

TEMPLE CHRISTIAN SCHOOL

Educating for Excellence

Dear Parents,

We've gone through an unusual two years navigating through Covid19, but we've come out on the other side stronger than ever. Covid is here to stay - we know that - so we will continue exercising responsibility and common sense as we move forward.

That said, 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 we don't take lightly. We are committed to providing a safe and healthy environment that is conducive to academic success and spiritual growth for each child at Temple Christian School.

We seek to unite the efforts of Christian parents, churches, and teachers to provide an educational experience that is full of adventure, academically serious, and rooted in a reverent view of our traditional Christian heritage. At Temple Christian School, students will learn that there are things worth living for, and things worth dying for. There are things that merit respect, such as reverence for God, for their peers, for themselves, and for the sanctity of life. We want to teach our students, as we as demonstrate before them, the passion to be fearless. It is possible to be both responsible AND fearless and that is our battle cry! Life is hard. We want them to be able to navigate fearlessly, looking unto Jesus, the author and finisher of our faith!

We want our students to understand that learning is an adventure of a lifetime! It is both exciting and challenging, rigorously demanding and deeply satisfying! Here at Temple we say we are "**educating for excellence**," and as such, we hold the bar high. That includes academics, attendance, and deportment. We are not "educating for mediocrity," - teaching our students to do "just enough to get by." If that's what you're looking for, we love you, but Temple Christian School is not for you. Our students will be challenged to do more than they thought they could, and go further than they ever thought possible. There's an exhilaration that comes with accomplishment, and our hope is that they will experience that here at TCS.

The work here at Temple is dedicated to and dependent on the Lord, and we trust that He will continue to protect us and guide us. We can think of nothing more extraordinary than being instruments in His hands to prepare the next generation of Christians to fully and worthily take their places in society, church, and state. 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, whatever challenges it may bring!

Sincerely,

Stephanie Sweat

TCS PARENT/STUDENT HANDBOOK 2022-2023

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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.

In 2013, Temple Christian School constructed a new regulation size soccer field and a new softball field. In 2015, a complete renovation of our current gymnasium was completed. It includes new bleachers, new flooring, new locker rooms, and new restrooms. In the future, a new staging system will be added to allow more opportunities for large events. We also plan to construct an outdoor shelter to accommodate class parties, family gatherings, and church functions.

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. **6)** We believe that marriage matters to God. He created and sanctioned marriage between one man and one woman to uniquely reflect Christ's relationship with His church (Eph. 5:21-33). We further believe that Marriage serves as the foundational unit of a stable society (I Cor. 7:2); **7)** We believe that human sexuality matters to God. God wonderfully and immutably creates each person as either male or female (Gen. 1:26,27). We believe that those individuals who reject their biological sex, constantly change their gender identity theory, and/or claim to be the opposite sex, reject God's design and the person He created them to be. **8)** We believe in the sanctity of human life from conception to natural death. No one has the right to terminate a human life they do not consider to be of value.

ACCREDITATION

The American Association of Christian Schools (AACS) and the North American Christian Schools Accrediting Agency (NACSA) accredit Temple Christian School. The NACSA 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, that encourages students to develop 1) a personal relationship with Jesus Christ, 2) an obedient heart for His will in their lives, and 3) a Biblical world view.

“...Walk worthy of the Lord....., be fruitful in every good work, and increase 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, mentoring, middle/high school girls' clubs, and Christian character development. Our prayer is that students will accept Christ and develop a continual pattern of spiritual growth that includes faithful church attendance, personal Bible study, and a commitment to follow after Christ in every area of their lives.
2. **Mental development** – This includes academic disciplines including mathematics, language skills, science history, and other liberal arts areas. Excellence in academics is a priority. Constant improvement and mastery of skills is the goal. Through our rigor, testing and grading system parents should see a continual pattern of improvement.
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. We want students to develop habits to keep their bodies healthy, as our bodies are the temple of the Holy Spirit. In addition, we want students to learn how to work together as a team, learn how to encourage one another, learn how to encourage one another, as well as learn to submit to authority and develop teachable spirits.
4. **Social development** – This includes fostering a positive spirit of cooperation, kindness, and acceptance among the students, staff, faculty, and parents involved in the school. Students have opportunities to participate in sports, plays, music, and attend events such as formals, to foster fun and friendship. In addition, students participate in various service projects in the community.

