

TEMPLE CHRISTIAN SCHOOL



Student and Parent Handbook

Temple Christian School exists to inspire our students with the passion to learn, the courage to lead, and the commitment to serve through Biblical worldview education, so they may change the world with the power of the Gospel.

IMPORTANT: Updates to the handbook are always available on this TCS website. Changes are made regularly, and the web version is the only official version. All students are held responsible for knowing and abiding by the regulations in the Student Handbook.

Introduction

At Temple Christian School, our primary goal is to train a generation of young people whose desire is to change the world with the power of the Gospel. Temple does this, in part, by having a tremendous faculty and support staff. Our teachers are dedicated to continually seeking the best practices in education and integrating a Christian worldview in all aspects of their teaching. All hold a minimum of a bachelor's degree and are certified in their teaching areas. Over one-third of our staff have also earned advanced degrees; seeking to provide the best education available to students.

Students are also provided opportunities to participate in a wide-range of extracurricular activities which help shape and mold their character. TCS students may participate in award-winning sports and fine arts programs such as football, basketball, tennis, band, choir, school musicals, and more. The results speak for themselves. Our test scores are well above the national average, and many of our students have gone to universities with scholarships earned through academic achievement, leadership, character, sports, and performing arts. Ultimately, our alumni are successful in many different career fields and walks of life. Sincerely,

History

March 1973 by the members of Temple Baptist Church. These members believed the spiritual training of a child was just as important as his/her academic, physical, or emotional development. They desired to establish a Christian school that would excel in academics and, at the same time, provide a child with the Bible training necessary for proper character building and moral uprightness.

The members believed a Christian school should be Christian in every aspect of the word; so, they employed truly qualified Christian teachers. They initiated discipline based upon the Bible to mold the character of the students. The church members chose textbooks advocating biblical morality and teaching biblical Creationism. They opened the doors of the church, so the students could meet in a clean, wholesome environment. These members established a school that truly upheld God's principle: "Train up a child in the way he should go and when he is old he will not depart from it" (Proverbs 22:6).

The members also believed a Christian school should be "first class" in every detail. They did not "cut corners" in an attempt to achieve "instant success." They interviewed many teachers and employed only the best. The members purchased the best available textbooks. They remodeled old buildings and built new ones that were practical but, at the same time, attractive and clean in appearance. Curriculum was chosen that would be not only exciting to the students but also challenging and profitable. The belief is that all parents who invest in the ministry of Temple Christian School should receive a fair return for their investment.

Temple Christian School is now a separately incorporated organization but continues to be affiliated with Temple Baptist Church and use the facilities of Temple Baptist Church and to adhere to the basic tenets upon which the school was founded over four decades ago.

FACILITIES

Temple Christian School East is located on a beautiful, sprawling 28-acre campus on Randol Mill Road, one block east of Loop 820. The modern classrooms are all air-conditioned and carpeted. The academic program is enhanced by a science lab, library, art room, computer lab, and band hall. The administration building provides office space for the school. Chapel services and special programs are held in the church auditorium or other designated locations. Athletic facilities include a football stadium, baseball field, softball fields, gymnasium, and a field house with a weight room.

Vision Statement

Temple Christian School is the school of choice for committed Christian families in Tarrant County who desire the best Biblical worldview education for their children.

Mission Statement

Temple Christian School exists to inspire our students with the passion to learn, the courage to lead, and the commitment to serve through Biblical worldview education, so they may change the world with the power of the Gospel.

Core Values

Truth • Excellence • Evangelism • Spiritual Formation • Christian Leadership • Biblical Worldview Orientation

Portrait of a TCS Graduate

Serving: Heart for others and God

Learning: A Mind for Truth

Leading: A Passion for the World

DOCTRINAL STATEMENT

Temple Christian School adheres to the doctrinal position of its founding church, Temple Baptist Church. The main purpose for Temple Christian School is to train young people to better serve and experience the love of Jesus Christ.

We believe in and teach these basic principles:

Temple Christian School adheres to the doctrinal position of its founding church, Temple Baptist Church. We believe in and teach these basic principles:

About God

We believe in one God who exists as Father, Son, and Holy Spirit.

About Jesus Christ

We believe that Jesus Christ is God the Son, virgin-born, died on the cross, resurrected from the dead, is coming again, and is the only way to heaven.

