal has the responsibility for maintaining an orderly atmosphere which is conducive to learning.
- The Principal is to ensure that all areas of the school property are properly supervised in order to discharge the Board's moral and legal obligations.

### Staff:

- The Staff will ensure that Christian behaviour is clearly encouraged at all times.



# Timothy Christian School

- The Staff have the task of calmly, firmly and consistently promoting school rules and expectations for the students, and the reasons for them, emphasizing the underlying Christian calling of loving God and each other. They provide counsel to the students to assist them in adhering to these rules and expectations.
- The Staff have the full authority to discipline students in the classrooms, in the halls, on the school grounds and during all school activities. In some situations, the teacher may choose to refer the issue to the Principal. As each disciplinary situation is unique, the specific action taken will be at the discretion of the teacher in collaboration with the Principal and in accordance with the disciplinary measures outlined in this policy.

## Students:

- Students are responsible for knowing the standards of expected behaviour at this school and seeking to grow in maturity as a response.
- Students will submit to those in authority at school regarding disciplinary matters.
- Students will encourage each other to follow the Code of Conduct.

## Parents and Guardians:

- Parents and guardians, as partners in the education of their children, have the responsibility to be aware of and understand the rules governing student behaviour in the school. It is expected that they will support the school staff by helping their children understand and follow the rules.

## **Suggested Discipline Measures**

This view of discipline is a correcting and nurturing process. Communication between the school and home is essential. The following represents broad categories of applications:

- Body Language indications can serve as a preventative warning measure. A look, a frown, or physical proximity can alert the student to the necessity of adjusting his or her behaviour.
- Corrective Admonishment may take the form of a talk or a few accentuated words. Usually, the more intensive form of this type of communication takes place outside of the classroom setting on a one-on-one basis.



# Timothy Christian School

- Situational Adjustments may include a re-arrangement of the seating location within the classroom, a brief period of standing outside of the classroom in the hallway, a brief time of placing the head down on the desk, etc. At no time should the situational change be intended to humiliate the child in the presence of others.
- Withdrawal of privileges may, on a temporary basis, include recess or involvement in a specified classroom or school activity.
- Extra Assignments may include activities such as addition to school work assignments, copying of written material, special assignments in written form and limited service tasks such as cleaning up the yard, within the school setting.
- Referral to the Principal is a channel which is available to teachers at all times. Situations where referral is required could include the use of obscene language or cursing, repeated tardiness, refusal to adhere to developed routines (i.e. homework assignments).
- Restitution of Property which is stolen or damaged willfully or through negligence will follow upon the judgment of the teacher or principal in consultation with the parents. Appropriate corrective discipline will be applied as deemed necessary within the guidelines of this policy.
- Corporal Punishment in any form is not an acceptable means of discipline. Restraining force in the form of blocking or holding a child back from causing injury to self, others, or to property is permitted in case of uncontrollable behaviour on the part of the student, as determined by professional staff under the direction of the Principal.
- Suspension. There are four levels of suspension:
  1. Sent Home. This is technically not a suspension, but is rather a “cooling off” period until such time as the Principal can discuss the problem with the student and his or her parents and/or guardians. The parents are informed and requested to pick up their child at school and discuss the problem with the Principal. If this is not possible, the student remains at school, but out of class.
  2. In-School Suspension. This suspension is by the authority of the Principal and is a maximum of three days. The child is suspended from classes and remains in the school. Parents are informed via letter and/or a phone call.



# Timothy Christian School

3. One to Three Day Suspension. This suspension is by the authority of the Principal. The Chair of the Board of Directors is informed by the Principal after the parents/guardians have been informed and discussion has taken place.
  4. Five Day Suspension. This suspension is by the authority of the Principal and is in accordance with the Education Act. After the parents are informed and discussion has taken place, the Chair of the Board of Directors is informed.
- Expulsion. All expulsions shall be recommended by the Principal and approved by the Board of Directors, after parents are informed and discussion has taken place.

Timothy Christian School has zero tolerance for bullying. The following behaviours will result in significant disciplinary action or immediate suspension:

- Witnessed verbal/written threats and harassment (emotional)
- Physical harassment/assault
- Possession of weapons
- Extortion
- Intentional destruction of property

## Privacy Policy

Privacy Policy Our Commitment to Protecting your Personal Information Your Personal Information We hold personal information about members to understand your needs and to develop, offer and manage services that meet your needs including the Area Christian Schools Telephone Directory, Timothy Christian School Information Database, bookkeeping records, newsletters and Communicators, and class/school events. This information can include your name, address, age, financial information, and extended family information for recordkeeping, assessment, safety, medical and emergency reasons. This information is obtained from you directly.



# Timothy Christian School

- **Accountability:** Under the guidance of our Privacy Officer, we are responsible for maintaining and protecting the personal information we collect, use and disclose.
- **Identifying purposes:** We tell you why we need your personal information before or at the time we collect it.
- **Consent:** We require your knowledge and consent for the collection, use, or disclosure of personal information.
- **Limiting collection:** We collect only personal information necessary for the purposes we identify to you, and only in a fair and lawful way.
- **Limiting use, disclosure and retention:** We use the personal information only for the purpose we collect it for, and we will retain your information only for as long as is necessary to fulfill identified purposes.
- **Accuracy:** We take steps to make sure your information is accurate, complete and up-to-date.
- **Safeguards:** We protect the confidentiality of your personal information with secure storage and procedures, and provide access only to those individuals who need it for its intended purpose.
- **Openness:** We make information openly available to you about our personal information policies and practices.
- **Individual Access:** When you request it, we will give you access to the existence, use, and disclosure of your personal information. You are entitled to question its accuracy and completeness, and its uses.
- **Questions and Concerns:** You are entitled to question the Privacy Officer about our compliance with any of these principles.

TCS assumed implied consent upon registration with the school. If for any reason you wish to limit or withdraw your consent, please contact the school office.

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Building Knowledge.  
Building Faith.  
Building Community.

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