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, biological sex, or national origin. However, enrollment is a privilege, not a right. Temple Christian School is a ***uniquely religious educational institution*** that seeks to provide a quality education in a distinctly Christian environment. We believe the Bible is the inspired Word of God and we further believe that the Bible sets forth absolute truth by which Christians are to live. Temple Christian School expects students and parents to support the school in its distinct mission and in its Biblical beliefs.

TCS, as a church ministry, reserves the privilege of setting and maintaining its own standard for student conduct, dress, and scholarship. Based on the teachings of Scripture, Temple Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, alternative gender identity issues, or any other sexual misconduct.

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, former records, and placement/diagnostic tests.
2. Students entering K3, K4, and K5 must reach their respective birthdays on or before **September 30** of the current school year. K3 and K4 ***students 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 – 8th grade must present a **current record of immunization**. Students entering K5, 1st and 7th grade will be required to have the Hepatitis B immunization. Students entering K5, 6th, 7th and 8th grade will be required to have a second measles immunization. Students in 6th grade will also be required to have T-dap. ****TCS respects religious exemptions.**
4. An **assessment** is required for **all** applicants, including returning students. This includes, but is not limited to academic records, report cards, and behavioral records. This evaluation is used to 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 **follow-up interview** with students may be scheduled between the conclusion of the eighth grade year and before the beginning of the ninth grade , if the teachers detect an issue that needs to be addressed before admitting a student to the high school program.
6. **All** Middle/High school students are expected to sign, and agree to adhere to, a Statement of Cooperation in order to continue their education at TCS.

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. **Paperwork:**
 - a. **Application** - An **Application for Admission** should be completed and returned to the school along with the **non-refundable** application fee of **\$125.00** (K3-8th) and/or **\$175.00** (9th-12th) before March 1. After March 1, the application fee will be **\$225.00** (K3-8) and/or **\$275.00** (9th-12th).
 - b. **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. Home School parents must provide adequate transcript records. For middle/high school, admission decisions will not be made until transcripts have been received and evaluated.
 - c. **Entrance Testing** – Students who are transferring from other schools may be required to take an entrance examination, based on their most recent report card from the previous school. Should the student's accomplishments be on the grade level 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.**
 - d. **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**).
3. **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.

Statement of Cooperation – All middle/high school students will be required to sign and agree to adhere to 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.**

High School Student Requirements - To attend high school at TCS is a privilege. We have the highest of spiritual and academic expectations for grades 9-12, and our high school program is by invitation only. Seniors are rarely accepted into our program. To avoid any potential misunderstandings, please be aware of the following:

1. All high school students must be able to articulate a clear testimony of salvation.
2. All high school students must faithfully attend a like-minded, Bible believing church.
3. Recognize that our academics are more rigorous than most public schools.
4. Our high school students often spend up to two hours on homework every school day.
5. There are no extra credit assignments, extra time allowed for tests/quizzes, or IEPs at Temple.
6. Our curriculum requires a great deal of reading, writing, and memorization.
7. Make up work is generally due the day a student returns from an absence.
8. Students are expected to be on time every day to every class.
9. Students' personal lives are expected to reflect a Biblical lifestyle.

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.
3. All students will be evaluated by the faculty and administration, based on academic performance and behavior during the 3rd 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. will be addressed. If necessary, an interview with the parents may be requested. Students must accompany parents for this interview.
3. Families are notified in late 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 (8th, 9th, 10th, and 11th grade), each student's **academic performance, personal behavior / attitude, school attendance, 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 asked by letter to make an appointment with the administration to discuss the specific concerns. After that meeting they will be notified of the administrative decision either verbally or in writing.
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 Islam, Jehovah's Witnesses, Mormons, Unitarians, members of the National Council of Churches, (or any other faiths with teachings not congruent with the Bible), the LGBTQ community, etc.
4. **Temple Christian School is unable to accommodate I.E.P.'s on the high school level.**

FINANCES

Summary of Tuition and Fees

2022-2023

Fees:

Application Fee for High School:	\$175.00 before March 5 (non-refundable)
Application Fee for K3-8 th grade:	\$ 125.00 before March 5 (non-refundable)
New Student Fee for K3-12:	\$ 25.00 (non-refundable)
Materials Fee for K3:*	\$150.00
Materials Fee for K4:*	\$175.00
Materials Fee for K5:*	\$250.00

*Workbooks, take home papers, supplies, mat rental, etc.

