

2019-2020

# Tabernacle Christian School Student Handbook



Tabernacle Christian School  
242 DERRY RD. LITCHFIELD, NH 03052

# SECTION

# 1

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## **1. Introduction**

### *History*

Tabernacle Christian School (TCS) was established in 1976 as Heritage Christian School. The name was changed in 1979 to Tabernacle Christian School, the present name. The school closed down in 1992 and re-opened in 1996. Since reopening the school has grown and now has approximately 100 students enrolled. TCS has and is currently striving to provide a Christ-centered education for students in Southern New Hampshire and surrounding areas.

### *Church/School Relationship*

TCS is a ministry of Tabernacle Baptist Church. The school is a part of the church and the pastor and school board are ultimately responsible for the school. The principal, teachers and other staff are employed in a ministry of the church.

### *School Board*

The deacons and pastor of Tabernacle Baptist Church serve as the school board for Tabernacle Christian School. No parent should go to the pastor or school board with a school matter before first meeting with the teacher and if not satisfied, taking the issue or concern to the principal.

### *The Principal*

The Principal is in charge of the day-to-day operation of TCS. The Principal is the principle decision-making authority in the school. He/she has the authority of the school board to administer discipline including the suspension and/or expulsion of students.

### *Parent–School Relationship*

Since the home is God's primary institution, Tabernacle Christian School functions as an extension of the parents' responsibility to "train up a child in the way he should go." It is imperative for there to be a good relationship between TCS and the families of each of our students. Several important points should be kept in mind as we work together to fulfill our God-appointed task of preparing children to serve the Lord.

- To criticize or ridicule the policies or staff of the school in the child's presence is, in effect, undermining the authority and wisdom of the parent who placed him in the care of the school.
- Many problems have a reasonable explanation. If there is a concern or disagreement, parents should allow the school leadership to explain their policies or decisions before reaching a conclusion.
- Parents are encouraged to bring their concerns directly to the TCS school staff rather than to discuss them with other parents. This will promote open communication and helps to eliminate rumors, gossip, and misinformation (Matthew 18:15).
- Tabernacle Christian School desires parents to understand the importance of being an example to their young people by a clean-cut, modest appearance. Smoking is not permitted on the campus of Tabernacle Christian School.
- At various times, students will bring home notices from the teachers and/or the administration. Parents should read these carefully, and if required, **sign and return these notices the next school day.**
- Parents are urged to contact the school concerning their child's academic progress. Here are some helpful suggestions for your home:
  1. Require your child to bring books and papers home each day.
  2. Drill your child daily on math, spelling, vocabulary, and study sheets the teacher may send home.
  3. Check your child's homework for errors or sloppiness. Your child will not benefit from careless work.
  4. Question your child daily about upcoming tests or projects.
  5. Be alert to subtle changes in your child's attitude. Anxiety, discouragement, laziness, rebelliousness, and home problems are determining factors in a child's academic progress. The parents and teachers must work together to recognize and correct difficulties before damage is done.

Please keep the TCS school office informed of any changes in your address, phone numbers, employment, doctor, or emergency information.

## **2. Admissions Policy**

### *General Policy*

Students are admitted to Tabernacle Christian School on the basis of the following criteria:

- A completed application
- A successful score on entrance/ placements tests
- The administrative interview
- Christian experience/ church attendance
- Former records.

Tabernacle Christian School can only accommodate students with very mild learning disabilities. If it is determined at the time of the testing that we will not be able to accommodate your students' needs, we will be glad to refer you to an area school that may be able to meet your student's needs.

Tabernacle Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. TCS does not discriminate on the basis of race, color, national or ethnic origin in the administration of its' educational policies, admission policies, athletic programs or other school administered programs.

Attendance at TCS is a privilege. This privilege may be forfeited by any student whose conduct, attitudes, lack of progress or lack of cooperation on the part of the student or parent make it inadvisable, in the opinion of the administration and/or school board, to retain that student at TCS. As a private Christian institution, we reserve the right to set and maintain standards of student conduct, dress, cleanliness and academics. TCS was founded to provide a distinctly Christian education for its students.

TCS maintains the right to refuse admittance to any one who does not conform to these standards. All students and parents are expected to comply with the policies of TCS. Tabernacle Christian School reserves the right to suspend or expel students with or without cause and without recourse and review. Admission and grade placement are at the principal's discretion. Parents may appeal decisions through the school board.

#### *Admissions Procedure*

A. *New Enrollment.* Students may be enrolled at the school office during office hours (8:00 AM to 3:00 PM). All prospective first time students at Tabernacle Christian School must:

- Submit an application to the school office.
- Pay registration fee through the FACTS system.
- Read this student handbook completely.
- Complete all necessary forms (medical, emergency, etc.)
- Submit a copy of most recent report card and transcripts.
- Arrange with the school secretary for a parent/student interview with the principal and take required entrance/placement tests.
- Provide immunization record.
- Submit a statement of cooperation signed by parent(s) and child(ren)

B. *Re-enrollment.* All students must re-enroll each new school year. Each student's record will be reviewed, and students will be re-admitted on an individual basis at the sole discretion of the school. In order to re-enroll at Tabernacle Christian School students must:

- Submit a re-enrollment form to the office.
- Pay the registration fee on the FACTS online system.
- Update all necessary records.
- Submit a signed statement of cooperation.

**Re-enrollment** of current students begins on **March 1** of each year. **New Student** registration will open on **April 1** of each year.

#### *Withdrawal*

A. *Notice.* Students may be withdrawn at any time, but all tuition charges will continue until the end of the month in which an official withdrawal form has been completed. Report cards will not be issued until all bills are paid, and all textbooks and materials are returned to the school office. TCS also reserves the right to request that a student withdraw without notice.

B. *Tuition Refund.* A refund will only be given when tuition has been pre-paid and will start with the next calendar month after which the student has withdrawn. A refund will only apply to prepaid tuition not to any other fees or expenses.

### **3. Financial Policies**

A. *Tuition.* Tuition is a fee for the school year, but for your convenience it may be paid in monthly installments. The first payment must be made prior to your child starting school.

The following four methods of payment are available:

Pay the full year	5% discount if paid before the school year begins
10 months	(August to May)
11 months	(July to May)
12 months	(June to May)

- Payments will be received only on the FACTS online system unless you have made specific arrangements with the financial office.
- Please make all checks payable to Tabernacle Christian School.

A fee will be charged for any returned check. Two or more returned checks may result in a requirement of cash or cashiers check.

All tuition payments are due on the first of the month and are late after the fifteenth. A \$10.00 late fee will be added.

B. *Fee Schedule.* The table that follows details the various fees that are charged for enrollment and participation in various classes and/or extra-curricular activities. These fees are mandatory for students participating in the listed activities and will be included in the total tuition cost.

