



Student / Parent Handbook  
&  
Discipline Code

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## TIMOTHY MINISTRY

### “Grooming Kids for Christian Service”

Timothy Ministry is a program that provides homeschooled students with the opportunity to participate in a variety of academic, enrichment and extra-curricular classes. Our teachers have a love for the subject area they are teaching as well as for children. The classes are offered to enhance the student’s education. There are two sessions per academic school year, usually meeting for 14 - 16 weeks per session. All classes are 60-minutes and meet on Mondays. During the semester, each class will complete a service project developed by the teacher.

In September 1999, Timothy Ministry was founded at Johnson Ferry Baptist Church. The church’s experience was that the greatest response to the program was from the home schooling community.

“Grooming Kids for Christian Service” is a Lay Ministry of the Johnson Ferry Baptist Church designed to develop young servants in the spirit of the apostle Paul. Paul wrote some awesome words to young Timothy...

1 Timothy 4:7b says “... discipline yourself for the purpose of godliness.”

1 Timothy 4:12 says, “Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.”

1 Timothy 4:14a says, “Do not neglect the spiritual gifts within you.”

There are many young people in our church that have expressed a desire to serve our Lord Jesus, and now they have a program to do just that!

Timothy Ministry is self-funded and hires teachers skilled in their area of study. There is an annual registration of \$30 per school year per child. All classes will have one fee for tuition and an additional fee for class materials. For more information on specific class offerings please view our current schedule on our website or contact Gisel Smith, Director at [Gisel.Smith@jfb.org](mailto:Gisel.Smith@jfb.org) or [JohnsonFerry.org/TimothyMinistry](http://JohnsonFerry.org/TimothyMinistry).

## SECURITY PROCEDURES

Job 24:23

“He provides them with security, and they are supported;

And His eyes are on their ways.”

### PROCEDURE

1. Student must wear Timothy Ministry t-shirt during classes.
2. Parents can drop off their student at the Church’s entrance or escort them to their classrooms.
3. For pick up, parents are encouraged to wait in the main hall or atrium.

### REGISTRATION

Registration for each session will be available online. All class fees depend on the length of the session. The Registration fee per child that includes a Timothy Ministry t-shirt which must be worn each time a student is on campus to attend Timothy Ministry classes. If we miss a school day due to natural disaster or inclement weather, it is not the responsibility of Timothy Ministry to submit any refunds.

Payment is DUE IN FULL for all classes and material fees at the time of registration.

**\*\*Please note that ALL fees are non-refundable under any circumstance.\*\***

### FINANCIAL INFORMATION

Timothy is a self-funded program, and we rely on tuition and charitable contributions to continue the ministry. When you commit your student’s attendance through the application process, this includes a financial commitment as well. When a student enrolls at Timothy, we reserve a place for the entire school year. The school makes an annual commitment to provide school resources, so we require an annual financial commitment from the family. **Therefore, we expect that if your student leaves our school at any time, for any reason, the family will complete their tuition obligation in full.** Tuition and fees are non-refundable under any circumstance. The registration fee is non-refundable as well.

## RELEASE STATEMENT

\_\_\_\_\_ By signing below, we hereby irrevocably grant and convey to Timothy Ministry and Johnson Ferry Baptist Church (JFBC) all right, title, and interest in and to record our name, image, voice, statements, and/or writings, including any and all photographic images and video or audio recordings made by the named parties in connection with school events, sports, field trips, mission trips, and other related school and church activities. We further irrevocably grant to and JFBC unrestricted rights to use the above mentioned sound, still, or moving images in any medium, including posting on the Internet, World Wide Web, FACTS websites, or in printed materials including the JFCA/Timothy newsletter for educational, promotional, advertising, or other purposes without limitation consistent with the mission of the school. We voluntarily waive the right to inspect or approve such images or media.

This release is effective on the date written below and will remain in effect indefinitely. A parent or legal guardian is required to sign.

