



Student/Parent Handbook  
&  
Discipline Code

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## TIMOTHY MINISTRY

“Educating Kids for Christian Service”

Johnson Ferry Baptist Church

What is Timothy Ministry?

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 weeks per session. All classes are 55-minutes and meet one day a week, on Mondays.

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. Our beliefs follow Johnson Ferry Baptist church core beliefs. You may find more information on our website [www.johnsonferry.org](http://www.johnsonferry.org)

“Raising 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 fee per school year per family to create their FACTS account. All classes will have one fee which will cover tuition and class materials. For more information on specific class offerings please view our current schedule on our website or contact the Timothy Ministry Director Leslie Martinez at (678) 784-5238, [Leslie.Martinez@jfbc.org](mailto:Leslie.Martinez@jfbc.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

#### **\*Elementary Student (K-5<sup>th</sup>):**

1. Once you arrive at JFBC, each child is to be signed in at the nearest kiosk. You will receive a student tag **and** a parent pick up tag.
2. The printed student tag will have your child’s name, class(es) and room number. The parent pick up tag will contain specific information to match the student tag.
3. The child is to keep their tag on at **ALL** times. Parents will drop off the student at the JFCA entrance. No adults are allowed past this point. If you need to come in you will have to check in at the JFCA front desk with a valid ID.
4. **ALL** Parents are required to come to their child’s last class of the day to pick them up.
5. In order to pick up a student, the parent **MUST** show the parent pick up tag.
6. If necessary, parents may have someone different pick up their child. **However, they MUST have informed the Timothy Director and the parent must email or text a picture copy of that person’s valid ID.** The new person requires the following:
  - **Be 18 years or older.**
  - **Be a sibling in 6<sup>th</sup> grade or older (once picked up by sibling, they will be unsupervised)**
  - **Present the matching parent pick up tag and/or a valid ID at time of pick up.**

#### **\*Middle/High School Students (6<sup>th</sup>-12<sup>th</sup>):**

1. Middle school students must sign in at the nearest kiosk to print out their student tag.
2. The student is to wear the printed tag at **ALL** times.
3. Once their last class of the day is completed, the student will be dismissed from that classroom. The parent is not required to pick up the student.
4. We **HIGHLY** recommend that the parent & child set a predetermined location, inside the church, to pick up their child. (ex: North Entrance by the receptionist desk).
5. Parents are to inform the Timothy Director, via email, your plans for your child’s dismissal so that we are all properly informed.

**\*\*If a parent chooses to meet their child at the door of the building, TM and JFBC are not held responsible for their safety. \***

## REGISTRATION

Psalm 101:5

“For the Lord is good, and His love endures forever;  
His faithfulness continues through all generations.”

### Registration

- Registration for each session will be available online at [Johnsonferry.org](http://Johnsonferry.org). An email will be sent informing current students of date in which registration is to open. There will be Priority Registration for returning students. Priority Registration **WILL** have a deadline before TM director opens it up to the public.
- Registration fees are as follows: \$10 registration fee per child each semester, FACTS account fee of \$25 per family for the year, and the class fees. Students transferring from JFCA to Timothy Ministry must select the Lunch option (12-12:30 p.m.).
- Registration fees per child includes class(es) & material/supplies. Occasionally, the teacher might ask for a specific book or supplies for special projects.
- If classes must be canceled due to natural disaster, inclement weather or act of God, Timothy Ministry, JFCA or JFBC will not be held responsible. No refunds will be available, nor mandatory makeup classes.
- Payment is **DUE IN FULL** for all classes **by the due date**.
- Student(s) **will not** be allowed to participate in our program if their account is **NOT** paid in full. And Class registrations are not completed until all fees are paid.
- Any payments past the due date will be considered late and therefore will incur a late fee.

**\*\*Please note that ALL fees/payments 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 registration process, this includes a financial commitment as well. When a student enrolls at Timothy, we reserve a place for the entire semester. **Therefore, we expect that if your student leaves our program at any time, for any reason, the family will complete their registration fees & obligation in full.***

## ATTENDANCE

Classes meet weekly on Mondays. The program runs from 9:00 am-2:30 pm. It is to the students' benefit that they show up to class every week. Classes run on a specific schedule so students should arrive approximately 5 minutes prior to class to ensure that they do not miss any part of class. 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 55 minutes. 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 (during Meet the Teacher Night) with their class locations until they are comfortable with transitioning to each class themselves.

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

## **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, Skirts, and Shoes**

- 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).
- No Pants with writing on bottom area.
- No holes/rips in pants, jeans, shorts or skirts.
- Skirts must be size appropriate and be worn at the waistline.
- Closed toe shoes **ONLY! NO Crocs, heels or sandal type shoes**

### **Shirts**

A Timothy Ministry shirt **MUST** be worn at all times by all Timothy Ministry students while they are on campus during class meeting times. You will be able to purchase Timothy shirts and other apparel through our online store during specific dates.

## **HEALTH PROCEDURES**

1 Chronicles 4:10

“... that Thou wouldst keep me from harm...”

For the protection of our children in Timothy Ministry, parents are requested 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, if necessary, it may be a quicker response for the teacher or a Timothy Ministry associate to administer medications such as 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 JFCA, 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.

## 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.”

**\*\*Please make sure to read this with your child\*\***

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 in the classroom, the teacher will approach the student after class or will call student aside and discuss the inappropriate behavior. If the student continues to act inappropriately, the teacher will then report the student to the Timothy Ministry Director. If the student is unwilling to act appropriately, a call will be placed to the parent to discuss the situation. If the student continues to display inappropriate behavior even after the parent has been contacted, the teacher will again report the conduct to the administration of Timothy Ministry and the student will be dismissed from the program without a refund of fees.

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 be under the supervision of adult at all times while on the JFBC campus. 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.

## 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.”

### Why Service Projects?

In a word, discipleship. 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! Participants from various classes in Timothy Ministry will contribute “service” each session. This activity is planned by each teacher and approved by the Service Project Coordinator. 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: assisting other ministries of JFBC in preparing for special events, Cleaning up areas of the building, collecting money earned from bake sales to donate to a charitable cause or even donating a book to the JFBC library and making hand-painted cards for special occasions. Your suggestions are appreciated! 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!

# Timothy Ministry

## RELEASE STATEMENT

\_\_\_\_\_ By signing below, we hereby irrevocably grant and convey to JFCA/Timothy 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, social media, 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 and student both must sign. If the student is less than eighteen (18) years of age, his/her parent or legal guardian will only be required to sign.

\_\_\_\_\_ We understand that the program 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 program 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/program 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 and have reviewed it with my child. 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 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 registration fee also acts as an acknowledgement to this document.

Parent Name (Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_