<b>Fee</b>	<b>Purpose</b>	<b>Comments</b>
<i>Registration</i>	Processing application and paperwork	Refundable only if the student is denied admission.
<i>Graduation</i>	Defer the expense of graduation for K5 and 12 <sup>th</sup> grade	Charged to all K5 and 12 <sup>th</sup> grade students
<i>Physical Education</i>	Covers the cost of PE uniforms	Grades 3-11
<i>Athletic Participation</i>	Defers the costs of the athletic program for all student-athletes	Students may not participate in any extra-curricular activities until it is paid
<i>Art</i>	To help cover the costs of materials for art classes	Paid for all students K4-grade 8
<i>Book</i>	To cover the cost of books used in all classes.	Paid by all students K4-grade 12. Consumable books are the students' property. Non-consumable books are the property of TCS. Lost and/or damaged books will be replaced and an additional fee will be assessed.

It should be noted that tuitions and fees charged by TCS do not cover the full cost of educational services offered. It is through the kind and sacrificial generosity of Tabernacle Baptist Church and other donors that we are able to offer this educational opportunity.

# SECTION

## Attendance Policies

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### 1. Church Attendance

Tabernacle Christian School cannot overemphasize the importance of faithful attendance to all services of your local, New Testament church. Not only is it essential for one's spiritual growth, it is also vital in support of the Christian home. One's commitment to Christian education, as offered at TCS, is evidenced by the family's commitment to the local church. The Christian school is not a substitute for regular family worship.

Neglect in the area of church attendance may lead to expulsion or may jeopardize re-enrollment for the following year. It is strongly suggested that students strive to develop and maintain a personal relationship with their pastor and/or youth pastor.

If you are not a member of a local church, we invite you to worship and serve at Tabernacle Baptist Church. Whether you worship here or at another local church, it is imperative that every Christian parent and student be an active member of the body of Christ.

### 2. School Attendance Policy

#### *Attendance*

A. *General Policy.* The school year consists of 180 days. Snow days will be added as needed. In order for students to get the most out of school classes they must be in attendance and on time. Attendance is taken in every class.

B. *Absence.* A high school student who is over 15 minutes late to class will be considered absent to that class. Any student arriving after 11:00 AM and leaving prior to 11:30 AM will be considered absent for that day.

TCS policy limits the allowable number of absences to twenty days per school year or five days per quarter. Any student who misses more than 5 days per quarter will be required to serve three hours in school per day over the 5 on a Saturday at the end of the quarter in question. There will also be a \$30 fee per day over payable on the date that the hours are served.

An absence is excused for illness, death in the immediate family, doctor appointments not able to be scheduled at another time, or other reasons considered appropriate by the administration. Please obtain a doctor's note as necessary. If it is determined that a student skipped school, he will receive zeros for the day and have his enrollment status evaluated.

The student is responsible for collecting and making up work missed due to absence. Attendance is mandatory for participation in after school activities. If a student's absences become excessive, a parental conference will be required with the principal.

C. *Tardiness.* If a student is tardy he must immediately report to the school office and obtain a tardy slip to enter class. Tardiness without a written excuse from a parent or guardian will not be tolerated. An excuse from home will not necessarily constitute an excuse of tardy, but will be considered by the principal.

D. *Early Dismissal.* All parents picking up students from school early should proceed to the school office. Please do not go directly to the classroom. All students leaving campus early must sign out at the school office. A note must be presented to the school office on the morning of the early dismissal. The teacher will be informed of the early dismissal and send the student to the school office at the appropriate time. It is the student's responsibility to obtain all class assignments missed during their absence. Please contact the school office if you decide to pick up your student early on the same day.

#of tardies	Discipline
1	Tardy slip issued
For every 5 in a quarter	1 absence

E. *Contacting Students in the Classroom.* If a need arises to contact a student during the school day, please call the school office. A message will be relayed to the student. In addition, flowers, gifts, lunches, homework, books and the like will be delivered promptly to your child through the school office. Please do not take these items directly to the classroom. This will keep disruptions of the learning process to a minimum.

**Arrival and Dismissal**

A. *Arrival.* TCS faculty will be on duty beginning at 7:50 AM to supervise students in the fellowship hall.

At 8:00 the first bell will ring signaling that the students may go to their classes. Kindergarten and Elementary teachers will pick up their students from the morning arrival area. Students in grades 7 - 12 should proceed to their lockers and then go directly to the auditorium.

At 8:10 the second bell (late bell) will ring for 7<sup>th</sup>-12<sup>th</sup> grade. At 8:20 the second bell will ring for K-6<sup>th</sup> grade. Any students not **in their seat** when this bell begins ringing are considered tardy and must obtain a tardy slip from the school office in order to proceed to class.

Time	Activity
7:50	Students Begin Arriving
8:00	First Bell—students may go to their classroom
8:10	Second bell for 7 <sup>th</sup> -12 <sup>th</sup> Grade
8:20	Second Bell K-6 <sup>th</sup>

Time	Activity
2:40	Dismissal Bell—students leave class to collect bags and go to dismissal area
3:00	After Care—students remaining will be placed in care and a fee will be charged

B. *Dismissal.* All students are dismissed at 2:40 PM. Please do not expect to pick up your student at 2:30 PM unless there is a valid reason (ie. doctor's appointment). Trying to pick up students prior to dismissal is very disruptive throughout the school. All K3–6 grade students will be dismissed by their teacher. They are to stay with their teacher until they are dismissed directly to their vehicle. All students in grades 7–12 are dismissed to their vehicle unless they ride with an elementary student. If so they must also wait to be dismissed when the elementary student is dismissed. There is to be no running or horseplay of any kind in the pick-up area.

C. *After Dismissal.* At 3:00 PM all students who have not been picked up must report to the "after care" area. A staff member will supervise the students in "after care." Students will have a snack time, homework time, and play time until their ride arrives.

Students are not to be in the building after school except for scheduled school activities.

Students are not allowed to stay after school (3:00 PM) for upcoming school or church events unless a parent or staff member supervises them. If a student is involved in any after school extra-curricular activity, it is the parent(s)'s responsibility to provide transportation for their young children. Please do not leave younger students to wait for an older sibling to finish practice or any other activity. Please make arrangements to pick up the younger student on time. Written permission must be on file in the school office for a student to ride home with someone other than his or her parents or regular car pool ride.

**Student Employment**

Work permits for students in our local area are available in the school office. All other students must go to their local school districts for permits. Although the student is employed, he must still attend all classes and required school events.

**Vacations**

Parents are urgently requested NOT to take students out of school during times when school is still in session. Because of the effect on course continuity and discussion, the benefits of vacations during the school year are highly questionable. Parents are especially urged NOT to assume that days immediately before and after scheduled school vacations are proper days to make exceptions. Please do no base decisions on student option, or assume makeup privileges will be extended before or after the vacation.

Discussion about vacations should be shared with the principal prior to making vacation plans. Vacations in most cases will not be considered excused absences.

