

# TEMPLE CHRISTIAN SCHOOL

*Educating for Excellence*

Dear Parents,

We recognize that you had many options for your child's education, and we thank you for choosing Temple Christian School! Be assured that this is an honor that we do not take lightly. We are committed to providing a safe environment that is conducive to academic success and spiritual growth for each child at Temple Christian School.

Our mission is two-fold: 1) to train students in the knowledge of Christ and in the Christian way of life, and 2) to provide an excellent education. The teachers at TCS realize their solemn responsibility before God in molding the life and character of their students in order to give them a solid foundation for the future.

In a day when national test scores are plummeting, absolutes are fading, values are being redefined, and character "doesn't matter," Temple Christian School is a breath of fresh air! We unapologetically place an emphasis on Biblical absolutism, moral integrity and academic excellence, and welcome those who share these convictions.

Thank you for your commitment to Christian education and for your confidence in Temple Christian School!

We're glad God has led you and your family here, and we look forward to serving you and your children during this school year!

Sincerely,

Stephanie Sweat

# TCS PARENT/STUDENT HANDBOOK

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## **SCHOOL HISTORY**

On September 4, 1973, Temple Christian School began as a ministry of Temple Baptist Church. Archie and Lorine Kidd donated the money to begin Temple Christian School. This dedicated Christian couple had no school-age children, but had a tremendous burden for Christian education.

The original building was purchased in August 1973. The two-story building was put to immediate use by the school with the downstairs serving as the lunchroom and the upstairs providing classrooms. The original enrollment was 42 students.

Over the years God graciously met the needs of Temple Baptist Church and Temple Christian School. From the one building purchased in 1973, the ministry had grown to four buildings situated in a prime location on Rt. 29 by 1981.

In February 1983, a beautiful 48.7-acre tract of land was purchased. By 1988, the Temple Baptist Church / Temple Christian School facilities were erected at the current location. The school and church continued to grow, and in 2006 God blessed once more with the completion of a 26,000 square foot / 2.6 million dollar expansion that included a new cafeteria, fellowship hall, school offices, teacher's lounge, library, and new classrooms for the middle and high school.

Temple Christian School most recently (2012 / 2013) constructed a new regulation size soccer field and a new softball field. Both are on schedule to be utilized during the 2013 / 2014 school year.

Plans are currently underway for our next project: a fine arts / sports center. This new facility will enable us to offer more sporting events, music/dramatic events, and will provide much needed space for assemblies, graduations, special programs, etc. We anticipate great things in the future!

## **STATEMENT OF FAITH**

As a ministry of Temple Baptist Church, the faculty and staff of Temple Christian School hold to the following truths: **1)** We believe the Bible to be the verbally inspired and infallible Word of God. **2)** We believe there is only one true God, who exists in three distinct persons: God the Father, God the Son and God the Holy Spirit. **3)** We believe in the Deity of Jesus Christ, as the only begotten Son of God, who was born of a virgin, lived a perfect life, died for our sins, rose from the grave, ascended into Heaven, and will one day return visibly to earth. **4)** We believe that man, by nature and by choice, is a sinner. **5)** We believe that in order to obtain eternal life, one must be born again by the Spirit of God. This experience comes only through repentance toward God and faith in the Lord Jesus Christ.

## **ACCREDITATION**

The American Association of Christian Schools (AACCS) and the North American Christian Schools Accrediting Agency (NACSAA) accredit Temple Christian School. The NACSAA is an accrediting organization with the Virginia Council for Private Education (VCPE).

## STATEMENT OF PHILOSOPHY / PURPOSE

The mission of Temple Christian School is to provide a Christ-centered, academically thorough education, whereby students find a personal relationship with Jesus Christ and a fulfilled life through a program of excellence, that leads them to develop a receptive and obedient heart for the Word and work of God in their lives.

*“That ye may walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God.” (Col. 1:10)*

Temple Christian School is a ministry of Temple Baptist Church, and believes that the Bible is the absolute standard of truth given to man by God. Thus, every course’s content will be evaluated and taught in light of the truth of the Bible so that the spiritual goals, as set forth in the scriptures, are reflected in the lives of the students. TCS seeks to educate every student in four primary areas:

1. **Spiritual development** – This includes Bible class, weekly chapel, prayer, Bible reading, and Christian character development.
2. **Mental development** – This includes academic disciplines including mathematics, language skills, science history, and other liberal arts areas. Excellence in academics is a priority.
3. **Physical development** – This includes the development of psychomotor skills and Bible-based standards of conduct. Recess, physical education, organized intramural activities, and a variety of sports teams are important to the school’s curriculum.
4. **Social development** – This includes fostering a positive spirit of cooperation among the students, staff, faculty, and parents involved in the school.

## BIBLICAL WORLDVIEW

Our worldview is the set of presuppositions and beliefs that we use to interpret and form opinions and values concerning life, humanity, family, authority, justice, truth, duty, etc. Our worldview is the “big picture” and culmination of all our beliefs. It is the way we understand reality. It is the basis from which we make daily decisions.

If we take a close look at any worldview, we will find that it consists of underlying beliefs (or assumptions) in five key areas that make up one’s big picture of “reality.” It is relatively easy to grasp someone’s worldview (including your own) by considering answers to questions in the following areas:

1.     **God** – Is there a personal, transcendent Supreme Being to whom we are all accountable? If so, what is this God like? If not, then what? Etc.
2.     **Creation** – Where did the world come from? What sustains it all? Is there a spiritual part of reality, or is it all material? Etc.
3.     **Humanity** – Who are we? What gives us unique value? Etc.
4.     **Moral Order** – Who makes the rules? Do some rules apply to everyone? Etc.
5.     **Purpose** – Why do we exist? Is there a reason for the world we live in? etc.

A Biblical worldview is shaped by God’s unchanging Word, whereas a secular worldview is shaped by secular humanism, which embraces the belief that nature and the cosmos is all there is and knowledge is obtained through observation through the scientific method. This view rejects the Christian belief that there is a God that created and watches over this world. Temple Christian School holds to a Biblical vs. a secular worldview. Below is a comparison of the two:

BIBLICAL WORLDVIEW	SECULAR WORLDVIEW
God exists. God is the center of all things.	God does not exist. Man is the center of all things.
God created the world and all that is in it. One cannot fully understand the created without some understanding of the Creator.	The universe and life came into existence through random chance. There is no design and no designer.
God created mankind in His image. Every person has intrinsic value and a divine purpose in life.	There is no ultimate purpose for man’s existence. We create our own destiny.
All morality comes from the nature of God and is revealed to us in the Bible. The Bible is the absolute standard of right and wrong.	Morality is relative and changes according to man’s needs and desires. There is no absolute standard of right and wrong.
God loves every person and cares deeply for humanity.	Human beings are on their own. Life is sustained by survival of the fittest. The strong live. The weak die.
Man is responsible and will be accountable for himself and his stewardship of all God’s creation.	Man will not be held accountable by a higher power at the end of life.
God has given every person a never-dying soul that will one day stand before God and receive its just reward.	Death is simply the end of existence.

## ADMISSIONS

Temple Christian School admits students of any race, color, or national origin. However, enrollment is a privilege, not a right. TCS, as a church ministry reserves the privilege of setting and maintaining its own standard for student conduct, dress, and scholarship. ***Students choosing not to conform to the spirit or standard of conduct of the school may forfeit their privilege of attending.*** The Administration maintains the right to refuse admittance to, suspend, discipline, or expel any student who violates the standards outlined in this handbook.