About The Holy Spirit

We believe that the Holy Spirit lives in every Christian, provides power for living, gives understanding, and provides guidance for doing what is right.

About Human Beings

We believe that all people are created in the image of God but became alienated from God through sin, and as a result, need salvation.

About Salvation

We believe that salvation is a gift of God to all who receive it. Only by trusting in Jesus Christ can anyone be saved. (The Good News)

About Eternal Security

We believe God gives people eternal life through Jesus Christ. We believe this life cannot be gained, kept, or lost by humankind.

About Eternity

We believe that people will exist eternally, either separated from God in Hell or in union with God in Heaven.

About The Bible

We believe the Bible was verbally inspired by God and without error in the original writings and has been supernaturally preserved throughout history. It is the supreme authority in all matters of truth.

About The Church

We believe that the church is the body of Christ. We believe all Christians are to be in covenant with a local body of believers.

About Human Sexuality

We believe that God's design for human sexuality is the marriage of one woman to one man. All sexual practices outside of God's plan are sinful.

About Sexual Identity

We believe that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. We must affirm our biological gender and refrain from any and all attempts to physically change, alter, or disagree with our created predominant biological sex.

SCHOOL BOARD

Temple Christian School Board is a self-perpetuating Board in which the Pastor of Temple Baptist Church serves as President. Temple Baptist Church must always have voting majority on the board, but members outside of the church are allowed. School Board meetings are not open to anyone except Board members and administrators. The Board operates as the final authority in legal and financial matters and as an advisory board in the day-to-day operation of the school.

ACCREDITATION

Temple Christian School is accredited by the Accrediting Commission of the Texas Association of Baptist Schools (ACTABS). ACTABS is recognized by the Texas Education Agency (TEA) as an approved accrediting organization. The TEA no longer accredits any non-public school but recognizes specific accrediting associations such as ACTABS.

FACULTY

The teachers at Temple Christian are among the finest faculty found anywhere in Texas. Each of our teachers has completed his/her college training to equip him/her for the task of properly training students. The men and women chosen to teach at Temple Christian Elementary, Middle School, and High School are certified either by the state of Texas, by the American Association of Christian Schools, or another qualified accrediting agency, or are in the process of obtaining that certification; or are teaching in the area of their college major or minor. Teachers are qualified not only because of their training but also

because of their personal standards and their proper relationship to the Lord. Our teachers are dedicated to the ministry of teaching and have the child's best interest at heart.

Staff information is available at www.tcseagles.org.

NONDISCRIMINATORY POLICY

Temple Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ADMISSION POLICIES

- **Application for Admission** – Submit the online application. Please read the handbook completely.
- **Testing Fees and Records** – The testing fee and registration fee are paid online. Your child's immunization record, a copy of a state issued Birth Certificate and a copy of your child's last school report card or transcript to the administration office. Students will not be permitted to attend classes until file is complete.
- **Entrance Testing** – All enrolling students must be tested. You will be contacted to schedule a date for your child to take the entrance test. Student interviews are given the same day as the entrance exam for 6-12 grade students. A parent and the student would attend this interview.
- **Standard of Conduct and Eagle Honor Code** – Parents and students (grades 6-12) must sign the Temple Christian School Standard of Student Conduct and the "Eagle Honor Code".
- **Probation** – All new students are admitted for a nine-week probationary period.
- **Student Agreement to attend** – Temple Christian does not admit nor retain teen-age students who do not want to attend this school.
- **Financial Contract** – All families have a contract with the TCS indicating the amount and due date of tuition. According to the contract, neither report cards nor transcripts will be issued to families whose accounts are in arrears. This includes accessing grades via FACTS. Accounts of seniors must be paid in full prior to graduation and the release of transcripts and diplomas.
- **Re-enrollment** – Each student at TCS is evaluated for behavior and academic compatibility after each semester. If the administration determines the student is lacking in either of these areas, he or she will not be allowed to re-enroll. Continued enrollment at TCS is contingent upon a student demonstrating a commitment to the mission, values, and principles of Temple Christian Schools. Re-enrollment is not necessarily guaranteed to any student who simply completes an academic year or to students who register early. If a student is not permitted to re-enroll, any early registration fees paid will be refunded.