# SECTION

# Safety & Insurance Policies

# 3

## 1. Student Health and Insurance

### *Parental Responsibilities*

Parents are asked to provide immunization records and notification of any communicable diseases that a student may have contracted.

Students who have a persistent need of medical attention will be referred to the principal, and the parents will be contacted to determine the need of this attention.

### *Illness*

Students who become ill during the school day will be given proper care at the school office or will be sent home. Any student who appears injured, seriously ill or has a temperature of 100 degrees will not be allowed to remain at school. Parents will be called and asked to pick up their child from school. If parents cannot be reached, the school office will contact the emergency person indicated on the student's emergency card. A student who has been vomiting or has a temperature of over 100 must stay home until they have not vomited for 24 hours and they have had no fever for 24 hours, without fever reducing medication. **(Please keep the school office informed of any changes in phone numbers or doctors on these cards.)**

### *Medication*

A. *Prescription.* Students who require prescription medications must bring a doctor's note to the school office. The medication must be labeled with the following: the student's name, the dosage, and the name of the medication. In addition, a note is needed from a parent giving the staff permission to administer the medication.

B. *Non-prescription.* Students who need non-prescription medications must bring a parent's note or have permission on their emergency card. The school staff will not be held liable for the effects of medication given at the direction of a doctor or parent. In all cases, the medication must be deposited at the school office. No medicine (including Advil, Tylenol or antacids) is to be in the student's possession during the school day. The school assumes no responsibility for the results of self-administered medication.

### *Accident Insurance*

At the time of enrollment, all students must have accident insurance coverage. Parents have the following two options:

- Show proof of coverage from an existing policy
- Purchase coverage using the information made available by the school office.

## 2. School Closings

At TCS, the safety of both students and faculty is one of our highest concerns. In the event of inclement weather that might make travel to and/or from the school hazardous, TCS will make a decision in light of the weather and road conditions. This may or may not coincide with public or other private schools' actions. The stations shown to the right will be notified no later than 6:30 AM. In addition, the school office will send a schoolwide message through the Remind app. Please call the school about early dismissal only in extreme circumstances. We will contact you if necessary.

<b>Television</b>
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### 3. Transportation

#### *Student Vehicles*

A. *Registration.* Students who desire to drive to school must obtain permission from the principal and a parking permit from the school office.

B. *Rules.* Students may not enter their car during the school day. Permission must be obtained from the administration and the parents for any student to use his car during the school day.

The student is to drive to the school, park in the designated area, and stay out of the car until school is dismissed. When school is dismissed, the students who drive are to leave the school property promptly. There is to be no loitering in or around student vehicles at any time.

When driving on school property, vehicles should be kept to a moderate speed (no more than 5 MPH). For the safety of all involved, care should be taken when entering and exiting the property. Student drivers who are observed driving carelessly, whether on or off school property, may lose their school driving privileges.

C. *Parental Permission.* All students who drive must obtain permission to drive to and from school from both his or her parents and the school office. The school office must be aware of car pools.

**Note:** Student drivers must file a record of their drivers' license, insurance coverage, and regular riders with the school office. Both students and their parents are liable for bodily injury and property damage under the law. Students must notify the school office of any change in license status, insurance coverage, riders, etc.

#### *Church Vehicles*

The use of TCS vans or buses for outings, games, etc., is a privilege. The following rules apply to the use of all TCS vehicles.

- Passengers are to remain seated and conduct themselves in a quiet, orderly manner in the interest of safety.
- The driver is responsible for safety and discipline. Students must cooperate with the driver at all times. Failure to observe driver's instructions or transportation rules may result in the loss of riding privileges.
- No student may board a vehicle until a staff member attends it. Staff may assign seats.
- No part of a student's body may be extended outside of the windows or doors, nor shall any student throw or extend any object from the vehicle.
- No passenger is to shout, gesture, or otherwise communicate with pedestrians or other vehicles unless authorized.
- Passengers must never tamper with the emergency door, first-aid kit, fire extinguisher or other equipment.

### 4. Visitors during School Hours

A. *General Guidelines.* Parents and other visitors are welcome at Tabernacle Christian School. All visitors must first report to the school office before going to a classroom or elsewhere on campus during school hours. Visitors should present identification if not recognized and state the purpose and length of their visit. (As detailed before, lunches, books, etc. may be left at the school office to deliver to students.) Parents may make appointments to visit classrooms only upon administration approval. This allows uninterrupted learning to proceed in the classes.

Visitors must obtain a visitor's pass from the school office upon arrival, and return it prior to departing the campus.

B. *Prospective Students.* Students at TCS may invite prospective students to visit class, provided they receive permission at least one day in advance. All student visitors must abide by the TCS dress code while visiting and must report to the school office upon arrival to obtain a visitor pass.

C. *Closed Campus Policy.* TCS operates a "closed – campus" policy. The principal has been given authority to take appropriate action against any non-students including contacting the police if deemed necessary for the protection of your children.

**5. Volunteers, Aides and Room Parents**

If any parent feels he/she would like to assist a teacher in anyway, he or she may contact the appropriate teacher. Authorization will be made through the Principal.

It is not the policy of Tabernacle Christian School to reimburse anyone assisting a teacher. Parents should remember to follow school dress code when assisting with the class.



## *Dress & Conduct Policies*

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### **1. Introduction to Dress Code**

As a Christ-centered institution, Tabernacle Christian School strives to maintain a standard of excellence that goes beyond simply academics. We approach education with a desire to train and commission the future leaders of families, churches, and government. To that end, the dress code and conduct policies of the school have been developed to encourage an environment of neatness, respect for others as well as self and proper attitude.

At TCS we use Biblical, practical and common-sense reasoning for our dress code regulations. Although we recognize that true Christianity is a matter of the heart, we also realize that the outward appearance is a reflection of the heart. While it's true that God looks on the heart, man looks on the outward appearance. (I Sam 16:7) Our dress standards at TCS are in place to reflect the fact that we are the sons and daughters of God.

The Bible instructs us to be modest in our apparel. (I Timothy 2:9) The Bible also tells us that there is an appropriate time for everything. (Ecclesiastes 3) In addition we are told to abstain from all appearance of evil. (I Thessalonians 5:22) Obviously our dress and grooming are a major part of our appearance and it should reflect Godliness not evil. Furthermore, we are exhorted to do all things to the glory of God. (I Corinthians 10:31) This would include our dress and outward appearance.

As fashions are constantly changing, our dress code regulations are also subject to change. These changes will be made as the need arises at the discretion of the administration. As "fads" arise, it becomes necessary for the

School to make adjustments to the dress code. When this occurs, the school office will notify parents in writing.