Textbooks:

Students in grades 1 through 12 must purchase all textbooks, workbooks, and other consumable educational materials. These will be available for students to purchase before school begins.

Tuition:

K3/K4 Program

Full Day	Half Day
1 st child \$3,465 (\$385 / 9 months)	\$2,790 (\$310 / 9 months)
2 nd child \$3,375 (\$355 / 9 months)	\$2,700 (\$280 / 9 months)

Full day K3/K4 tuition includes courtesy care between the hours of 6:15 a.m. until 6:00 p.m. Half day ends at 12:30 p.m. However, half day students may stay beyond 12:30 for a fee of \$3.00 per hour or any part of an hour.

K5-5th grade

1 st child	\$4,235 (\$385 / 11 months)
2 nd child	\$4,125 (\$375 / 11 months)
3 rd child	\$2,827 (\$257 / 11 months)
4 th child	\$1,155 (\$105 / 11 months)

Middle School (Grades 6-8)

1 st child	\$4,400 (\$400 / 11 months)
2 nd child	\$4,290 (\$390 / 11 months)
3 rd child	\$2,937 (\$267 / 11 months)
4 th child	\$1,155 (\$105 / 11 months)

High School (Grades 9-12)

1 st child	\$4,840 (\$440 / 11 months)
2 nd child	\$4,730 (\$430 / 11 months)
3 rd child	\$3,234 (\$294 / 11 months)
4 th child	\$1,155 (\$105 / 11 months)

Note: Student in the highest grade level qualifies as the first child.

Financial Policies

1. Discounts

- a. Temple Baptist Church titling 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. Tuition for second, third, and fourth students in the same family will be discounted. (See Summary of Tuition and Fees)

2. Before/After School Care

- a. Before and after school care is available from 6:15 a.m.-8:15 a.m., and from 3:00 p.m.-6:00 p.m. at a rate of \$3.00 per hour or any portion thereof for students K5-12th).
- b. B/A School Care bills are processed on a weekly basis.
- c. 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 B/A School Care prior to 8:00 a.m., or after 3:30 p.m. will be charged regular fees.
- d. **Please note: Our After Care service is for parents who work and cannot pick up their children at the end of the regular school day.** It is not a babysitting service for those who are able to pick up their children on time, but don't want to, or an opportunity for your children to play with their friends after school. We have to hire aftercare workers based on numbers of students who actually NEED this service.

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.

4. Return Check Fee: Any return fee will incur a charge of \$30.00

5. Withdrawal: Persons wishing to withdraw from TCS must complete an official withdrawal form. Withdrawal forms are available in the school office. 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.) **Any withdrawal during the months of April and May will require full payment through June.** Any exceptions must be requested in writing to the administration.

ATTENDANCE

While we are no longer exercising Covid protocols, we do ask students who are exhibiting Covid or Flu symptoms to stay home. No doctor's note is required. However, we would appreciate a note from parents confirming the student's illness. That said, should a student's absences exceed 20 (for any reason), we will contact the parents to personally discuss absences moving forward. 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.

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 – 12th Grade

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

B. Attendance Policies

- 1. In K5 through 5th 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.** After 10 absences in a particular grade or class, a notification email will be sent to the parent and principal. After 20 absences (cumulative, not by semester), the parent(s) and student must meet with the principal to discuss continuance at TCS.
- 3.** In order to participate in an **extra-curricular activity** (i.e., athletic practice/game, theatrical rehearsal/performance, concert, etc.) a student must be present for the entire school day, and on Wednesdays, except in cases of pre-arranged absences and emergencies.
- 4.** A student must be in a class a minimum of 30 minutes to be considered present for the day.
- 5. 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 quiz/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.** Failure to turn in an assignment or make up a quiz/test on time may result in a 10 point grade reduction for each day the work was delayed.
- 8. Middle/High School students must have a doctor's excuse in order to make up any tests missed during nine-weeks exams.**

C. Tardiness

1. **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 asked 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, sleeping in, 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 (a.m., as well as per class) in any given quarter will be the equivalent of one absence.** These tardies count against perfect attendance, as well as toward the 10 day maximum for absences. If a pattern of tardiness is detected, a meeting with the principal will be required.