### A. General Information for All Students

1. A student is admitted to Temple Christian School based on application, interview, former records, and placement/diagnostic tests.
2. Students entering K3, K4, or K5 must reach their respective birthdays on or before **September 30** of the current school year, and must be fully toilet trained.
3. **All new students must provide a copy of an official birth certificate before enrollment is complete.** In addition, all students K3 – 8<sup>th</sup> grade must present a **current record of immunization**. Students entering K5, 1<sup>st</sup> and 7<sup>th</sup> grade will be required to have the Hepatitis B immunization. Students entering K5, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade will be required to have a second measles immunization.
4. An **assessment** is required for **all** applicants, including returning students. This evaluation will assess developmental readiness, academic aptitude, behavioral matters and work habits. Evaluation procedures and testing differ depending on the student's age. Additional testing may be required for some students.
5. A **required follow-up interview** with families and students will be scheduled between the conclusion of the eighth grade year and before the beginning of the ninth grade year, in order to reinforce the school's mission, and to better prepare the parents and students for high school.
6. **All** Middle/High school students will be expected to sign a Statement of Cooperation.

### B. Procedures for New and/or Transfer Students

1. **School Visit** – All new families are encouraged, but not required, to tour the school and meet the principal.
2. **Application** - An **Application for Admission** should be completed and returned to the school along with the **non-refundable** application fee of **\$75.00** (K3-8<sup>th</sup>) and/or **\$125.00** (9<sup>th</sup>-12<sup>th</sup>) before May 31. After May 31, the application fee will be **\$175.00** (K3-8) and/or **\$225.00** (9<sup>th</sup>-12<sup>th</sup>).
3. **Transcripts** - All transcripts and records from a previous school must be presented. This can easily be accomplished by completing a **Transcript Release Form**, available in our TCS school office.

4. **Entrance Testing** – Students who are transferring from other schools may be expected to take an entrance examination, based on their most recent report from the previous school. Should the student’s accomplishments be on the grade level to which he/she is entering, the student will be admitted to that grade. However, should the student’s accomplishments be on a lower level, he/she may be tested, and placed in the grade best suited for his/her abilities.
5. **Enrollment** – If the new applicant is admitted to TCS, an **enrollment contract** will be issued. Enrollment contracts must be signed and returned with a new student fee of \$25.00 (**non-refundable**).
6. **Nine-Week Probation** – **Any student** transferring into **middle/high** school, if accepted, will be given a **9-week probation period**. His/her academic performance, attitudes and behavior will be evaluated at the conclusion of the quarter to decide whether or not continuance at TCS is an option.
7. **Statement of Cooperation** – All middle/high school students will be required to sign a Statement of Cooperation prior to admittance.

**\*Students who have been dismissed from other schools for disciplinary reasons will not be admitted to Temple Christian School.**

#### **C. Procedures for Returning Students**

1. **Application** – Parents complete and return an application for admission along with the appropriate non-refundable application fee.
2. Applications for returning students for the fall are accepted in late winter / early spring. Enrollment is open to the public approximately one week later. Applications are dated when received and are organized according to grade.
3. All students will be evaluated based on academic performance and behavior during the 3<sup>rd</sup> quarter of each year. Recommendations about whether or not the student may return, and/or under what conditions, will be made at that time.
4. **A returning student’s financial status must be current (or arrangements made with the financial administrator to make the account current) in order for his/her application to be processed.**

#### D. Admissions Process

1. Applications are dated when received, and are organized according to grade. **Waiting lists for full classes** will be considered as follows:
  - a. Temple Baptist Church members
  - b. Families who already have children enrolled at TCS
  - c. Others on a first come basis
2. Applications are examined by the principal and the appropriate coordinator if necessary. Any questions about the student's records, grades, behavior, etc. are addressed. If necessary, an interview with the parents may be requested. Students must accompany parents for this interview.
3. Families are notified in the summer about class assignments.

#### E. High School Students Only

1. **High school students are admitted by invitation only.** At the end of the following years (8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade), each student's **academic performance, personal behavior / attitude, and evidence of church attendance/participation** will be evaluated by the faculty members. Students who are in good standing in these areas will be invited to re-enroll for the following year by way of personal letter from the administration. Students who are not in good standing will be invited, also by letter, to make an appointment with the administration to discuss the specific concerns. They will be notified of the administrative decision either verbally or in writing.
2. Temple Christian School does not generally accept seniors as transfer students.
3. Temple Christian School does not normally enroll unsaved persons into the high school program, nor does it accept high school students who are members of or sympathetic to the beliefs of Jehovah's Witnesses, Mormons, Unitarians, members of the National Council of Churches, homosexuals, etc.
4. **Temple Christian School is unable to accommodate I.E.P.'s on the high school level at this time.**

## FINANCES

### A. Fees

1. Enrollment fee: Before May 31: **\$75.00**: K3–8<sup>th</sup> grade (non-refundable, credited to account); After May 31, the fee is \$175.00.
2. Enrollment fee: Before May 31: **\$125.00**: 9<sup>th</sup>-12<sup>th</sup> grade (non-refundable, credited to account); After May 31, the fee is \$225.00.
3. New Student fee K3-12: **\$25.00** (non-refundable, not included in tuition)
4. Textbooks: Grades 1-12 must purchase all textbooks, workbooks, and other consumable educational materials. Parents of K3-K5 students pay a flat materials fee.
5. Graduation Fee (Seniors): **\$100.00**

### B. Financial Policies

#### 1. Discounts

- a. Temple Baptist Church tithing members will receive a 1/3 discount in tuition. (Applies to K5-12 only – does not apply to K3 / K4)
- b. Full-time faculty members receive a 1/3 discount in tuition.
- c. Discounts for second and third students in the same family will be discounted. (See office for details.)

#### 2. Courtesy Care

- a. Before and after school care is available from 6:15 a.m.-8:15 a.m., and from 2:30 p.m.- 6:00 p.m. at a rate of \$2.50 per hour or any portion thereof.
- b. Courtesy Care bills are processed on a weekly basis.

#### 3. Delinquent Accounts

Report cards are held, and academic \*records are not released until a student's financial account is current. When an account is overdue, a **reminder** is sent to the person responsible for the account. At that point, arrangements can be made for payment. If there is no response to the reminder, a **second letter** is sent to the account holder from the Administration requesting payment. If contact is made, every effort will be made to work together to reconcile the account. However, if after the second notice contact has not been made with the business office, a **third letter** will be sent to inform the account holder that the child(ren) will not be permitted to attend class until payment has been made. If no contact is made with the business office after the third letter, the account will be submitted to our lawyer for collection. Again, every effort will be made to avoid legal action.

\*Should a student withdraw from TCS during the school year, or not return at the beginning of a new school year, his/her records will not be released until the financial account has been made current, or arrangements with the financial administrator have been made to make the account current.

## ATTENDANCE

Attendance and punctuality are essential if a child is going to receive maximum benefit from Temple Christian School. In addition, faithfulness and punctuality are life skills that we strive to develop at TCS.

Excused absences include **sickness; death of family member; pre-approved family, church or school outing; doctor's appointment, etc.** *Excused absences require a note from either a parent or a doctor stating the reason for the absence.* All work may be made up. (See *Responsibility for Make-up Work, p 10.*) All notes must be given to the homeroom teacher.

**Anything other than the above will be considered an unexcused absence.** Work missed for unexcused absences must be completed. However, the student may receive a penalty, based on the circumstance, for all assignments missed that day. The Administration reserves the right to make the decision about whether or not an absence is excused or unexcused.