There are two areas of Christian character that a dress code should demonstrate:

- *Modesty*—our dress code has been developed with great consideration of HOW your child will appear to others. It is imperative that our dress not be a stumbling block for others, and as such, we strive to develop a reasonable, but modest, dress code for all activities that may go on during the school day.
- *Appropriateness*—we acknowledge that true Christian character is spiritual and not based on how one dresses or speaks. All clothing must be neat and in good repair. The dress code in the following pages reflects a “professional casual look.” We believe that this “look” is appropriate while remaining loose enough to allow some reasonable freedom of expression.

Although it does not deal with dress code, cleanliness is a necessary part of the dress code. Students are expected to be clean when they arrive at school in the morning. At a minimum they should have bathed, combed their hair and brushed their teeth.

It is essential that parents be actively involved in the training of students in the area of hygiene. As young people mature, they need direction in these matters. This kind of instruction is best provided at home.

On field trips, the administration may opt to allow students to wear casual dress. Students **may** be allowed to wear sneakers, jeans, and an appropriate T-shirt or polo shirt.

The following pages reflect the proper dress to be worn for all activities of the school. Students **must** be in the appropriate dress code for whatever school activity they are attending. The dress code for the various activities (such as Honor Society induction and the High School banquet) will be announced prior to the event.

## 2. Dress Code for Boys

We are training your sons to be leaders in the Christian world. Our young gentlemen should dress in a way fitting a servant of Christ. The 7<sup>th</sup>-12<sup>th</sup> grade will set the standard for all the elementary students, and as such, they should strive to meet and exceed the dress code at all times.

Area	Regular Dress
<i>Hair</i>	<ul style="list-style-type: none"> <li>• Neatly trimmed</li> <li>• Natural color; no dyeing</li> <li>• Off ears and collar</li> <li>• Sideburns no longer than middle of ear</li> <li>• No spiked hair or completely shaved heads</li> <li>• No shapes shaved into the hair</li> </ul>
<i>Facial Hair</i>	<ul style="list-style-type: none"> <li>• Clean shaven at all times</li> </ul>
<i>Shirt</i>	<ul style="list-style-type: none"> <li>• Polo shirts—either Plain or Striped are fine</li> <li>• Chapel days 7-12 must wear dress shirt &amp; tie</li> </ul>
<i>Sweaters</i>	<ul style="list-style-type: none"> <li>• Coats may not be worn or carried in the classroom</li> <li>• Sweaters and sweatshirts must be in good taste and may not have any inappropriate logos or brands (as determined by administration)</li> <li>• No sweatshirts when chapel dress is required</li> </ul>
<i>Pants</i>	<ul style="list-style-type: none"> <li>• Black, khaki, grey, or navy-blue dress pants – no cargo pants</li> <li>• Cut to hang on waist naturally, not baggy</li> <li>• 7-12 must wear a belt at all times</li> </ul>
<i>Footwear</i>	<ul style="list-style-type: none"> <li>• K3-12 may wear sneakers or dress shoes</li> <li>• Socks must be worn</li> </ul>
<i>Jewelry</i>	<ul style="list-style-type: none"> <li>• No piercing of any kind</li> <li>• Boys may wear a watch</li> <li>• No more than 2 rings</li> <li>• No other jewelry is allowed except medical alert.</li> </ul>

## 3. Dress Code for Girls

The Bible extensively addresses modest and appropriate attire for ladies, and we encourage all parents and students to examine the passages of Scripture where it deals with their attire and bearing. (1 Corinthians 11:14-15; 1 Timothy 2:9-10; 1 Peter 3:1-6) We encourage parents to discuss the issue of modesty with their daughters as they grow into young ladies. We encourage the parents of younger girls to help them to conduct themselves as ladies, and not to wait until they are “old enough.”

Our young ladies are not just the future wives and mothers of our world. They are also future leaders, both in the church and in the business world, and they should also dress appropriately.

Area	Regular Dress
<i>Hair</i>	<ul style="list-style-type: none"> <li>• Neatly trimmed and styled; not excessively short or boyish</li> <li>• 7-12, moderate dyeing is allowed; no streaking or tipping</li> <li>• Braiding and styling are allowed in good taste; no wraps or beads</li> </ul>
<i>Makeup</i>	<ul style="list-style-type: none"> <li>• All makeup should be in good taste; makeup should accent natural beauty; no glitter</li> </ul>
<i>Shirt/Blouse</i>	<ul style="list-style-type: none"> <li>• Polo shirts—either Plain or Striped are fine.</li> <li>• Must be loose fitting</li> </ul>
<i>Sweaters</i>	<ul style="list-style-type: none"> <li>• Coats may not be worn or carried in the classroom</li> <li>• Sweaters and sweatshirts must be in good taste and may not have any inappropriate logos or brand (As determined by administration)</li> </ul>
<i>Dress/Skirt/Pants</i>	<ul style="list-style-type: none"> <li>• K3-K5 must either wear skirts or dresses that go to the bottom of the knee or loose-fitting slacks (<b>No blue jeans or leggings</b>)</li> <li>• 1<sup>st</sup>-12<sup>th</sup> Black, khaki, navy, grey or plaid skirts that go to at least the bottom of the knee</li> </ul>

Footwear	<ul style="list-style-type: none"> <li>• K3-12<sup>th</sup> may wear sneakers or dress shoes</li> <li>• Heels should be no higher than 2 "</li> <li>• <b>Socks or stockings must be worn at all times (peds are ok)</b></li> <li>• no backless shoes</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>• No more than two tasteful necklaces</li> <li>• No more than two earrings in each ear only</li> <li>• No more than two rings on each hand</li> <li>• No other body piercing of any kind</li> </ul>

**4. Other Dress Code Policies**

In addition to this standard dress, junior and senior high students will be provided with a T-shirt for physical education (PE class). They must wear this T-shirt (with the pants that are on the supply list) during PE class. The 7<sup>th</sup>-12<sup>th</sup> graders are allowed to wear blue/black shorts, but they must come to at least the top of the knee (if this privilege is abused, they will have to wear pants). No other attire will be permitted.

Some activities will require chapel dress. Please encourage students to follow this simple guideline, as it will avoid unnecessary dress code violations.

As already stated, field trip dress varies from regular dress. The decision on appropriate dress is left to the administration, and parents will receive a notice prior to the day of the trip.

We also encourage students to *ask before wearing something questionable*. If a student or parent is not sure if an item would meet dress code, the administration will be glad to assist them in the decision. It is best to contact the school office and let the school secretary know you are bringing an item for review.