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. **Seniors** who have a study hall 7th period may, with parents' written permission, leave campus after their 6th period class. The caveat for this is, they must be passing every class, otherwise, they must stay for study hall. Any senior who qualifies to leave campus after 6th period, must remain off campus until the end of the school day. If issues arise, they will be addressed on an individual basis by the administration.

Seniors who leave campus after 6th period may not check out any siblings to leave early. This is a senior privilege and must be treated as such.
3. As a general rule, parents may not sign out older children just so they can pick up their younger children at the earlier dismissal time.
4. **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.

DISCIPLINE / CODE OF CONDUCT

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. A Standard of Cooperation Form must be signed by all middle/high school students and parents. A separate and more distinctive Senior Honor Code form must be signed by seniors and their parents. While we certainly do not expect "perfection" from our students, we do expect to have a high school student body striving to demonstrate a clean, godly lifestyle.

We want our students to learn to live by Biblical standards 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 the students 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. Disruptive behavior that requires the teacher to take the student from the room
3. Destruction of property
4. Disobedience/Defiance toward authority (including hitting, biting, kicking)
5. Physically injuring or threatening another student (hitting, fighting, biting).
6. Vulgarity or profanity of any sort
7. Lying, cheating or theft
8. Possession/Use of weapons (knives, etc.)
9. Dress code violation
10. Unkind/hurtful behavior/words toward another student; bullying
11. Homework not completed and/or not turned in.
12. Violation of the Internet Use Policy (1st – 5th only)
13. Having/using a cell phone/watches during regular school hours without permission

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 will be suspended for two days. If a child is suspended, he/she will receive a zero on any tests/quizzes missed during the time of suspension
- 5: If a student accumulates **twenty (20) behavior reports**, the administration will consider dismissal.
- 6: 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 without permission
- b. Tardiness to class (3 times per class = 1 demerit)
- c. Disrupting Class
- d. Failure to follow directions
- e. Unkind/hurtful behavior/conversation toward another student
- f. **Two** homework offenses (per class)
- g. Failure to comply with dress or hair code*
 - *Hair code will be checked the first day of each week, every week. Students will have 24-hours to conform to the hair code.
- h. Blue Folder not returned by Friday.

Up to 5 Demerits

- a. Blatant disrespect to authority
- b. Skipping class
- c. Lying/falsifying information in any form
- d. Invasion of privacy and/or theft (i.e., lockers, backpacks, desks) -restitution
- e. Direct disobedience
- f. Inappropriate physical contact -1st offense
- g. Inappropriate sexual/suggestive conversation (written or verbal)- 1st offense
- h. Profanity in any form
- i. Cheating on homework (possibly a zero on work) 1st offense
- j. Destruction of school property (minor offense) (less than \$25 - restitution)
- k. Physical abuse (fighting / bullying / threatening) 1st offense (includes online activity)
- l. Having/using a cell phone/smart watches etc., during school hours - 1st offense
(Phone/watch will be kept in the office until after school - Student may retrieve it)

Up to 10 Demerits

- a. Cheating on a quiz, or work that would count as a quiz grade (possibly a zero on work) - 1st offense;
- b. Cheating on homework - 2nd offense
- c. Obscene language, gestures, behavior, and/or materials on school property

- d. Possession of unauthorized materials/objects
- e. Having/using a cell phone/smart watch, etc. during school hours - 2nd offense
(Phone/watch will be kept in the office - Only a parent/guardian may retrieve it)
- f. Inappropriate sexual/suggestive conversation (written or verbal)- 2nd offense
- g. Physical abuse (fighting/bullying/threatening) -2nd offense
- h. Inappropriate physical contact -2nd offense
- i. Violation of the Internet Use Policy (based on severity of offense)

Up to 15 Demerits

- a. Cheating on a test, or work that would count as a test grade (Zero on work -possibly a failure for the class) - 1st offense
- b. Cheating on a quiz, or work that would count as a quiz grade (zero on work) - 2nd offense
- c. Destruction of school property /Vandalism/Theft (greater than \$25 - restitution)
- d. Obscene language, gestures, pictures, behavior, and/or materials away from school (i.e., Any social media, Texting, etc.)
- e. Having/using a cell phone/ smart watch, etc., during school hours - 3rd offense
(Phone/watch will remain in the office until the end of the semester)