### A. Attendance Keeping Procedures

#### 1. K3-K4

The K4 teachers keep attendance records on a weekly check-in/check-out form. These forms are used for billing purposes also. Attendance is also kept on RenWeb.

#### 2. K5 – 12<sup>th</sup> Grade

Attendance for K5 through 12<sup>th</sup> grade is kept in the individual teachers' grade books as well as on RenWeb.

### B. Attendance Policies

1. **In K5 through 5<sup>th</sup> grade**, a student is considered absent if he/she does not check in before 12:00 p.m., or if he/she leaves school before 10:00 a.m. **In Middle/High School**, a student will be marked absent from every class he/she does not attend during the regular school day.

2. Any 1<sup>st</sup>-5<sup>th</sup> grade student who is **absent from school more than 20 days** may be held back. Any student in middle/high school who **misses more than 10 days in a particular class per semester** (without Administrative approval) may be asked to repeat the class. The Administration and the School Board must grant any exception to this policy.

3. If a student has 10 absences, a notification email will be sent to the parent and principal.

4. In order to participate in an **extra-curricular activity** (i.e., athletic event, concert, etc.) a student must be present for the entire school day, except in cases of pre-arranged absences and emergencies.

5. A student must be in a class a minimum of 30 minutes to be considered present for the day.

6. **Responsibility for Make-Up Work:** Students who are absent are responsible for any work that is missed. Individual teachers will determine the amount of time the student has to complete and return the assignments. Work not completed within that length of time will be recorded as a zero, unless other arrangements have been made with the teacher. **If a student misses a test, but was present when the material was covered and when the date of the test was announced, the student must take the test the day he/she returns to school.**
7. **Middle/High School students must have a doctor's excuse in order to make up any tests missed during semester exams.**

### C. Tardiness

1. **All students who arrive after 8:30 a.m. will not be admitted to class without a tardy slip from the school office personnel.** Parents of kindergarten and early elementary children are required to sign their children in, stating the reason for the tardy. Middle/High school and upper elementary students may sign themselves in, but must also state the reason for the tardy.
2. **Doctor's appointments, severe road conditions, traffic delays due to accidents, and car trouble** are examples of excused tardiness. Please call the school office to notify TCS of the situation. **Oversleeping, stopping for gas, running late, etc.** are examples of **unexcused tardiness**. The office personnel will issue the appropriate tardy slip. If the office personnel are unsure, the principal will be consulted. The students will give the tardy slips to their teachers, who will record each tardy in the grade book.
3. **Three unexcused tardy slips in any given quarter will be the equivalent of one absence.** These tardies count against perfect attendance, as well as toward the 20 day maximum for absences. If a pattern of tardiness is detected, a meeting with the principal will be required.
4. If a student accumulates 10 tardies, a notification email will be sent to the parent and principal.

### D. Early Dismissal

1. **No student may leave school during the school day without permission.** It is recommended that parents who wish to pick a student up early from school (i.e., for doctor/dentist appointments) write a note to the teacher indicating the time of early dismissal. This will cause the least amount of disruption to the class as a whole.
2. **Sick children** may need to be picked up early from school. If a child needs to be picked up due to illness, he/she may come to the school office, and either office personnel or the teacher will notify the parent. The child will either wait in the classroom, or in the office for the parent to arrive. If the child is waiting in the classroom, office personnel will either notify the teacher by intercom that the child's parent has arrived, or will issue the parent a hall pass to go to the classroom to get the child. The parent must sign the child out before leaving.

3. **Any student who leaves the school at any point during the day due to illness is not to participate in any school-related extra-curricular activity on that day.**

**E. Withdrawal**

1. Persons wishing to withdraw from TCS must complete an official withdrawal form.
2. Withdrawal forms are available in the school office.
3. The person(s) responsible for paying the school bill will be expected to pay the full month's tuition, regardless of the child's last day. (For example, if the child is being withdrawn on January 10, the entire January payment will be expected.)

## CODE OF CONDUCT / DISCIPLINE

The desire of Temple Christian School is to assist our students in developing Christian character. Therefore, proper discipline is necessary for the welfare of both the school and the student. Temple Christian School expects full cooperation from students and parents in fulfilling every objective of the school.

We expect our students to live by Biblical views of morality. Some of these include, but are not limited to, **honesty, purity, submission to authority, and showing respect for others**. Any student not abiding by these principles may be subject to counseling, discipline, suspension, or expulsion.

We want your child's experience here at TCS to be exciting and fun! We also want them to feel safe and secure when they are in our care. The following conduct/disciplinary policy will go a long way in accomplishing these objectives.

### A. Kindergarten/Elementary Level Discipline

Kindergarten and elementary level teachers use rewards, verbal incentives, and positive reinforcement to encourage proper behavior/attitudes in students. They may use verbal reprimands, loss of privileges, and time-outs as a means of deterring minor behavior/attitudes.

However, a disciplinary policy will be in effect for more serious behaviors such as:

1. Habitual / blatant violation of classroom teacher's rules
2. Tantrums that require the teacher to take the student from the room
3. Destruction of property
4. Disobedience/Defiance toward authority
5. Hitting, Fighting, Bullying, etc.
6. Vulgarity or profanity of any sort
7. Lying, cheating or theft
8. Out of school behavior bringing dishonor to TCS
9. Possession/Use of weapons (knives, etc.)
10. Dress code violation
11. Unkind/hurtful behavior/words toward another student

If a student displays any of these attitudes/behaviors, the following measures may be taken:

- 1: Parents will receive **written notification** in the form of a behavioral report if a serious behavior incident occurs. Based on the severity of the situation, a phone call from the teacher may also follow-up the written notice.
- 2: If a student receives **five (5) behavioral reports**, a conference with the teacher must be scheduled before the student may return to school. Hopefully, the situation can be resolved at this point.

- 3: If a student receives **ten (10) behavioral reports**, a conference with the principal must be scheduled before the student may return to school. Each situation will be evaluated individually, and appropriate recommendations will be made.
- 4: After **fifteen (15) behavior reports**, a student may be suspended or dismissed from Temple Christian School.
- 5: If at any point the situation is such that the Administration feels it is in the best interest of the student and the class as a whole for the student to withdraw from Temple Christian School, both verbal and written notification will be given. The student may re-enroll the following year on a 9-week probationary basis.

## **B. Middle/High School Level Discipline**

### **1. Demerit System**

#### **1 Demerit**

- a. Being in an unauthorized area
- b. Tardiness to class
- c. Disrupting Class
- d. Failure to follow directions
- e. Verbal abuse of students
- f. Unkind/hurtful behavior/conversation toward another student
- g. Three homework offenses (per class)
- h. Failure to comply with dress or hair code\*  
\*Hair code will be checked the first day of each week. Students will have 24-hours to conform to the hair code.

#### **Up to 5 Demerits**

- a. Disrespect to authority
- b. Skipping class
- c. Lying/falsifying information
- d. Invasion of privacy and/or theft (i.e., lockers, backpacks, desks) - restitution
- e. Direct disobedience
- f. Inappropriate physical contact (1<sup>st</sup> offense)
- g. Inappropriate sexual/suggestive conversation (written or verbal)
- h. Profanity in any form
- i. Cheating on homework (possibly a zero on work)
- j. Destruction of school property (minor offense)
- k. Physical abuse (fighting / bullying / threatening) 1<sup>st</sup> offense
- l. Using a cell phone during school hours without permission (calling / texting) 1<sup>st</sup> offense.