**5. Conduct Policies**

*Standards of Conduct*

The standards of conduct for the students of Tabernacle Christian School are based on the infallible Word of God-- the Bible. TCS believes that salvation by faith in Christ is the first step in the Christian life. There is also a second step in the Christian life, which is sanctification or growth in Christ. (Romans 8:29) This growth begins with salvation and should continue through life. The Bible commands that we live a holy life—one that is separated to God and from the World. (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14)

TCS therefore strives to provide an environment conducive to the spiritual growth and development of young people. Every effort is made to nurture an atmosphere of growth and maturity in the Lord. A standard of conduct based on Bible principles is necessary to provide such an environment. All the actions of the Christian must be to the glory of God. (I Corinthians 10:31) the Christian must avoid practices that may harm his/her physical, mental or spiritual well-being. (I Corinthians 9:27)

It is impossible to list all of the qualities of a Christian young person. In this brief list, several areas of conduct are presented as a guideline for students.

A. *Courtesy*. Students are to treat everyone with proper respect, and to show proper submission to authority. Courtesy is not simply limited to attitude to teachers, nor is it bounded by the walls of the classroom.

1. Respect. As students mature, they develop a desire to be treated as adults. This is a healthy desire and the faculty will attempt to nurture it by respecting the student as a person. Likewise, the faculty members at TCS have devoted their lives to the service of Christ and the ministry of the local church, and they deserve the respect due to them. (Proverbs 14:28; 1 Timothy 5:17)

Disrespect of others, including other students, reflects a lack of respect for one's self. Jesus Christ clearly taught us that we are to love and honor one another, which entails a respectful attitude, disposition and behavior. (Matthew 22:39; John 15:12)

2. Speech. Students must speak respectfully to staff members and fellow students at all times. This entails complete answers and the use of "Yes" and "No." Using lazy language such as "yeah," "nah" or "whatever" is not only disrespectful but also inappropriate.

3. Relationships. Entailed in respect for each other is a healthy respect for members of the opposite sex. While we know that attraction between young men and ladies is normal and healthy, decency and respect for one another must be the foundation of any relationship, whether romantic or platonic. We discourage "dating" of any kind.

4. Physical Contact. Physical contact or any display of affection between students of the opposite sex is prohibited. Members of the opposite sex should not be alone at any time.

There should be no pushing, shoving, hitting, kicking, scratching, etc. by any students. Students should not engage in physical contact, except as determined by the school administration.

B. *Classroom behavior*. Although students should conduct themselves in an orderly and respectful manner at all times, the classroom is a place of learning, and that fact should be thoroughly honored in conduct and attitude. Activities that disrupt the learning process (such as note passing, talking in class or slouching in one's seat) will not be permitted in the classroom.

C. *Blatant Disobedience*. While there are many areas where discernment is necessary to determine the appropriateness of the activity, there are some areas that are quite clear. The following are some activities that will never be reflective of a Christian attitude.

- Cheating and/or plagiarism will not be tolerated. Cheating constitutes stealing and dishonesty. If a teacher suspects that such activity is going on, immediate action will be taken. It will result in a conference with the principal and could lead to expulsion.
- Any form of stealing property of others will not be tolerated and may result in disciplinary action. Borrowing or taking without asking is considered stealing. As part of Christian courtesy, students should always ask permission before borrowing anything from anyone.
- The destruction or defacing of school property will not be tolerated. Marking on furniture or walls, or altering bulletin/chalkboards is considered defacing property. Such actions will result in immediate actions, and the student will be held financially responsible for any property that is defaced or destroyed.
- The use of the Lord's name in vain, cursing, and offensive vulgar, slang expression should never be used. There is no need to detail a list of unacceptable words or phrases here, but such language will never be tolerated at TCS.

D. *Worldly Pursuits*. As Christians, we are to model a Christ-like lifestyle. The influence of the world is often subtle and appears non-threatening. As a result, students do not consider many of its influences to be wrong. Scripture warns us to be aware of what is going on around us, but also cautions us to not engage in the pursuits of the world. (Ephesians 5:15; James 3:13-15)

The word "worldly" is applied to any medium or activity that centers on the fleshly desires of man instead of the spiritual aspirations of a Christian. This does not prohibit students from enjoying life, but it does set a Biblical standard for conduct.

The students shall not engage in activities that involve the consumption of alcohol, use of tobacco products, use of illegal drugs, misuse of legal drugs, reading and/or watching pornography, sexual sins of any nature (not simply limited to fornication), or immodesty.

E. *Conduct Off-Campus*. Conduct that is prohibited at school is also prohibited away from school. The Christian life is not a game, with one set of rules for church and school and another for everyday life. Much of the standard setting for worldliness must be done in the home. The faculty of TCS cannot monitor what students watch, listen to or do when they are away from the school. Regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for the actions, up to and including expulsion.

F. *Parental Agreement*. Parents must read, understand and agree that their child must abide by the Standards of Conduct, and that they will not sue, or threaten to sue, the school for the enforcement of the schools' standards of conduct. Parents are required to sign a statement to this effect in the school office before their student will be allowed to attend classes.

## 6. Other Student Information

### *Lunch/Snack Breaks*

TCS operates as a "closed campus"; therefore, if a parent or visitor desires to eat lunch with a student please follow the visitor procedures mentioned earlier. TCS does have a hot lunch program for Tuesday through Thursday, as well as pizza to be offered on Monday and Friday. Other snacks and drinks will also be available for purchase. All K3-6<sup>th</sup> grade students must eat their lunch prior to being able to purchase food from the snack table. All food, beverages and other lunch items are to be consumed in the lunchroom. Students must remain in the lunchroom until they are dismissed by the teacher(s) on duty. Loud talking and disruptive behavior are not permitted.

Elementary students have a snack break in the morning. There are no cookies, candy, or soda allowed during this break. Please send fruit, crackers, chips, etc. to school with your child for this time.

### *Telephone*

Students may use the telephone only in case of an emergency. In some cases, a staff member will make the call. Forgetting homework, lunch, etc. is not an emergency. Parents should limit telephone messages for students to those of an urgent nature.

**All cell phones will be turned in every morning and collected as the student leaves for the day. They are not to be used at all during the day.**

### *Lost and Found*

Items will be kept for a maximum of thirty days, and then they may be donated to a needy family or to charity. Students may check lost and found items for 15 minutes after school or prior to homeroom

### *Fundraisers*

The school initiates all fundraising. Groups that wish to raise funds must obtain permission from the principal. If prior permission has not been obtained, the fundraiser will cease.

### *Hall Passes*

Students outside their classroom during class time must obtain a Hall Pass. If a student abuses the pass privilege by wasting time, he will lose that privilege. Any student who needs to see a teacher during the school day must obtain a pass from that teacher. The pass must be signed by the classroom teacher with the date and time and must have a return signature and time when the student returns to the classroom. Any student who needs to see a teacher before school must obtain a pass from that teacher on the day before. The teacher(s) will sign passes at their discretion.

### *Lockers*

Students are assigned lockers in grades 7-12. Lockers remain property of TCS and are subject to announced or unannounced inspection at any time. Students must keep their lockers neat and clean. No food or trash may be left in a locker overnight. TCS is not responsible for any items stolen at school. Any valuables should be left at the school office on deposit.