ACADEMIC POLICIES

CURRICULUM

Bible – A Bible lesson is taught each day. Each student learns a number of Bible verses from memory each year. Teachers will provide information on translation in which students may use.

English – Reading skills are taught using a phonetic approach. In addition to traditional English grammar, students receive instruction in spelling, poetry, vocabulary, writing and literature.

Engineering – Temple Christian School has an established comprehensive K–12 Engineering Pathway built on the nationally recognized Project Lead the Way (PLTW) curriculum. As the first private school in Tarrant County to offer a PLTW Engineering Pathway, TCS integrates STEM education with a strong Biblical worldview, equipping students to think critically, solve complex problems, and innovate with purpose. Through hands-on, project-based learning, students develop the knowledge, character, and real-world skills necessary to excel in rigorous collegiate engineering programs and thrive in the ever-changing demands of the 21st-century workforce.

Math – A traditional and practical course of study is used in math classes. Students are taught basic concepts and applications. Advanced courses are available to high school students.

Science – Students receive instruction in areas such as plants, animals, the earth, the solar system, and creation. Advanced science courses are available to upper grade students. In science, as in all other subjects, the Bible is the absolute authority.

History – Historical facts and events are presented with emphasis on great Americans and patriotism. History classes are taught from a Christian perspective.

Foreign Language-Elementary students and secondary students are taught Spanish both through the lens of a Biblical Worldview.

Music – Elementary students have music classes on a regular basis. They are taught hymns and choruses as well as music theory and secular songs. Students may participate in choir or band. Private lessons are available on a limited basis at additional cost.

Art – Elementary students receive instruction through craft projects and art projects on a regular basis. Art is offered in junior and senior high school.

Physical Education – Kindergarten and elementary students participate in organized playground games and activities. Junior and senior high students receive instruction in physical fitness, strength and conditioning.

Elective Subjects – High school students may choose from a variety of elective subjects in addition to required courses.

Learning Support Services – TCS provides individual student learning support through our Learning Support Services. (www.tcseagles.org/support)

DAILY SCHEDULE k4-5TH

Students Arrive	7:30-8:00
Tardy	8:00
Dismissal	3:25

DAILY SCHEDULE 6-12

Students Arrive	7:00-7:50
Zero Hour (Detention, Extra-curricular)	7:00-7:50
Class Begins	7:50
Tardy	8:00
All Regular Classes end	4:00
(Dismissal times may be staggered to facilitate traffic flow. Please follow published schedules)	

Note: Students should not be dropped off at school before 7:00 a.m. Students who are dropped off between 7:00-7:30 must go to the cafeteria.

All students must be picked up by 4:00 p.m. unless they are involved in an after-school activity. Students picked up after 4:00 who are not participating in co-curricular activities will incur additional charges.

DIVISIONS

1. Pre-Kindergarten (Must be 4 years old by October 1)
2. Kindergarten (Must be 5 years old by October 1)
3. Elementary School
 - a. Grade 1 (must be 6 years old by October 1 or, if younger, must have completed Kindergarten in an accredited school or state licensed Daycare program.)
 - b. Grade 2 (must have completed first grade)
 - c. Grade 3 (must have completed second grade)
 - d. Grade 4 (must have completed third grade)
 - e. Grade 5 (must have completed fourth grade)
4. Junior High School
 - a. Grade 6 (must have completed fifth grade)
 - b. Grade 7 (must have completed sixth grade)
 - c. Grade 8 (must have completed seventh grade)
5. High School
 - a. Grade 9 (must have completed eighth grade)
 - b. Grade 10 (must have completed 8 units of 30 necessary for graduation)
 - c. Grade 11 (must have...15 of 30...)
 - d. Grade 12 (must have...22 of 30...)

DROPPING OR ADDING SUBJECTS

Schedule Changes – Students may not drop, discontinue or add subjects without the permission of the Academic Advisor. They are subject to the following conditions:

1. Schedule changes at mid-semester will be made only with written permission from the parents, teachers involved, and the Academic Advisor's office.
2. Students will be allowed to arrange for an approved change of schedule during the first week of each semester.
3. Students must have the approval of their parents.
4. Classes cannot be added or dropped after the second week of the semester.
5. A schedule change will not be permitted if it means undue disturbance of the class size balance between sections that are in place at that time.
6. All class changes must be made through the Academic Advisor's office.