### Up to 10 Demerits

- a. Cheating on a quiz, or work that would count as a quiz grade (possibly a zero on work)
- b. Obscene language, gestures, behavior, and/or materials on school property
- c. Possession of unauthorized materials/objects
- d. Using a cell phone during school hours without permission (calling/texting) 2<sup>nd</sup> offense
- e. Physical abuse (fighting/bullying/threatening) 2<sup>nd</sup> offense
- f. Inappropriate physical contact (2<sup>nd</sup> offense)

### Up to 15 Demerits

- a. Cheating on a test, or work that would count as a test grade (possibly a zero on work)
- b. Vandalism/Theft (restitution required)
- c. Obscene language, gestures, behavior, and/or materials away from school (i.e., Facebook, Twitter, Texting, etc.)

### Up to 20 Demerits

- a. Unauthorized possession/use of weapons
- b. Setting off/Calling in a false fire alarm or bomb threat
- c. Possession of alcohol, drugs, tobacco (on or off campus)
- d. Sexual misconduct of any kind (including pornography)

## 2. Demerit consequences

- a. **5 demerits:** **30 minute after school detention (no fee)**
- b. **10 demerits:** **60 minute after school detention (\$10.00 fee)**
- c. **15 demerits:** **Overnight suspension**  
(Parent(s) must meet with the principal before the student may return to class)
- d. **20 demerits:** **In-school suspension (\$20.00 fee)**  
Student will be expected to complete all class work in a designated, supervised area in the school. There will be a 25% penalty on all work completed while serving an in-school suspension.
- e. **25 demerits:** **Out-of-school suspension**  
Student will not be allowed back to school for a specified period of time (to be determined by administration). There will be a 50% penalty on all work completed while serving an out-of-school suspension.

- f.     **30 demerits:**           **Administrative hearing**  
The administration will meet to determine if, and under what conditions, a student may be readmitted to school.
  
- G.     **40 demerits:**           **Likely Expulsion**  
The student is not allowed to return to school for the remainder of the school year. In order to re-enroll, a written request must be made. Once the request has been received, a meeting will be arranged for the student, the parents, and the administrative staff. Following the meeting, the student will be informed of the administration's decision about re-enrollment. The student will be notified in writing. A copy of notification will be placed in the student's file.

Students who have been **expelled** or **suspended** are not to be on school grounds before, during, or after school without the permission of the Administration.

Students involved in dating relationships are to maintain a testimony that is above reproach. For that reason, ***there is to be no physical contact demonstrated between dating couples*** while at school or at any TCS function.

**All detentions will be held on Monday afternoons.** Parents and students will be notified in advance of the detention so that pick-up arrangements can be made. A thirty-minute detention will not require a fee. However, a sixty-minute detention will include a \$10.00 fee.

**Demerits are cumulative per semester.**

**Should the published demerit / detention system fail to yield satisfactory results, TCS reserves the right to require a contract, developed by the appropriate faculty and Administration, as a criteria for continued attendance at TCS.,**

If a student shows a continual pattern of poor behavior and/or attitude that is having a detrimental effect on the class as a whole, the administration reserves the right to ask the student to withdraw from Temple Christian School regardless of the number of demerits the student has accumulated.

At the end of the following years (8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade), each students' **academic performance, personal behavior, attitude, and church attendance/participation** will be evaluated by the faculty members. Students who are in good standing in these areas will be invited to re-enroll for the following year by way of personal letter from the administration. Students who are not in good standing will not be invited to re-enroll, and will also be notified by personal letter. If they wish to appeal this decision, they may sit before a review panel (consisting of faculty and a member of the administration) to explain why they wish for an exception to be made on their behalf. They will be notified of the administrative decision in writing.

## DRESS CODE

Temple Christian School requires students K5 through 12<sup>th</sup> grade to wear school uniforms. We believe that students who wear uniforms take greater pride in their schoolwork, perform at higher academic levels, and have fewer instances of negative behavior.

Temple Christian School requires that all collared uniform tops (polo shirts, oxfords, etc.) be purchased from our uniform vendor for grades K5 through 8<sup>th</sup> grade. **There are no exceptions to this policy for K5-8<sup>th</sup> grade. High school students may wear loose-fitting, polo shirts of any color** with no logo.

Uniform pants, skirts, shorts, skorts, etc. (black, navy, or khaki) may be purchased elsewhere, but must be in line with the following: **All pants and shorts must be loose-fitting. No cargo/painter style pants may be worn. Belts** are required on all pants and skirts that have belt loops for 1<sup>st</sup> through 12<sup>th</sup> grade only. **Skirts /skorts must be at the top of the knee or below when sitting or standing.** Shorts must be of modest length.

Tennis shoes /comfortable shoes are recommended for daily wear, except on **chapel day, where dress shoes are required. Flip-flops are not permitted at any time.**

The specific dress code for each division is as follows:

**K3 and K4:** K4 students are to wear approved **red** polo shirts on **chapel day** and on **field trips**. Apart from that, students may wear any clothing, excluding that which might be dangerous, expose the midriff, or have messages/advertisements that would not be condoned by TBC/TCS (i.e., alcohol/tobacco advertisement, rock music, or entertainment that promotes values that are not deemed “family friendly”).

**Kindergarten:** K5 students are to wear **red** polo shirts on **chapel day** and on all **field trips**. Other than these specific times, they may wear any uniform combination the parent chooses. Tennis shoes may be worn on any day.

**Grades 1 – 8:** Students in **grades 1 through 8 participate** in the full uniform program of TCS. They may wear navy, black, or khaki pants, shorts, or skirts from any vendor. The girls may also wear plaid skirts/skorts/jumpers. **Skirts must be at the top of the knee or longer when sitting or standing (even with leggings). No denim is acceptable uniform dress.** Students are to wear shirts authorized through the vendor chosen by TCS. Shirts must be tucked in at all times. Any sweaters, fleece, jackets that are worn in the classroom must be **solid red, white, navy or black** in color. There are to be no logos (other than the uniform vendor) on the outerwear or sweaters.

**Grades 9-12:** Students in high school have a more relaxed uniform program at TCS. They may wear navy, black, or khaki pants, shorts, or skirts from any vendor. **Skirts must be at the top of the knee or longer when sitting or standing (even with leggings).** No denim is acceptable uniform dress.

**Students may wear ANY polo type shirt in any color, but the shirt may not have a logo of any kind. The only exception would be a regular TCS logo.** Shirts must be tucked in at all times. Any sweaters, fleece, jackets that are worn in the classroom must be **solid red, white, navy, or black** in color. There are to be no logos (other than from the uniform vendor) on the outerwear or sweaters.

Specific uniform requirements are as follows:

**Chapel Dress:**

Boys (1<sup>st</sup> – 8<sup>th</sup>): navy blue/black pants, blue oxford shirt with tie, dress shoes (**elementary boys may wear navy blue/black shorts**)

Girls (1<sup>st</sup> – 8<sup>th</sup>): navy blue or black skirt, skort; red, khaki, or navy, jumpers; white shirt and dress shoes – Approved plaids are also permissible.

Gentlemen (9<sup>th</sup> – 12<sup>th</sup>): dress pants, shirt, tie, dress shoes.

Ladies (9<sup>th</sup> – 12<sup>th</sup>): dresses, skirts of their choice – **all must fall at the top of the knee or longer when sitting or standing (even with leggings)**, dress shoes. All shirts/dresses must have modest necklines.

**Field Trip Dress:**

Grade 1-3: **red** polo shirt, **navy** pants/skirts  
Grade 4-12: **red** polo shirt, **khaki** pants/skirts

**PE Uniforms:**

Any **5<sup>th</sup> grader** who wishes to change for PE must wear PE uniforms from our uniform vendor.