\_\_\_\_\_ We understand that the School is committed to resolving in a biblical manner all disputes of any kind or nature that may arise concerning this Agreement or our involvement at the School. This commitment is based on God's command that Christians should strive earnestly to live at peace with one another (see Matt. 5:9; John 17:20–23; Rom. 12:18; and Eph. 4:1–3 ) and that when disputes arise, Christians should resolve them according to the principles set forth in Holy Scripture (see Prov. 19:11; Matt. 5:23–25; 18:15–20; 1 Cor. 6:1–8; Gal. 6:1). The School believes that these commands and principles are obligatory on all Christians and absolutely essential for the well-being and work of the Body of Christ. As a result, we agree if we have a dispute of any kind with the School and cannot resolve it internally through the steps given above, we will obey God's command not to go into the civil court (1 Cor. 6:1–8). Instead, we will submit the matter to mediation and, if necessary, legally binding arbitration, in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker Ministries ([www.Peacemaker.net](http://www.Peacemaker.net)).

By initialing above and signing below, we acknowledge receipt of the Timothy Parent/Student Handbook. We understand that it provides guidelines and summary information about the school's policies and expectations for parents and students. We, also, understand that it is our responsibility to read, understand, become familiar with, and comply with the guidelines that have been established. We further understand that JFCA, Timothy Ministry and JFBC reserve the right to modify, supplement, rescind, or revise any of these guidelines from time to time, with or without notice, as they deem necessary or appropriate. Our payment of the annual registration fee also acts as an acknowledgement to this document.

Parent Signature

Date

## ATTENDANCE

Classes meet on Monday mornings. Students are expected to be in attendance when the classes are in session. Classes should begin on time and students should arrive approximately 5 minutes prior to class to ensure classes begin on schedule. All classes begin on the hour, (9:00, 10:00, 11:00, 12:00 - lunch) for the mornings and on the half-hour (12:30 and 1:30) for the afternoon and last for 60 minutes. It is to the student's benefit that they arrive to class on time. In addition, if the student attends multiple classes and moves to the next class without parent's assistance, it is the student's responsibility to arrive in the classroom at the appointed time. Please assist new students with their class locations until they are comfortable with transitioning to each class themselves, as the Timothy Ministry does not take responsibility for moving the student from class to class in our class offerings for 1<sup>st</sup> grade and up. Timothy Ministry does not reimburse absent classes.

Please notify the Timothy Ministry Director as soon as possible when your child will be absent at (678) 784-5238 or [Gisel.Smith@JFBC.org](mailto:Gisel.Smith@JFBC.org).

## HEALTH PROCEDURES

For the protection of our children in The Timothy Ministry, parents are requested to not bring a child to class who appears to be ill.

Children who have had the following symptoms within the last 24 hours should not be allowed into a classroom.

- ° Fever
- ° Vomiting or diarrhea
- ° Green or cloudy runny nose
- ° Runny or pink eyes
- ° Inflamed throat or mouth
- ° Croup, coughing, or sneezing
- ° Any skin infections such as boil, unexplained rash, staph, ringworms, or impetigo
- ° Symptoms of childhood diseases (scarlet fever, mumps, chicken pox, or measles)
- ° Lice

No medication will be dispensed by a teacher. In some cases, it may be a quicker response for the teacher to administer medications. Otherwise, the Timothy Ministry Administration can distribute any emergency asthmatic or allergic type medications per the emergency health forms previously signed by parent/guardian.

*In regards to any on campus injuries:*

It is important that you understand that JFCA provides neither medical nor accident insurance, and the responsibility for providing such coverage rests with you as parent/guardian. Parents must agree to release and hold harmless Johnson Ferry Christian Academy and/or Johnson Ferry Baptist Church, its employees and agents, both jointly and severally, from and against any and all claims, damages, causes of action or injuries that arise from medicating, providing first aid, or seeking emergency medical care for their child while at the school or at school-sponsored programs or sporting events regardless of location.