### *Personal Property/Articles Prohibited*

Cigarettes and tobacco products, lighters, vape pens, alcoholic beverages, narcotics, weapons of any kind, any electronic equipment not related to school and books or magazines not approved by your homeroom teacher are not permitted on school property. Anything not listed here but deemed by administration as unnecessary or inappropriate will be banned as well. Use of cigarettes and tobacco products, alcoholic beverages, or narcotics whether on the school premises or not may result in suspension or expulsion.

### *Searches for Suspicion of Unauthorized Materials*

TCS reserves the right to search any student's person and belongings in the event that the school suspects the student possesses an unapproved item. Such a search may be conducted without the student's or the parents' permission. The registration of a student at TCS constitutes parental consent to such searches. If there is suspicion of unauthorized materials the following items will be searched:

- Automobiles
- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.
- Any other personal belongings or school property

**Note:** This is meant as a guide, not as an exhaustive list.



# SECTION

## *Disciplinary Processes*

# 5

### 1. Philosophy of Discipline

The behavior of each student at TCS is expected to be appropriate to the atmosphere of a Christian institution. All students are subject to the authority of their class teacher and all other staff members.

Without discipline, TCS would cease to be a Christian school. We desire TCS to be a positive, Christ-honoring, learning environment. Children are most joyful when they know what is expected of them, and the expectations are enforced consistently. In such an environment, students are able to develop a sense of security.

Students that are disciplined are able to lead a more effective and productive life. Well-adjusted students will develop a self-discipline that can only be achieved when the home, church and school are in harmony with one another.

TCS is genuinely concerned for the development of Christian character, and our faculty and administration has the student's best interest at heart. Along with the parents, we are seeking to "train up a child in the way he should go." (Proverbs 22:6) Training is not just teaching, but also following up and ensuring that what has been taught is being done correctly. This also entails disciplinary action when necessary.

Cooperation by the parents in matters of discipline is of the utmost importance. In all matters of school discipline, we ask parents to bring any concerns to the teacher and administration first so that we are aware of the situation and are able to address it in the best, Biblical manner. Speaking with the school staff, and not other parents or students, is the only way to effectively address an issue with the school.

### 2. Purpose of Discipline

The purposes of TCS discipline policies are as follows:

- To create an atmosphere that is conducive to the development of Christian character and learning.
- To develop personal responsibility in each student.
- To teach students to have respect for themselves, authority and others.
- To have each student achieve obedience to authority.

When disciplinary action is taken, it is for the correction and instruction of the student. Discipline is not always correction, although discipline implies correction when it is necessary. We encourage parents to speak to their children about the distinction between discipline with the purpose of building the student up, and correction.

#### *Violations, Detentions, and Merits earned*

A. *Minor Infractions.* Minor infractions will result in a violation being issued to the student. Violations not signed and returned the next day will result in detention. (See the table at the end of this section for examples.)

**Note:** Five violations in a quarter will result in an after-school detention.

B. *Dress Code Violations.* After every third dress code violation in a quarter a detention will be assigned. For every successive infraction a detention will be assigned. After the fifth dress code violation in a quarter the parents will need to meet with the principal to assess their students' enrollment status. Other disciplinary action, including suspension or expulsion for repeated infractions may be administered.

C. *Detentions.* Detention is basically a 30-minute disciplinary class period conducted after school. Students are given one day's notice before they are required to serve the detention. The Principal must approve any exceptions.

Detentions are issued for accumulation of 5 violations in a quarter. (See the list at the end of this section for a list of detention level infractions)

A slip will be sent home each time a student receives a detention. This slip must be signed and delivered to the office the very next day or another violation will be issued. If a student is tardy to detention, he will be assigned an additional detention. (The student must report by 3:00 PM.) If a student is absent on the day he is to serve a detention, he must serve it the day of his return.

### *Suspension and Expulsion*

A. *Suspension.* Major infractions of the school code of conduct may result in suspension from school. (See the table at the end of this section for suspension level infractions.) Suspensions may be in or out of school at the discretion of the Principal.

- In-school suspension – this requires the student to be at school during the school day to perform work functions prescribed by the administration.
- Out-of-school suspension – This requires that the student be under the watch care of his parents' supervision during the school day, and is not permitted on campus during the period of suspension, except as accompanied by their parents in meeting with administration.

It is required that all missed assignments are made up. The student is responsible for acquiring the missed assignments. Students suspended for cheating will additionally receive a zero on the assignment in question.

During suspension, the student is ineligible for extracurricular activities. This includes trying out for athletic teams and attending games, activities and any other school-sponsored programs.

As with all other discipline, the purpose of suspension is correction and restoration. The next disciplinary step after suspension is expulsion, which will be used if the situation is not corrected during the suspension period.

The seriousness of a suspension-level offense is such that a written report of the offense will be provided to the parents in a parent-principal conference.

### *Expulsion*

A. *The Decision Process.* The decision to expel a student is made by the principal, in consultation with the pastor and the school board. Expulsion is a last resort action and will only be employed in extreme cases. Expulsion may be appealed to the school board.

B. *General Reasons.* A student may be dismissed if the parents are uncooperative with the school, or if the student's conduct, attitude, or lack of effort renders his or her presence in the school inadvisable. A student may also be dismissed for excessive unexcused absences.

C. *Serious Conduct Issues.* Certain behavioral issues are of a sufficient seriousness to warrant immediate and definitive action. These offenses may carry an automatic expulsion for the period of one academic year. The establishment of reasonable guilt of involvement in these offenses is sufficient for dismissal.

Tabernacle Christian School will not tolerate the following offenses:

- Chemical substances of any kind.
- Immorality, including but not limited to sexual misconduct and pornography.
- Possession on campus of any weapon or dangerous instrument. This includes knives.
- Physical assault on another person.

At the end of one year the student may apply for re-enrollment under the following conditions:

- Follow all normal registration procedures including payment of the registration fee.
- Evidence of proactive support by the parents.
- Demonstrated change of heart and spiritual growth by the student.
- Final determination for re-enrollment at the discretion of the principal, the pastor and the school board.