**All 7<sup>th</sup>-9<sup>th</sup> grade students** must purchase PE uniforms. During the colder months, **solid navy or black sweatpants may be worn.**

**Middle/High School Only:**

Middle/High School students may wear college t-shirts or sweatshirts on Fridays.

### Dress Down Days

No flip-flops  
No shirts with pictures of bands or singers of ANY type  
Jeans must be neat and clean  
All clothing must be modest – no mini skirts  
Leggings are never permitted as “pants”

\*The Administration reserves the right to address any dress down clothing that it deems inappropriate.

### Miscellaneous:

**Boys:** All male students must be **clean-shaven (middle/high School)**  
**Socks** must be worn with all shoes.  
No sports sandals / flip-flops are allowed.  
**Hair** must be off the ears and above the collar.  
No earrings

**Girls:** Dress sandals may be worn.  
No sports sandals / flip flops are allowed.  
Accessories and make-up should be minimal.  
No piercings, other than ears at any school activity  
No counter-culture jewelry / make-up / hair styles/colors are permitted.

### T-Shirts

**Mondays:** Students may wear “**I Don’t Fit In At TCS...**” (navy) t-shirts and/or sweatshirts.  
**Tuesdays:** Students may wear “**TCS is Different...**” (red) t-shirts and/or sweatshirts.  
**Thursdays:** Students may wear “**Raising the Bar**” (black) t-shirts and/or sweatshirts.  
**Fridays:** Students may wear “**Get into it!**” (maroon) t-shirts and/or sweatshirts.

**“Set Apart”:** Set Apart t-shirts may be worn by any middle/high school Set Apart Girl’s Club member any day, including Wednesday.

**Athletics:** Any TCS shirt purchased through the athletic department may be worn any day EXCEPT chapel day.

(See office for details about purchasing the TCS t-shirts or sweatshirts.)

## ACADEMICS

To ensure the best possible academic program coupled with a biblical philosophy, textbooks and curricula are carefully selected. TCS uses materials exclusively from ABEKA Book Publications.

### A. K3 and K4 Program

**Phonics:** alphabet, sounds, blends, and words; **Reading:** from chalkboard and booklets; **Writing:** manuscript; **Numbers:** concepts from 1-20, counting to 100; **Poetry:** enjoyment and memorization; **Bible:** Scripture memory, Bible stories, music; **Other:** art, music, fun activities, motor skills.

### B. Kindergarten (K5)

**Phonics:** letter sounds, special rules, blends, and words; **Reading:** booklets and supplemental reading sources; **Numbers:** counting to 100, counting by 2's, 5's and 10's, number concepts to 20, telling time, money, introduction to fractions, number sequences and combinations; **Writing:** manuscript; **Poetry:** enjoyment, and memorization; **Bible:** Scripture memory, Bible stories, music; **Other:** art, music, social living skills, social studies, science, fun activities, computer, PE.

### C. Elementary Grades (1-5)

**First Grade:** **Reading:** Advanced program with Christian readers, plans for children at all levels of achievement; **Phonics:** review of special rules and blends; drills; **Arithmetic:** emphasis on addition, subtraction, telling time, story problems; **Writing:** manuscript; **Spelling and Poetry;** **Bible:** Scripture memory, Bible stories; **Other:** science, art, computer, music, P.E.

**Second Grade:** Review of first grade material. **Reading:** phonics, vocabulary, spelling, grammar; **Writing:** penmanship (manuscript and cursive); **Arithmetic:** addition, subtraction, time, money, story problems, simple fractions, and introduction to multiplication. **Bible:** Scripture memory, Bible stories; **U.S. History:** introduction; **Other:** science, art, computer, music, P.E.

**Third Grade:** **Reading:** phonics, vocabulary, variety of readers, vocabulary, spelling; **Writing:** penmanship (manuscript and cursive); **Arithmetic:** addition, subtraction, multiplication, division, story problems, fractions; **Bible:** scripture memory and Bible stories; **U.S. History;** **Other:** science, art, computer, music, P.E.

**Fourth Grade:** **Reading:** character-building, patriotic stories, improving reading speed, book reports; **Spelling and Vocabulary:** weekly words and definitions, poetry; **Writing:** daily working on neat penmanship, grammar, creative writing, book reports; **History:** American and Virginia history; **Science:** survey of earth science; **Arithmetic:** drill in speed and accuracy in the four math processes, multiplication facts through 12, multiplying by two-digit numbers, fractions, measures; **Bible:** Scripture memory and Bible stories; **Other:** art, computer, music, P.E., band.

**Fifth Grade:** **Reading:** character-building, patriotic stories, improving reading speed, book reports; **Spelling and Vocabulary:** weekly words and definitions, poetry; **Language:** grammar and usage, creative writing, library research project; **History:** Old World history; **Science:** creation, plants, animals, matter, energy, light, minerals; **Arithmetic:** fractions, decimals, percentage, graphs, metric system; **Bible:** Scripture memory and Bible stories; **Other:** art, computer, music, P.E., band.

**D. Middle School (6-8)**

**Sixth Grade:** **Reading:** character building, patriotic stories, improving reading speed, comprehension, book reports; **Spelling and Vocabulary:** weekly words and definitions, poetry; **Language:** grammar and usage; **History:** New world history and geography; **Science:** creation, plants, invertebrates, forces of the earth, the universe and space travel; **Math:** fractions, decimals, percents, graphs, metric system, ratios, square roots, exponents, signed numbers, geometric formulas; **Bible;** **Other:**, art, choir, computer, P.E., band.

**Seventh Grade:** Grammar, Literature, Spelling, Math, U.S. History, Bible, Life Science; **Other:** choir, drama, P.E., band.

**Eighth Grade:** Grammar, Literature, Spelling, Math/Pre-Algebra, World History, Bible, Earth Science; **Other:** choir, drama, computer, P.E., band, Leadership Team.

**E. High School**

<u>Freshman Year</u>	<i>credits</i>	<u>Sophomore Year</u>	<i>credits</i>
English I	1	English II	1
Geography	½	World History	1
Physical Science	1	Biology	1
Algebra I	1	Algebra II	1
Bible	1	Bible	1
P.E./Health	1	Driver's Education	½
Keyboarding	½	Speech	½
 <u>Junior Year</u>		 <u>Senior Year:</u>	
English III	1	English IV	1
American History	1	Economics	½
Chemistry	1	Government	½
Geometry	1	Pre-Calculus or Consumer Math	1
Bible	1	Biblical Principles of Finance	1
Spanish I	1	Spanish II or Italian I	1
		Physics	1
 <u>Electives</u>			
Choir (9 <sup>th</sup> -12 <sup>th</sup> )	½	Home Economics (9 <sup>th</sup> – 12 <sup>th</sup> )	½
Band (9 <sup>th</sup> -12 <sup>th</sup> )	½	Yearbook (9 <sup>th</sup> – 12 <sup>th</sup> )	½
Drama			

**F. Graduation Requirements for College Bound Diploma**

Twenty-four credits are required for high school graduation. Required credits are as follows:

- 4 credits in English
- 4 credits in math: Algebra I, Algebra 2, Geometry, Pre-Calculus or Business Math
- 4 credits in science
- 3 ½ credits in history:
  - 1 credit in American History
  - 1 credit in World History
  - ½ credit in Economics
  - ½ credit in American Government
  - ½ credit in Geography
- 2 credits in foreign language
- 1 credit in P.E./health
- 3 credits in Bible
- 1 credit in finance
- ½ credit in keyboarding
- (Electives make up the remainder)

## **Graduation Requirements for Standard Diploma**

Twenty-two credits are required for high school graduation. The student will be required to hold three math credits and three science credits (Physics will be optional.)