Up to 20 Demerits

- a. Unauthorized possession/use of weapons
- b. Setting off/Calling in a false fire alarm or bomb threat (possible expulsion)
- c. Possession of alcohol, drugs, tobacco (on or off campus)
- d. Sexual misconduct of any kind (including pornography)
- e. Cheating on a test, or work that would count as a test grade - 2nd offense (Zero on work - possibly a failure for the entire semester)

2. Demerit consequences

- a. **5 demerits:** **30 minute after school detention (\$10.00)**
- b. **10 demerits:** **60 minute after school detention (\$20.00 fee)**
- c. **15 demerits:** **1 day in-school suspension (\$25.00 fee)**
- d. **20 demerits:** **Out-of-school suspension (2 days)**
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 out-of-school suspension. Student will receive a zero for all work not completed.
- e. **30 demerits:** **Administrative hearing and likely expulsion**
The administration will meet to determine if, and under what conditions, a student may be readmitted to school.

In the case of an 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 for any reason without the permission of the Administration. This includes school activities such as athletic events, formals, club activities, etc.

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. All detention/suspension fees will be added to the students FACTS account.

Demerits are cumulative per semester. The administration takes note, however of patterns of inappropriate conduct.

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 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.**

DRESS CODE

Temple Christian School requires students K5 through 12th 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 8th grade. **There are no exceptions to this policy for K5-8th grade.** **High school students may wear polo shirts of any color** with no logo. TCS t-shirts may be worn every day except chapel day, and are available for purchase in the school office.

Uniform pants, skirts, shorts, skorts, etc. (black, navy, gray, or khaki) may be purchased elsewhere. **Belts** are required on all pants and skirts that have belt loops for 1st through 12th grade. **Skirts /skorts must be at the top of the knee or below when sitting.** Shorts must be of modest length (fingertip) and loose fitting.

Tennis shoes /comfortable shoes are recommended for daily wear. On **chapel day, dress shoes are required for Middle/High school only.** **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 exposes the midriff, or has messages/advertisements that would not be condoned by TBC/TCS: alcohol/tobacco advertisements, rock music, social justice and/or political messages, 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 12 participate** in the full uniform program of TCS. They may wear navy, black, gray, or khaki pants, shorts, dresses, or skirts from any vendor. The girls may also wear plaid skirts/skorts/jumpers. **Skirts must come to the top of the knee or longer when sitting.** Girls' shorts must be middle fingertip length.

Students are to wear shirts authorized through the vendor chosen by TCS. Shirts must be neatly tucked in at all times. **Only TCS outerwear (sweaters, fleece, jackets, sweatshirts, etc.) may be worn in the classroom.**

Chapel Dress - Elementary and Middle School

Boys (1st – 5thth): navy blue, black, gray, or khaki pants or shorts, with a long or short-sleeved red polo shirt (with a TCS logo) – comfortable shoes

Girls (1st – 5thth): navy blue, black, gray, khaki, or approved plaid skirts, skorts, jumpers, or pants/shorts, with a long or short-sleeved red polo shirt (with a TCS logo); skirts must come to the top of the knee or longer when sitting; comfortable shoes.

Boys (6th – 8th): navy blue, black, gray, or khaki pants or shorts, with a long or short-sleeved red polo shirt (with a TCS logo); comfortable shoes.

Girls (6th – 8th): navy blue, black, gray, or khaki skirts, skorts, jumpers, pants or shorts with a long or short-sleeved red polo shirt (with a TCS logo); skirts must come to the top of the knee or longer when sitting. Shorts must be middle finger tip length.

Grades 9-12: Students at the high school level have a more relaxed uniform program at TCS. They may wear navy, black, gray, or khaki pants, shorts, or skirts from any vendor. **Skirts must come to the top of the knee or longer when sitting.** Ladies' shorts must be modest and middle fingertip length.

Students may wear ANY polo type shirt in any color (including stripes) 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.

Only TCS outerwear (sweaters, fleece, jackets, sweatshirts, etc.) may be worn in the classroom. **Seniors only** may wear solid color sweaters with no logos

Seniors only may wear button down shirts (any color) or plaid button front shirts.

Chapel Dress:

Gentlemen (9th – 12th): navy blue, black, gray, or khaki pants, with a long or short-sleeved polo shirt, or nice dress shirt (seniors only) comfortable shoes.