**Note:** The goal of discipline at TCS is always **edification** and **restoration**.

Level of Infraction	Examples	Disciplinary Action A warning may be issued
<i>Minor Infraction</i>	<ul style="list-style-type: none"> <li>Tardy to class</li> <li>Unprepared for class (no book, pen, paper, etc.)</li> <li>Homework not complete</li> <li>Violation of classroom rules.</li> <li>Improper conduct in hall or school property.</li> <li>Gum Chewing</li> </ul>	<ul style="list-style-type: none"> <li>A violation is issued</li> <li>If violation is not returned, signed the next day, an additional violation will be issued</li> <li>After five violations in a quarter, an after-school detention is issued</li> </ul>
<i>Detention</i>	<ul style="list-style-type: none"> <li>Lying/Dishonesty</li> <li>Disrespect</li> <li>Direct Disobedience</li> <li>Defacing of School Property</li> <li>Entering "off limit" areas</li> <li>Improper Physical Conduct</li> </ul>	<ul style="list-style-type: none"> <li>An after-school detention will be issued</li> <li>If the slip is not returned an additional after-school detention will be issued</li> <li>Three detentions will default to a suspension</li> </ul>
<i>Suspension</i>	<ul style="list-style-type: none"> <li>Truancy</li> <li>Cheating/Plagiarism</li> <li>Fighting</li> <li>Cutting class or leaving campus without permission</li> <li>Willful disobedience</li> <li>Open defiance</li> <li>Use of profane or obscene language or gestures.</li> <li>Repeated occurrences of misconduct.</li> <li>A continued negative attitude and bad influence upon other students.</li> <li>Other serious behavioral issues</li> </ul>	<ul style="list-style-type: none"> <li>The Principal will determine whether the suspension will be in-house or out-of-house</li> <li>Zeros will be given for cheating offenses</li> <li>Repeated offenses will result in expulsion</li> <li>Not permitted on school grounds or at school activities during out-of-school suspension</li> </ul>
<i>Expulsion</i>	<ul style="list-style-type: none"> <li>Abuse of chemical substances</li> <li>Immorality</li> <li>Weapon possession</li> <li>Physical assault</li> </ul>	<ul style="list-style-type: none"> <li>Removal from school enrollment</li> <li>Not permitted on school grounds or at school activities during expulsion</li> </ul>

**These examples are guidelines and not an exhaustive list.** Any staff member may issue a violation or detention. In all cases, the administration shall make the final determination and administration of any disciplinary actions. Appeal of disciplinary action should be made to the Principal.

### *Merits*

As we work with your student towards better Christian living, we realize that correction for poor decision making and behavior is not the only method of teaching. The merit system is an incentive-based system aimed at encouraging your learner to do right. Seventh through twelfth grades will work to earn merit points for receiving no violations in a 9-week period, and for having perfect attendance during a 9-week period. They will be able to redeem these points when they reach specific goals. Students will receive a merit sheet at the beginning of the school year detailing how to earn and use them. Lists may change from year to year.

### *Elementary Correction*

In Tabernacle's elementary we use an acronym to help the students know what is expected of them from kindergarten through 5th grade. Each teacher modifies it just a bit to meet their individual class's needs.

**H** ~ *Honesty* (lying, stealing, cheating)

**O** ~ *Out of order* (fooling, not being prepared for class)

**W** ~ *Work not in* (not turning in homework – including assignment pad)

**I** ~ *Intentional disobedience* (purposely doing what the student has been told not to do)

**A** ~ *Attitude Lacking* (showing a poor or disrespectful attitude)

**C** ~ *Courtesy Lacking* (unkind words, rudeness, name calling)

**T** ~ *Talking* (when the teacher is talking, or has asked for none)

# SECTION

## *Academics*

# 6

### 1. Academic Excellence

As an institution, TCS is committed to academic achievement and excellence. To this end, we encourage diligence and commitment in each student. Every student deserves the chance to excel. Our commitment to this high level of academics is demonstrated through many factors.

#### *Curriculum*

In K4–8 the A Beka Curriculum is used for most classes. We also use Bob Jones Press material, and Positive Action for Christ for Bible.

The curriculum we choose for our students is of the highest quality, not only academically, but also spiritually. The textbooks are chosen with careful consideration for the needs of the students and the goals of the teachers.

#### *Homework*

We hold that homework is an integral part of the school educational program. Homework is necessary for the achievement of excellence. It reinforces classroom learning and prepares students' minds for coming lessons. Parents should make every effort to encourage their children in doing their homework as well as assisting them with their work.

Each teacher is at liberty to assign homework to aid the students in advancing their studies. The students are expected to complete all homework assignments, which are given for many purposes, among which are the following:

- **DRILL** – Most students required solid drill work to master material essential to their learning process.
- **PRACTICE** – "Practice makes perfect" is still an excellent motto in the life of the student. Following classroom explanation, illustration, and drill, consistent practice through homework, assures the student a complete mastery of the subject.
- **REMEDIAL ACTIVITY** – As instruction progresses, various weak points in the student's grasp of the material become evident. Homework, following instruction, helps to strengthen and overcome such difficulties.
- **SPECIAL PROJECTS** – Book reports, compositions, and special research can be carried on through homework in order to assure a deeper understanding of the subjects and related materials.

Homework will not be accepted which is not neatly and properly prepared. The papers must not be crumpled, wrinkled, or torn in any way. In the lower grades the teachers will specify the type of paper to be used. In the upper grades all homework must be prepared on standard 8 ½ x 11 white notebook paper, unless otherwise specified by the individual teacher. Each homework paper must contain the NAME, SUBJECT, and DATE.

Habitual negligence of homework assignments will require disciplinary action. If a student does not complete his work by a specified deadline, he will fail the subject. Individual consideration will be given to students who miss excessive days due to illness or injury.

Homework will be adjusted on days of special school or Tabernacle Baptist Church meetings. NO written homework will be assigned on Wednesday nights (for the elementary grades), revival meetings and any other special services of our church. The rule of thumb for 7<sup>th</sup> – 12<sup>th</sup> grade on Wednesdays, revival meetings and any other special services of our church: Very little homework should be assigned, unless the students have been made aware of the homework that will be due several days in advance. We encourage all children to attend Wednesday evening prayer service and all other special meetings.

### *Study Hall*

Scheduled into the high school day are generally open class periods called study hall. These are not free periods. They are intended as a time for the students to work on long-term projects, complete class work and spend time studying either a school subject or spiritual things. Study halls will be conducted in an orderly fashion as any scheduled class.

### *Academic Recognition*

*Honor Roll.* All students in good standing (i.e. not in suspension) are eligible for recognition on the honor roll. Elementary students are recognized based on letter grades. Students in grades 6-12 are recognized based on their quarterly GPA. (see below)

HONORS	HIGH HONORS	HIGHEST HONORS
3.25-3.49	3.50-3.74	3.75-4.00

### *Extra-curricular Activities*

A. *Music and Singing.* The school produces an elementary musical every Christmas season. This is an excellent opportunity for all students to participate in a musical event. Private music lessons for students in grades three to twelve are made available at a nominal cost. They are on a first come, first served basis. There is also a high school elective chorale group.

B. *Athletics.* TCS maintains a strong inter-scholastic sports program competing against other Christian schools in the area. We currently offer four athletic teams: girls' volleyball, boys' soccer, girl's basketball, and boys' basketball. Athletic competition contributes to the development of the total individual physically, socially, emotionally, intellectually, and spiritually. Our athletic program is designed to give all persons an opportunity to engage in some type of sports activity.

Student athletes are expected to manifest the highest standards of Christian living and conduct at all times.