### **G. Diplomas**

#### **College Bound Diploma**

Students who successfully complete an academic course of study that includes 24 credits including 4 math credits and 4 science credits will be awarded a College Bound Diploma upon graduation. Students must pass ALL CLASSES with a minimum of 70% to remain in this tract.

#### **Standard Diploma**

Students who successfully complete an academic course of study that includes 22 credits will receive a Standard Diploma upon graduation. Students must pass all classes with a minimum of 60%.

**\*\*Seniors must complete all credit requirements by the end of the school year in order to participate in the graduation ceremony.**

### **H. Liberty University Scholarship**

We are thankful to Chancellor Jerry Falwell, Jr., and Liberty University for granting six (6) 75% tuition scholarships to students at Temple Christian School each year.

Liberty University has outlined the following eligibility stipulations:

1. The student must have been enrolled in the high school at Temple Christian School for four years, and directly enroll the following fall semester into a Liberty undergraduate resident degree program.
2. The student must present either a 2.75+ cumulative GPA upon graduation from high school, OR score a 900+ SAT (Critical Reading and Math only), OR score a 19+ ACT.
3. The student must complete the LU Scholarship Application (senior year) by the deadline, and must meet the LU SAT / ACT requirement.
4. The student must recognize that once the scholarship is disbursed, it cannot be reinstated if the student breaks enrollment.
5. The student must recognize that the scholarship is not stackable with other Liberty scholarships, and is limited to a maximum of eight semesters.
6. The student must live in an on-campus residence hall for the first academic year at Liberty (fall and spring semesters)
7. The student must maintain a minimum cumulative GPA of 2.50 each semester at Liberty.

**I. TCS Graduates**

We are pleased to report that TCS graduates have been accepted to the following:

United States Marine Corp.

United States Army

United States Coast Guard

Central VA Community College

Liberty University

Baptist Bible College

Pensacola Christian College

So. Adventist University

Cedarville University

Lynchburg College

Evangel University

University of Virginia

# REPORT CARDS AND GRADING

## A. Academic Grading Scale

Report cards for all students K5 through 12<sup>th</sup> grade will be posted on RenWeb every nine weeks. The report card will be sent to parents of students in K5-5<sup>th</sup> grade, and to parents of students in grades 6-12 who do not have computer access. The report card will include the student's grade in each area of the curriculum. Grades will be based upon the student's classroom performance, homework assignments, special projects/reports, and exam scores within each nine-week period. The core areas of the curriculum will be graded using the following evaluation system:

Average	Letter Grade	Average	Letter Grade
99-100	A+	80-84	C
96-98	A	77-79	C-
93-95	A-	75-76.	D+
91-92	B+	72-74	D
89-90	B	70-71	D-
87-88	B-	0-69	F
85-86	C+		

## B. Progress Reports

At the midpoint of the nine-week grading period, all 1<sup>st</sup>-5<sup>th</sup> grade students with a C- or below in any subject will be given a progress report via RenWeb. Teachers may use the progress reports to request a conference with the parents; parents may also use the progress reports to request a conference with the teacher.

## C. Three-Week Reports

All 6<sup>th</sup>-12<sup>th</sup> grade students will receive a grading form every three weeks via RenWeb to let them and their parents know what their grades are in each subject during that time frame. This will allow them to make necessary adjustments prior to the end of the quarter

## D. Honor Roll

An Honor Roll is compiled after each nine week grading period, and is determined by the following qualifications:

- 'A' Honor Roll:** All A's  
**'B' Honor Roll:** A's and B's – No C's

### E. Senior Beta Club

High school students are invited to be a part of the Senior Beta Club at Temple Christian School. The criteria for this elite organization consist of grade point average, faithful church attendance/participation, and current school behavioral records. A student must complete two consecutive semesters in high school at Temple to be eligible. An induction ceremony for the Senior Beta Club will be held each spring. A student's eligibility remain a member in good standing will be reviewed each year.

Beta Club members participate in community activities and may apply for scholarship opportunities.

### F. Lost Report Cards

TCS will only print a hard copy of a student's report card at the end of the school year, as grades are available to parents online via RenWeb. However, if a parent does not have access to a computer in the home, a quarterly report card can be printed at the parent's request for \$5.00. This must be paid in cash to school office personnel.

## POLICY FOR PROMOTION / RETENTION OF STUDENTS

1. Students in grades K5-12 must successfully complete the year's curriculum in order to be promoted.
2. Success in grades K5-12 will be defined as making a **C or above** in all major subjects (any subject other than P.E., music, art, computer, band, etc.)
3. If a student makes a **C-, D+, D, or D-** in a major subject he/she will be encouraged to participate in a summer school or tutoring program.
4. If a student makes an **F** in a required subject, he/she will be required to successfully complete a summer school or summer tutoring program in order to return to TCS:

Tutoring: (1<sup>st</sup> – 8<sup>th</sup> : Minimum 30 hours)  
(K5: Minimum 15 hours)

College Bound: Must successfully complete an ABeka DVD program at the parents' expense for any failed course.

Standard: Must successfully complete summer school to make up the failed course.

5. A student who makes an **F in three or more subjects** must repeat the entire grade.
6. A student who makes an **F in math and English** must repeat the entire grade.
7. A student who fails Bible **two consecutive semesters** will be asked not to return the following semester.

## HOMWORK POLICY

We believe homework is an integral part of the school program, and each teacher is at liberty to give reasonable homework assignments to aid the students in their studies. If homework is assigned, it is expected to be complete. Incomplete assignments affect the student's deportment as well as his/her grades. Failure to turn in homework will result in appropriate discipline at the teacher's discretion. **We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in a student's expulsion.**

Homework is given for several reasons:

1. **Preparation:** Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
2. **Practice:** Following classroom explanation and illustration, homework is given so that the material will be mastered.
3. **Remedial Activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
4. **Special Projects:** Book reports, compositions, special research assignments, and projects are some of the activities that are generally considered homework, as they are completed outside of class.

Students with **unexcused absences** must make up missed assignments but will not receive full credit for those assignments.

To encourage faithful church attendance, Temple Christian School has a **"no homework policy"** on **Wednesdays for grades K5-5th**. Students in grades 6-12 may expect minimal homework on Wednesdays. Tests may be given on Thursdays, but only if they have been assigned prior to Wednesday.

**All students in 1<sup>st</sup> through 12<sup>th</sup> grade are required to use a school approved agenda to record assignments.**

## STANDARDIZED TESTING

Each student in K5 through 11<sup>th</sup> grade takes the **Stanford Achievement Test** every year, generally in the spring. Students in 5<sup>th</sup> grade and 8<sup>th</sup> grade take the **Otis-Lennon Ability Test** annually. Parents will be notified of these dates at the beginning of each new school year. Once the results of the tests are received, parents will be given a copy. A copy of the results will also be placed in the student's file.

## LUNCH PROGRAM

A hot lunch program is offered through the school for a modest price. Milk, juice and snacks are available for the student to purchase. In order to purchase hot lunches, students must purchase lunch cards. This can be done through the cafeteria or office staff. Students may also bring lunches from home. Please be mindful that your child's teacher also needs to eat lunch during that time, and thus may not have time to microwave lunches for the children.