COVID-19

In regards to our current situation and for the safety of your children , and our teachers the following precautions will be taken:

-Students will be encouraged and guided to maintain social distancing. Classrooms will have 12 students maximum except P.E. class which takes place at the gym and will have 16 students.

-The use of masks will be recommended but not mandatory.

-Washing their hands thoroughly will be encouraged every time they enter a classroom, before and after lunch.

-Hand sanitizer will be available in all the classrooms, students will be encouraged to use it often.

-Sanitizing surfaces will be recommended to the teachers before and after class.

-The use of water fountains won't be available during classes.

Please be sure every student carries their water bottle.

-The use of elevators will be prohibited for our students.

-If any student shows any sign of illness such as fever, coughing or sneezing, student will be removed from the class and parent or legal guardian will be called .

**Safety Guidelines will be reviewed weekly and adjusted as needed.**

## DISCIPLINE

Matthew 18: 15-16

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

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

We expect students to:

- ° Respect each other
- ° Respect Timothy Ministry teachers and leaders
- ° Respect Johnson Ferry Baptist Church staff and campus property

### Discipline matters will be handled in the following manner:

If a student is misbehaving or disrespectful to the teacher or classmates, the teacher will inform the Director (Gisel Smith) who will approach the student after class or will call student aside and discuss the inappropriate behavior. If the student continues to act inappropriately, a call will be placed to the parent to discuss the situation. Parents may be required to attend class with the student. If the student continues to display inappropriate behavior even after the parent has been contacted, the student will be dismissed from the program without a refund of fees. All misbehaviors will be documented and addressed to JFCA and JFBC.

Any child wandering the halls during class hours, unsupervised, will be asked to go to the Timothy Ministry desk outside of Room 240 where their parents will be contacted.

All students must remain in their classrooms at all times while on the JFBC campus or supervised by a parent or legal guardian as they remain in the Church building. If there are any gaps in your student's schedule you must provide supervision for them during those times. Timothy Ministry students may not wander around the JFBC campus.



## DRESS CODE

2 Timothy 2:9

“...to dress modestly, with decency and propriety...”

The purpose of a dress code is to promote an orderly learning environment in The Timothy Ministry. Students are expected to dress in a manner that is conducive to a good learning environment. The administration reserves the right to determine if items of clothing are too casual, too revealing, or too distracting for classroom dress.

### Pants, Shorts and Skirts

- ° Length must be appropriate for shorts: 5” from the top of kneecap or width of a 3x5 card.
- ° Size appropriate waist and length (not hanging down from the waist or dragging the floor).
- ° Pants with writing on bottom area is considered distracting.
- ° Skirts must be size appropriate and be worn at the waistline.

### Shirts

A Timothy Ministry t-shirt is provided for each student upon entrance to the program each year and is included in the price of the yearly registration fee. This t-shirt must be worn at all times by all Timothy Ministry students while they are on campus during class meeting times. Extra t-shirts are available for \$10 at the desk.

## SERVICE PROJECTS

Matthew 5:16

“Let your light so shine before men that they will see your good works and glorify your Father in Heaven.”

The Timothy Ministry is dedicated to raising up a new generation of Christian leaders who are committed to service, equipped with The Gospel and determined to take Christ to the world! We believe this aspect of the ministry is vital, as we serve The Lord, our church, our community and even the world. Some ideas for service projects are: writing cards to missionaries, thank you cards to our police and fire department, making crafts or deliver roses to a nursing home. Please make a concerted effort to assist your child in participating in any service project opportunity. Jesus is a giver—let’s follow His lead!

## BIBLE

We believe the Word of God is true and we will encourage our students to memorize verses every month. We will have a Bible verse in each classroom and students will be rewarded when memorizing it. At the end of the semester, the student with the most memorized verses will receive a certificate.