Ladies (9th – 12th): navy blue, black, gray, or khaki pants or skirts, with a long or short-sleeved polo shirt - comfortable shoes; skirts **must be at the top of the knee or longer when sitting.**

****SENIORS ONLY MAY WEAR BUTTON DOWN SHIRTS ON CHAPEL DAY**

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

Field Trip Dress: Grade K-8: **red** polo shirt; uniform pants/shorts or jeans with teacher approval

PE Uniforms: Any **5th grader** who wishes to change for PE must wear PE uniforms from our uniform vendor.

All 7th-9th grade students must purchase PE uniforms. During the colder months, **solid** navy, gray, or black loose fitting sweatpants may be worn.

Dress Down Days: No flip-flops.
No shirts with pictures of bands or singers of ANY type
No political/social justice apparel
Jeans must be neat and clean; may not be ripped/torn
All clothing must be modest – no mini skirts
Leggings are never permitted as “pants” - Never. Ever.
No spandex. Never. Ever.
No mens'/ boys' athletic shorts, sweats, joggers (unless specific permission is given)
Dresses/skirts must be at the top of the knee or longer when sitting.
Girls' shorts must be middle finger tip length

Miscellaneous: **Boys:** -All male students must be **clean-shaven** Any exception (plays, etc.) must be approved in writing by the administration.

- No males may have painted fingernails. Ever.**
- Socks** must be worn with all shoes.
- No sports sandals or flip-flops are allowed.
- Hair** must be off the ears and above the collar (no ponytails or man buns! Save that for college.)
- Hair may not be dyed an unnatural color
- No earrings, nose rings, or visible piercings
- No hats are to be worn indoors.

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

T-Shirts: Any TCS sponsored t-shirt may be worn any day except chapel day.

Set Apart t-shirts may be worn by any middle/high school Set Apart Girl's Club member any day, including chapel day

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

*The Administration reserves the right to address any dress down clothing that is deemed to be inappropriate.

ACADEMICS

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

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, P.E.

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:** 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>	<u>credits</u>	<u>Sophomore Year</u>	<u>credits</u>
English I	1	English II	1
Geography	1/2	World History	1
Physical Science	1	Biology	1
Algebra I	1	Algebra II	1
Bible	1	Bible	1
P.E./Health	1	Speech	1/2
Keyboarding	1/2		
<u>Junior Year</u>		<u>Senior Year:</u>	
English III	1	English IV	1
American History	1	Economics	1/2
Chemistry	1	Government	1/2
Geometry	1	Pre-Calculus or Consumer Math	1
Bible	1	Biblical Principles of Finance	1
Foreign Language	1	Foreign Language	1
		Physics or computer class	1
<u>Electives</u>			
Choir (9 th -12 th)	1/2		
Band (9 th -12 th)	1/2		
Yearbook (9 th – 12 th)	1/2		

Required courses are in bold print - Exceptions for those transferring into TCS during the high school years will be considered on an individual basis.

Students who transfer into Temple Christian High School must apply to exempt out of classes previously missed (i.e., Bible)

HIGH SCHOOL SENIORS MAY ONLY HAVE ONE STUDY HALL (7th PERIOD) Ignitia Courses are available.

F. Graduation Requirements for Advanced 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
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 (Biblical Principles of Finance)
½ credit in keyboarding
1/2 credit in speech

Graduation Requirements for Standard 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 II, Geometry, Consumer Math
3 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
1 credit in P.E./health
3 credits in Bible
1 credit in finance (Biblical Principles of Finance)
2 credits in foreign language
½ credit in keyboarding
1/2 credit in speech
1 advanced computer

*Electives will make up deficits

G. Diplomas

***Students must make a diploma track decision by the second semester of their freshman year.**

Advanced Diploma

Students must pass ALL CLASSES** with a minimum of 70% to remain in this track. If they fall below this average in a class, but wish to remain on the advanced diploma track, they must make the class up via Abeka video.