## FIELD TRIPS

Field trips are an important part of the educational process, and it is expected that students will participate. Any exceptions will be considered on an individual basis. Students are to wear the designated uniform for most field trips. The principal must approve any exception to the dress code. Here are some guidelines to keep in mind regarding field trips:

- A. Parental permission is required for all field trips. It is the parent's responsibility to include any special medical, dietary, and/or travel instructions needed for the child.
- B. Parents and/or adult sponsors involved in chaperoning field trips are responsible to see that the students in their care conduct themselves in a manner that reflects the standards of Temple Christian School.
- C. **Siblings are not permitted to attend field trips.**
- D. Parents are asked to conduct themselves, both in manner and in dress, in a way that is consistent with the expectations of the school.
- E. Parents and students are under the leadership of the teacher.

## SENIOR TRIP

- A. This is a "senior trip" – not a family vacation. Only one immediate family member per student is recommended to accompany the class on the trip. Any exceptions must be approved in advance by the principal.
- B. No high school students other than TCS students may attend the senior trip. Any exceptions must be approved in advance by the principal.
- C. No new travelers may be added after November 1 (for February trips), or December 1 (for March trips).
- D. Money taken out of accounts for the senior trip requires one week to process.

# EMERGENCIES

## Weather Policy

Parents will be notified of school cancellation/delays through **WSET** television station and website, the **RenWeb** Parent Notification System, as well as the **TCS Hotline** (846-0024 Ext. 555). In the event of a delay, all school functions, including courtesy care and school office, will be operating as follows:

**1 Hour Delay:**           **Courtesy Care** opens at **7:00**; Teachers/office staff report at **9:00** –  
**School begins at 9:30 a.m.**

**2 Hour Delay:**           **Courtesy Care** opens at **8:00**; Teachers/office staff report at **10:00** –  
**School begins at 10:30 a.m.**

**On a delay, please do not bring your children earlier than the times indicated.** Should we experience severe or threatening weather once school is in session, we will remain in session until the end of the regular school day, unless doing so would cause undue risk to our students. ***However, if parents believe it is in the best interest of their children to pick them up before school is dismissed, they may do so without penalty to the student.***

## Fire Emergencies

Fire drills are conducted weekly for the first month of school, and on a regular basis thereafter. Students are instructed how and where to exit the building when the fire alarm is sounded. In addition, they are instructed where to go after they have exited the building. After the students have reached their designated location, the teacher will check to make sure every child in the class is accounted for.

## Student Illness/Accident

In case of illness, the student's parent is contacted to take the student home. The child must wait for the parent in the school office, or across the hall in the nursery area. The parent must sign the student out when he/she arrives.

**Children who are running a fever higher than 99.5 degrees, who have a severe cough or drainage, or who have been vomiting may not return to school for a 24 hour period.** A child must be fever free without the aid of medication and cannot have vomited for at least 24 hours. (This means if your child throws up at 3:00 in the afternoon, he/she may not return to school the next day.) Also, children who are under medication that causes excitability or drowsiness, etc. are asked to stay home. If any of these or other health conditions is observed during the school day, the parent/guardian will be contacted immediately. It is then the parents' responsibility to pick the child up as soon as possible.

The teacher may care for a child who has been injured. Our teachers are trained in CPR and first aid, and certification in these areas is kept up to date. Depending on the seriousness of the injury, a parent may be notified and a decision made as to whether the child should remain in school or be taken home. If the nature of the injury warrants the help of professionals, 911 will be contacted, and then the parents will be notified.

No medication is to be administered to any student without the written or verbal consent of the parent.

## STUDENT INSURANCE

TCS offers a **supplemental insurance policy** that is intended to offset some or all of the balance that a family plan may not cover in the event of an accident on campus. This insurance is included in the tuition fee. For information about this policy, please contact the school office.

## TRANSPORTATION & TRAFFIC PATTERNS

Temple Christian School does not offer a bus service for students. Students arrive at school by parental transportation or car-pooling. Car-pooling is the responsibility of the parents. The school does not provide a means of developing an organized car-pool system.

Parents may park in the front or back parking lots to walk children in or drop children off for school, and to pick children up in the afternoon.

High school students may park in the far lane of the back parking lot. Student drivers who do not exercise caution and safety when driving on the campus, may have their driving/parking privileges revoked.

Parents may pull into the traffic flow area to drop children off for school. **No one is permitted to park in the traffic flow area from 8:15-8:30 a.m. or from 2:30-3:15 p.m.** During those hours “drive through” only is allowed. ***If a parent pulls into the traffic flow area to pick up a child and the child is not there, the parent must keep moving and park in the back parking lot until the child comes out of the building.***

## ARRIVALS / DEPARTURES

A regular class day begins at **8:30 a.m.** The school day ends at **2:45 p.m. for kindergarten, 3:00 p.m. for elementary, and 3:15 for middle school and high school.** Students who arrive at school before 8:15 a.m. are to report to the gym for Courtesy Care. No student is to be in the school building prior to that time. Courtesy Care insures the safety of the students prior to the start of the school day. Students are dismissed from Courtesy Care at 8:15, and the students are under the care of teachers as they go to their classrooms. There is no charge for this service from 8:00 – 8:15 a.m. or from 3:15 – 3:30 p.m. Any student who stays in Courtesy Care prior to 8:00 a.m., or after 3:30 p.m. will be charged appropriate Courtesy Care fees. (See **Tuition and Fees** section)

Once a parent has picked up a student, the parent is responsible for the student. Parents are asked to keep their children with them, due to the traffic conditions at the end of the school day.

# PARENT – SCHOOL COMMUNICATION

## A. Parent Meetings

### Orientation

These meetings are generally scheduled prior to the first day of school (1<sup>st</sup>-12<sup>th</sup>). Parents are encouraged to attend the meetings with their students to learn what, if any, changes have been made in school policy for the upcoming school year. It also allows an opportunity for the students/parents to meet the teachers prior to the first day of school.

### Informational Meetings

These meetings are scheduled occasionally for further enrichment / informational meetings for parents.

## B. Parent-Teacher Conferences

Teachers are available for parental conferences. However, they should not be detained before or after school unless a meeting has been scheduled for that time. Parents are encouraged to make appointments by note, or by calling the school office. Teachers are not available to take calls or make appointments during class time. Parents may, however, leave a message for the teacher through the school office, and the teacher will return the call at his/her earliest convenience.

## C. Weekly Folders

Every effort is made to keep parents apprised of their students' progress throughout the school year. To assist in this effort, **students will bring home a folder the first day of each week.** The folder will contain work (papers, tests, quizzes, etc.) from the previous week. Once per month the folder will contain a monthly calendar and letter from the principal. The parent is asked to sign the folder in the designated location and return it to the school the following day. **Any folder that is damaged beyond repair or lost, must be replaced for a \$2.00 fee, which can be added to the student's school bill.**

## D. Agendas

All students in grades 1-12 are required to purchase agendas from the school during the time when book orders are taken. These are used to record homework assignments, upcoming events, and personal correspondence between parents and teachers.

## E. RenWeb

RenWeb is a communication program TCS uses to keep parents informed about grades, attendance, behavior, and special notifications about special events and school closings/delays, etc.