FAILURE POLICY

1. Any high school student who fails any class with a final semester average below 70 will be considered deficient in that subject. Such failure will result in a student being placed on "Academic Probation." Academic probation is designed to give the student encountering such academic difficulties the opportunity to correct any problems that may exist. By complying with the conditions of their probation, the student may restore his/her status as a student in good standing at Temple Christian School.
2. High School students who fail a semester will be required to make up the credit by attending summer school at TCS or other approved institutions.
3. Middle School students who fail a course for a school year will be required to retake the course in summer school at TCS or other approved institutions.
4. Juniors and Seniors who are failing a class may not be allowed to take off campus lunch.

Students placed on Level 1 Academic Probation:

1. Must not receive any failing grades on the next nine-week grade report.
2. Must complete and turn in on time all work required in his/her courses.
3. Must schedule a conference with an administrator after every nine-week grading period.
4. Must adhere to any additional provisions tailored to the individual student's situation.

Should a student on Level 1 Academic Probation fail to adhere to the requirements listed above, they may be placed on Level 2 Academic Probation. Students on Level 2 Probation have the possibility of repeating a grade, required remediation work during the summer or not being eligible for re-admission to TCS.

For students on either level of Academic Probation, repeating the failed semester before the start of the next academic year will be required. A high school deficiency must be repeated through a recognized institution whose transcripts are accepted by TCS. Each high school semester is treated as a separate unit. In summer school Temple Christian offers many subjects for those students who desire to complete their deficiencies on campus. Failure to complete a deficiency may result in a repeat of a grade level or denial of readmission to Temple Christian School for the next academic school year. A senior must have all deficiencies completed before going on the senior trip or graduating from Temple Christian School. (In middle school similar evaluations are made with the exception that they are based on full year's grades.)

GRADES

Grading students is a complex and very individual process. The grading philosophy at TCS is that students are graded upon individual achievement as measured by their performance against an established norm, not in direct comparison with peers.

Grade Reports are available on FACTS at the end of each 9-week grading period.

Student Grades are available on FACTS.com.

Unsatisfactory Progress Notices may be sent on major tests

GRADING SCALE

A — 90 – 100

B — 80 – 89

C — 70 – 79

Below 70 failing

GRADUATION REQUIREMENTS

Temple Christian School offers four levels of diplomas: the Distinguished Diploma with Honors, the Distinguished Diploma, the Recommended Diploma with Honors, and the Recommended Diploma.

- 28/30 academic credits (Includes 4 Bible credits. Students enrolling after their 9th grade year are not required to make up missed Bible credits)
- 80 community service hours (see requirements in community service section)
- Mission Trip (see requirements and approval form in Mission Trip section)

TCS DIPLOMA PLANS:

Distinguished Diploma Plan – 30 Credit Hours

- Bible (*4 credits, 1 credit per year of attendance for students entering after 9th grade)
- English (4 credits from the *freshman, *sophomore, *junior, and *senior English Courses)
- Foreign Language (3 credits of the same foreign language, Levels I and II and *III)
- Mathematics (4 credits consisting of *Algebra I, *Geometry, *Math Models)
- Science (4 credits consisting of Biology, Chemistry, *Physics, *Anatomy & Physiology or Scientific Research and Design)
- Social Studies (4 credits consisting of Geography, World History, American History, and Government/Economics)
- Health: 1/2 credit
- Speech: 1/2 credit
- Fine Arts: 1 credit
- Electives: 4 credits
- Physical Education: 1 credit

TCS Honors Designation for the Distinguished Honors Diploma

- Meet the requirements above plus 12 honors credits to include Honors Bible 10, 11, and 12)
- 6 hours of Dual Credit Classes
- Mathematics (5 credits consisting of *Algebra I (8th grade), *Geometry, Algebra II, Pre-Calculus or dual credit math (as a junior) and Calculus or dual credit math (as a senior))
- Maintain an overall 3.5 GPA average in all classes throughout high school
- Demonstrate consistent adherence to the TCS Code of Conduct