Advanced diploma students are eligible for the following:

1. Students are eligible to be considered for membership in the National Beta Club
2. Students are eligible to compete for Valedictorian / Salutatorian honors
3. Students are eligible for consideration for TBC / TCS scholarships
4. Students are eligible for outside organization scholarships
5. Students (because of the higher scholastic grading scale) will fulfill class rank first
6. Students must take advanced math and science during their senior year

**If TCS offers required classes, students must take them on our campus from our teachers

Standard Diploma

Students must pass all classes with a minimum of 60% and should be aware that:

1. Students are eligible for membership in the National Beta Club
2. Students are not eligible for consideration for Valedictorian / Salutatorian honors
3. Students (because of their unique grading scale) will fulfill class rank behind advanced diploma students
4. Students may take advanced math and science during their senior year only if approved in advance.

****Seniors must complete all credit requirements by the end of the school year in order to participate in the graduation ceremony.** Any exceptions must be approved in advance by the administration.

H. TCS Graduates

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

United States Marine Corp.	Liberty University	Cedarville University
United States Army	Baptist Bible College	Ferrum College
United States Coast Guard	Pensacola Christian College	Evangel University
Central VA Community College	So. Adventist University	University of Virginia
Randolph College	Virginia Military Institute	Virginia Tech
University of Lynchburg	Bridgewater College	Word of Life Bible Institute
James Madison University	Mass., College of Pharmacy and Health Sciences	
Campbell University	Greenville Tech	

STANDARDIZED TESTING

Each student in K5 through 11th grade takes achievement tests every other year, or every two years, generally in the spring. Students in 5th grade and 8th grade take the CoGat on a regular basis. Parents will be notified of these dates at the beginning of each new school year. Results will be placed in student files.

REPORT CARDS AND GRADING

A. Academic Grading Scale

The core areas of the curriculum will be graded using the following evaluation system for grades 1-11:

Average	Letter Grade	Average	Letter Grade
99-100	A+	80-84	C
96-98	A	76-79	C-
93-95	A-	72-75	D+
91-92	B+	68-71	D
89-90	B	60-67	D-
87-88	B-	0-59	F
85-86	C+		

In 12th grade, students will make the decision to pursue either the standard or advanced diploma. At that time, they will be given their evaluation system.

B. Report Cards

All students in K3/K4 receive progress reports via RenWeb. All students K5-12th grade will receive a report card every nine weeks via RenWeb. 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, special projects/reports, and test/quiz scores within each nine-week period. At the end of the school year, a hard copy of the report card is released to parents and the RenWeb grades are blocked.

If report card grades are to be held for financial reasons, the administrative assistant will notify the teacher. The teacher will then send the report card to the school office. Once financial arrangements have been made, the parent may then pick up the report card in the school office. In addition, report cards, records, transcripts, etc., will not be released to other schools or colleges/universities until the school bill has been reconciled.

C. 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 |

D. National Beta Club

High school students are invited to be a part of the National Beta Club at Temple Christian School. The criteria for this elite organization consist of grade point average of 93%, faithful church attendance/participation, current school behavioral records, school attendance, and participation in school activities at TCS.

Successful applicants for club admission must participate in one or more of the following activities each year: sports teams (may include being a manager or bookkeeper), play productions (may include being a stage hand, etc.), choir, band, go on school-sponsored missions trip, such as a Costa Rica Build Trip, etc. The senior trip does not qualify.

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

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 **D or F** in a class other than math and English/Language he/she will be encouraged to participate in a summer school or tutoring program.
4. If a student makes an **F** in math or English, he/she will be required to successfully complete a summer school or summer tutoring program in order to return to TCS:

Tutoring: (1st – 8th : Minimum 30 hours)
(K5: Minimum 15 hours)

Advanced: 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. Any student who makes an **F in three or more subjects** may need to repeat the entire grade. Any exception must be granted by the administration.
6. Any student who makes an **F in both 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.

HOMEWORK 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 - based on our code of conduct policy. **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 can 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.

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 1st through 12th grade are required to use a school approved agenda to record assignments. In addition, teachers will record all homework assignments, test/quiz/project dates/details on RenWeb.

LUNCH PROGRAM

A hot lunch program is offered through the school for a modest price. In order to purchase hot lunches, students must have money placed in their lunch accounts. This can be done through the cafeteria or office staff. Parents will be notified via RenWeb if the child's account is starting to run low.

Students may also bring packed lunches from home. Microwaves in the cafeteria may be used by middle/high school students only.

Information about the school lunches (cost, entrées, etc.) will be sent to the parent before school begins in the fall. Menus change quarterly, and will be sent home in students' Monday folders, as well as posted on Renweb.