## Communication Flow Chart

The key to successful relationships is successful communication. It is our desire to “do all things decently and in order.” (I Corinthians 14:40) To best insure that problems and concerns are handled in a biblical and professional manner, the following steps are suggested:

1. Go directly to the teacher or staff member involved. Usually, the issue can be resolved effectively at this point. **Please do not discuss issues with other parents, students, or staff members.** (Matthew 18:15)
2. If the problem persists, a meeting with the faculty/staff member, the parent and the principal may be arranged. **Again, please do not discuss issues with anyone other than the above-mentioned individuals.** (Matthew 18:16)
3. Most issues, if handled properly, can be resolved by following steps 1 and/or 2. However, if the parties involved feel that a meeting with the Administration is necessary, the principal will arrange that meeting. (Matthew 18:17)

## Parent Organizations

Temple Christian School does not have a formal parent organization. However, parents are encouraged to get involved in the following:

1. The **Teacher Appreciation committee**: a parent group allowing parents the opportunity to do special things to assist the teachers.
2. The **Athletic Booster Club**: a parent group dedicated to promoting school spirit and building the athletic program.
3. In addition, a **Volunteer Information Form** is available both at the fall orientation and through the school office. Parents are welcome to submit these completed forms to the office in order to assist with classroom activities, school plays, sporting events, teacher appreciation events, fundraisers, etc.

For information about any of these groups, please contact the school office.

## PARTIES AND HOLIDAY CELEBRATIONS

### A. Parties

Parents are welcome to plan small birthday parties in the classroom for their children if the teacher grants permission. So as not to disrupt the academic school day, we do request that all parties be conducted during the child's lunch period, or near the end of the school day. We further ask that parties **last no more than thirty minutes** (including set-up and clean-up).

Students or parents wishing to distribute invitations to members of any class must first receive permission from the teacher. **We suggest that, unless the entire class is to be invited, the invitations be mailed.**

### B. Holiday Celebrations

#### 1. Approved holiday celebrations

- a. **Thanksgiving** – Students may dress up in appropriate costumes.
- b. **Christmas** – Students may exchange gifts, however, it is recommended that a price limit be set and strictly adhered to. We focus on Christ's birth in the classroom, rather than Santa Claus.
- c. **Valentine's Day** – Students may exchange valentines.
- d. **Easter** – We focus on Christ's resurrection in the classroom rather than the Easter bunny.
- e. **Any special celebration approved by the teacher.**

#### 2. Discouraged holiday celebrations

Temple Christian School does not promote or condone any activity that is related to Halloween. This includes Halloween coloring sheets, witches, black cats, etc. Instead, we recommend having a **Fall Party** or a **Harvest Party** as an alternative.

# STUDENT ORGANIZATIONS

## A. Elementary Level

### 1. Youth Sports Program

Soccer in the fall, and basketball program in the winter are offered, and all teams are co-ed. The program is designed to teach children the basics of the sport, and allow them to play intramural games. Parents are encouraged to take part by volunteering as coaches, referees, etc.

### 2. Music Program

A music program is part of the curriculum for students in 1<sup>st</sup>-5<sup>th</sup> grades. Students are taught the basics of music and are given opportunities to perform in chapel, as well as in musical productions. Students in the 3<sup>rd</sup> grade are taught to play the flutophone, while students in the 4<sup>th</sup> grade are taught to play the recorder.

## B. Middle/High School Level Athletics

### 1. Sports Offered

- a. **Soccer:** A co-ed soccer program is offered in the fall.
- b. **Volleyball:** A girls' volleyball program is offered in the fall.
- c. **Basketball:** Both boys' and girls' basketball programs are offered in the winter.
- d. **Track:** A co-ed track program is offered in the spring.
- e. **Softball:** A girls' softball program is offered in the spring.

### 2. Conduct

Because of our Christian testimony which must be maintained at all times, we insist that **athletes, coaches, and student and adult spectators** refrain from using negative comments to players, coaches, or officials at sporting events in which Temple Christian School participates.

### 3. Dress code

While we do not require our students to wear school uniforms to athletic events, we do expect them to dress in a way that honors not only our school, but also our Lord. No shorts, other than uniform shorts may be worn. Jeans may be worn if they are neat and clean. Modesty should be maintained at all times.

## C. Middle/High School Fine Arts, Clubs, and Activities

### 1. Drama:

A drama program is offered which focuses on speech and dramatic performance. On the middle/high school level, students are taught speech and drama basics, and are given opportunities to perfect those skills through storytelling, speech competitions, musicals and plays.

### 2. Choir / Band

A choir / band program is offered with concerts being held at Christmas and in the spring. The choir also performs at graduation exercises. Both choir and band members may participate in the annual ODACS academics and fine arts competition.

### 3. Clubs

**Set Apart Girls' Club:** Monthly meetings are held. Topics are geared toward assisting the middle/high school girls in becoming godly women. Regular activities are planned for after school hours.

### 4. Middle School Leadership Team (8<sup>th</sup> grade only)

At the conclusion of a student's 7<sup>th</sup> grade year, he/she is given the opportunity to apply for the 8<sup>th</sup> Grade Leadership Team. The leadership team is responsible for contacting upcoming 6<sup>th</sup> graders to welcome them to Temple. They also are responsible for selecting the themes for our annual Spirit Week activities, as well as the theme for the middle school formal.

### 5. Activities

**Middle School Formal:** An annual dinner event for 6<sup>th</sup>-8<sup>th</sup> grade students. This event takes place on the school premises.

**High School Formal:** An annual dinner/entertainment event for TCS high school students. (Only seniors may bring pre-approved outside guests). This event takes place off the premises.

**Homecoming:** An annual event honoring high school seniors and recognizing TCS alumni. A homecoming queen and king (seniors only) are elected by their high school peers. All seniors who are not on any type of behavioral contract are eligible to participate.

## PROHIBITED ITEMS

Electronic devices such as **games and iPods** are not permitted at Temple Christian School during the school day unless prior arrangements have been made with the principal. For safety and communication reasons, **cell phones** are permitted, but are not to be used, even for texting, during the school day.

## BIBLE CLASS

Bible study is recognized at TCS as of fundamental importance and is a required subject. It augments the study of English, history, geography, and science. We believe that without knowledge of Biblical truth, a student cannot be considered truly educated. The Bible gives direction for this life and the only hope for the life to come.

The student body attends chapel each week, and on chapel days Bible class does not meet. Because of the importance Temple Christian School places on the study of the Bible, **a student who fails Bible two consecutive semesters will be asked not to return the following semester.**

## CHAPEL

Weekly chapel services are held for every age group represented at Temple Christian School (Kindergarten, elementary, middle school, and high school). We welcome parents and other family members to join us! Chapel consists of group music, special music (solos, instrumental performances, etc.), and Bible teaching/preaching.

## LOST AND FOUND

Lost and Found is located in the courtesy care room. At the end of each week, all clothing, book bags, etc. that are found in the school hallways / gym will be taken to Lost and Found. If the student's name can be found on the item, it will be returned to him/her. At the end of each month, all unclaimed items will be taken to the bin behind the school. The items are used by a local missions organization to distribute to people in need in third world countries.

## FUND-RAISERS

TCS endeavors to keep low tuition rates for the benefit of each parent. The school receives no federal assistance other than a tax-exemption status – neither is it endowed or supported by any other organization. Therefore, we conduct two annual school-wide fund-raisers, and anticipate each student's and/or parent's participation in helping raise additional funds needed for the designated school projects.

## VISITORS

School office hours are from 8:00 a.m. until 4:00 p.m. daily. **All visitors during those hours (including parents) must report to the school office to sign-in.** If parents and approved visitors wish to go to the classroom areas, a badge will be given that will allow them access to those areas. The badge may be returned to the office at the completion of the visit. The security and protection of your children is a priority at TCS. All unauthorized visitors will be reported to the school office.