All student athletes must meet the following requirements:

- An overall "C" average.  
If two (2) "D's" and/or 1 "F" appear on a progress report or report card, the athlete is automatically suspended from participation on the team **until the next progress report.** At that time, if the athlete has improved his/her grades to meet the minimum requirements for athletic participation, he/she may rejoin the team on probation. On each Monday the probationary athlete will be required to have a weekly grade sheet signed by each of his/her teachers showing he/she is still eligible to play. If at any time the athlete fails to fulfill the minimum requirements, he/she will be automatically cut from the team for the remainder of the season.
- Student must attend at least three (3) classes on the day of the game or will not be allowed to participate.
- Student must attend school on Friday if a game is played on Saturday.
- Student must be in compliance with church attendance policy.

The athletic department prepares a calendar for each sport, which includes game time, departure times, and approximate return times. We ask that parents be prompt in picking up their children after games and practices. This will eliminate unnecessary phone calls and extended waiting for students and supervisors.

### *Academic and Senior Trip*

A. *Field Trips.* The teachers arrange field trips to various sites that are relative to the education and cultural training of the students. The New England area abounds in places of special interest and benefits for the school. All TCS students are expected to participate in planned and announced field trips and to bear their share of the costs.

Parents may be invited to serve as chaperones, but we request that any other children not in the class going on the specific field trip not accompany them. Parents as well as students must follow school dress code. The students are required to maintain the same level of self-discipline away from the school as is required at school. Field trips are an extension of the regular school day and are intended to be educational in nature.

#### B. Annual Senior Trip

The school sponsors a 10-14 day missions trip for the senior class. Students raise the money throughout the year with various fund-raising activities (hot dog day, bake sale, etc.). Students then pay the balance, which is usually quite affordable. Faculty members serve as chaperones. The trip is taken during April vacation and the week following.

## 2. Grades and Testing

As an institution of academic excellence, TCS strives to maintain the best possible system of assessing academic achievement. The letter grade system is used on report cards and progress reports for grades 1-12. This system assigns a letter for certain ranges of numerical grades. All of our grading is based on a 100-point system.

Additionally, grades 6-12 have a computed Grade Point Average (GPA) which is used to calculate Honor Roll and, for grades 9-12, a cumulative GPA. This cumulative grade is used as a measure of a students' academic qualification for many colleges and universities.

### *Letter Grades*

Letter Grade	Numerical Value (100-point system)
A+	100
A	94-99
A-	93
B+	92
B	86-91
B-	84-85

Letter Grade	Numerical Value (100-point system)
C+	83
C	76-82
C-	74-75
D+	73
D	66-72
D-	64-65
F	0-63

A student may also receive an I for incomplete work.

### *Grade Point Average (GPA)*

The Grade Point Average (GPA) is determined using a 4.00 system. This is the standard, accepted format used by colleges and accepted by the American Association of Christian Schools.

### *Report Cards and Progress reports*

Students in grades kindergarten through twelve receive report cards every nine weeks, and progress reports are sent home every four weeks. Progress reports and report cards are signed and returned within 2 days.

School wide, a packet of the prior week's work will come home weekly so that you can see your child's progress. It is necessary that you sign the accompanying slip and return it the following school day.

### *Standardized Achievement Tests*

Standardized testing is necessary for both the individual evaluation and for effective evaluation of the total school program. Every other year the Stanford Achievement Test will be administered in the spring over a five-day period to students in grades K5-10. A copy of the test results will be available to the parents with the student's final report card.

### *Pre-college Testing*

Students in grades 10-11 will be encouraged to take the PSAT. Most colleges require enrolling freshmen to have taken a standardized test. It is strongly suggested that every high school junior and senior plan to take the ACT's or SAT's. Registration materials and testing dates are available through the school office.

### *Academic Discipline*

Teachers will contact the parents of any struggling student. Every reasonable effort will be made to assist the student including:

- A parent-teacher conference to discuss action plans
- Additional work assignments

- Suggesting additional help and/or tutoring

Students who have severe problems may be placed on academic probation. This is not necessarily an indication of a student's ability. During probation, the teacher and the Principal will observe the student's work and assess his or her ability to do the schoolwork. Probation is intended as a tool to bring a student up to the acceptable level of academic work, but it may also be used to gather indicators that a student requires more assistance than we are capable of providing.

### 3. Promotion and Graduation

#### *Promotion Requirements*

<b>Issue</b>	<b>Result</b>
<i>Pass all classes</i>	Promoted to the next grade
<i>Fails one elementary academic subject</i>	Must complete summer school to be promoted and may return to school on academic probation
<i>Fails one high school academic subject</i>	Must take the subject in summer school, a future grade or extended education (with the Principal's approval)
<i>Fails two academic subjects</i>	Retained in the same grade and placed on academic probation An educational plan will need to be made with the principal detailing additional academic assistance

#### *Graduation Requirements*

A student must obtain a minimum of **20** credits for graduation. Fulfilling the minimum requirements does not imply that the student does not need to take other classes. Student must take the classes assigned and they will count towards the overall GPA. The recommended credit schedule exceeds the state requirements for graduation.

<b>Subject</b>	<b>Credits Required</b>
<i>Bible</i> <i>(1 for every year of attendance)</i>	4
<i>English</i>	4
<i>Mathematics</i>	3
<i>Social Studies</i>	3
<i>Science</i>	2 or 3
<i>Health</i>	.5
<i>PE</i>	1
<i>Information and communication technology</i>	.5
<i>Electives</i>	.5-2

### 4. Other Academic Information

#### *Versions of the Bible*

TCS uses the King James Translation of the Bible exclusively. While we understand that some students attending the school may not share our conviction on this matter, it is the only English version of the Bible that may be used in classes.

Students need to carry their Bible with them when attending Bible class and chapel services. It is considered a required textbook for both.

#### *Chapel Services*

The worship of God and the preaching of God's Word is central to the function of a school like TCS. Kindergarten through sixth grade attends chapel bi-weekly. Seventh through twelfth grades attend chapel monthly. Students are required to attend chapel according to the schedule.

Chapel programs may include faculty speakers, visiting pastors or missionaries, and student presentations. Chapel programs serve to edify and unify the student body.



# SECTION 7

## *Pledges*

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### 1. Pledges

Students recite the pledges to the U.S. flag, Christian flag, and the Bible every morning. They are as follows:

#### *TO THE AMERICAN FLAG*

"I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

#### *TO THE CHRISTIAN FLAG*

"I pledge allegiance to the Christian Flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe."

#### *TO THE BIBLE*

"I pledge allegiance to the Bible, God's Holy Word; I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God."

***As Christian Americans, we make no attempt to conceal the importance of our national heritage and the Biblical principles on which our country was founded. For this reason, we proudly teach our students to have a deep respect for our country, for those in authority, and for the personal liberties of others.***