FIELD TRIPS

Field trips are an important part of the educational process. 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 adult family members are permitted to attend the trip with the students unless other arrangements have been made with the principal. There are exceptions to this policy but they are rare.
- B. This trip is only for students who attend TCS. Any exceptions must be approved in advance by the principal.
- C. If a student raises money through school sponsored fund-raisers but chooses not to go on the trip, that money will be dispersed evenly among the students who are going. It may also be used to cover fuel costs to transport travelers to and from the airport. Any money taken out of accounts for the trip requires one week to process.

EMERGENCIES / STUDENT SAFETY

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 8:00 (unless otherwise stated); Teachers/office staff report at 9:00 – School begins at 9:30 a.m. |
| 2 Hour Delay: | Courtesy Care opens at 9:00 (unless otherwise stated); 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.**

Drills

Fire drills, tornado drills, earthquake drills, bomb threat, and lock down drills are conducted on a regular basis. Students are instructed how to respond and where to go when the alarm is sounded or the announcement is made regarding a particular drill or emergency. If exiting the building is necessary (i.e., fire drill) students rehearse the procedure. Teachers are trained to make sure every child is safe and accounted for during an emergency situation.

Medications

Temple Christian School does not employ a school nurse, nor does it supply any medications for students. Any medication (including ibuprofen, aspirin, etc.) students need must be turned in to the school office in the original container with the student's name and full instructions. A medical permission form (located in the school office) must be completed and filed with office staff. All students must come to the school office to receive ANY necessary medication.

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. 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.

Children who have contracted **lice** must stay out of school for a minimum of 24 hours *after treatment*. If the case is severe, 48 hours will be required.

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.

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.

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.

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 must adhere to the school zone speed limit.

BEFORE SCHOOL:

Parents must park in the front or back parking spaces in order to walk their children into school the school building. Those who wish to simply drop off must pull into the traffic flow area. Parents may not sit in their cars in the drop off lane and watch their children walk inside. That lane needs to keep moving.

AFTER SCHOOL:

No one is permitted to park in traffic flow area prior to 2:45 p.m. (elementary), 3:10 (middle school) or 3:25 (high school) If you arrive prior to those times, you must park in a designated parking spot, and then ease into the flow.

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 3:30 for 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.

Once a student has been picked up, the parent is responsible for him/her. 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, and may be online. 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 / information.

Parent-Teacher Conferences are not regularly scheduled meetings on the school calendar, but are rather arranged at the teacher's and/or parent's request. (See below)

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.

Problem Solving

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.

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). **Siblings from other classes are not permitted to attend class parties.**

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.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

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 1st-5th 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 3rd grade are taught to play the flutophone, while students in the 4th grade are taught to play the recorder.

B. Middle/High School Level Athletics

1. Sports Offered

- a. **Soccer:** Programs are offered in the fall and spring.
- 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. **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 speech competitions, musicals and plays.

2. Choir

A choir program is offered with concerts being held at Christmas and in the spring. Choir members may participate in the annual ODACS academics and fine arts competition.

3. Clubs

- Set Apart Girls' Club:** Bi-monthly meetings are scheduled. Topics are geared toward assisting the middle/high school girls in becoming godly women. Regular activities and service projects are planned for after school hours.
- Science Club:** High school students only

4. Activities

Middle School / High School Mixer – This event is held, usually held on the first weekend after school begins. It provides an opportunity for the students to reconnect as well as develop relationships with new students, through games, food, and a devotional.

Middle School Formal: An annual dinner event for 6th-8th 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 and faculty. 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. Cell phone use is prohibited during the school day. This includes the use of Apple Watches, or any device that can be used for texting, instant messaging, internet, etc.

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 stairwell outside the school office. 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, or to Goodwill. 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.

TECHNOLOGY ACCEPTABLE USE POLICY

It is the general policy of Temple Christian School that all technology resources are to be used in a responsible, efficient, ethical, legal, and Christian manner. The computer user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Based on the severity of the violation, any user violating the provisions set forth in the Acceptable Use Policy, applicable state or federal laws, or posted classroom rules of computer use will be denied network privileges at the time of the offense and will be subject to school disciplinary options, including temporary or permanent denial of internet access depending upon the offense. Criminal prosecution may result when applicable.

Students in grades 1-12 are expected to sign the Technology Acceptable Use Policy at the beginning of each new school year.