*Can be taken for Honors credit

Dual credit classes will receive Honors credit with a numerical grade of 80 and above

Recommended Diploma Plan – 28 Credit Hours

- Bible (*4 credits, 1 credit per year of attendance for students entering after 9th grade)
- English (4 credits from the *freshman, *sophomore, *junior, and *senior English Courses)
- Foreign Language (2 credits of the same foreign language. Levels I and II)
- Mathematics (4 credits consisting of *Algebra I, *Algebra II, *Geometry, Math Models)
- Science (4 credits consisting of Biology, Chemistry, *Physics, and *Anatomy & Physiology)
- Social Studies (4 credits consisting of Geography, World History, American History, and Government/Economics)
- Health: 1/2 credit
- Speech: 1/2 credit
- Fine Arts: 1 credit
- Electives: 4 credits
- Physical Education: 1 credit

TCS Honors Designation for the Recommended Honors Diploma

- Meet the requirements above plus 10 honors credits to include Honors Bible 10, 11, and 12)
- Mathematics (5 credits consisting of *Algebra I (8th grade), *Geometry, Algebra II, Pre-Calculus or dual credit math (as a junior) and Calculus or dual credit math (as a senior))
- Maintain an overall 3.5 GPA average in all classes throughout high school
- Demonstrate consistent adherence to the TCS Code of Conduct

*Can be taken for Honors credit

Dual credit classes will receive Honors credit with a numerical grade of 80 or above.

Valedictorian-Salutatorian

To qualify for valedictorian and/or salutatorian, the student must have been enrolled for their entire junior and senior year at TCS. The senior class valedictorian and salutatorian will be selected from those students who successfully meet requirements for graduating with Distinguished Honors with the highest and second highest numeric averages. Additionally, potential valedictorian or salutatorian candidates must have consistently adhered to the TCS conduct expectations during their tenure at Temple Christian School (refer to the Student Handbook for more information).

The valedictorian/salutatorian must submit their graduation speech to the Head of School for approval at least four days before graduation.

Missions Trip Graduation Requirement:

Beginning with the class of 2026, students of TCS must attend at least one missions trip during their high school years (beginning after the summer of their 8th grade year through 12) as a high school graduation requirement. A missions trip is defined as an “out of your local community” trip where the student is dedicated to service without pay for a minimum of 3 days, 5 hours or more per day, excluding travel. Unlike community service, which is local, missions trips should be out of the local community with the ultimate purpose of furthering the gospel. These trips can be construction for a non-profit organization, help in a ministry, assisting a missionary, etc. It can be a church group, missions agency, para-church ministry, or school. Students should get their missions trips pre-approved by the Academic Advisor in

order to ensure that it will meet the graduation requirement. For students with extenuating circumstances like long-term illness where they cannot travel, multiple day missions projects may be set up. These events will also require prior approval by the Academic Advisor. TCS does allow up to 20 of the hours to be considered as requirements for the community service hours requirements per trip as well. **There is an** approval form on the TCS website on the community service page for Mission Trips. Complete the approval form and return it to the Academic Advisor for approval of the Mission Trip.

HOMEWORK

Secondary School Homework

Temple Christian School believes that homework is an important part of the learning process. Homework provides students with opportunities to practice skills, reinforce classroom instruction, develop responsibility, and prepare for future learning. Students are expected to complete all assignments by the established due date.

Assignments not turned in on time but submitted on the due date are not eligible for full credit.

Middle School (Grades 6–8)

Late assignments will be accepted according to the following scale:

- **1 day late:** Maximum grade of **80**
- **2 days late:** Maximum grade of **70**
- **3 days late:** Maximum grade of **50**
- **More than 3 days late:** **0** credit

High School (Grades 9–12)

Late assignments will be accepted according to the following scale:

- **1 day late:** Maximum grade of **50**
- **More than 1 day late:** **0** credit

Freshmen (Grade 9)

During the first semester, freshmen will follow the middle school late work policy to assist with the transition to high school expectations. Beginning with the second semester, freshmen will follow the standard high school late work policy.

Completion of Assignments

All assignments are expected to be completed, regardless of the grade earned. Teachers may require students to complete missing work during study hall, intervention periods, before or after school, or another designated time. Repeated failure to submit assignments may result in disciplinary action and parent notification.

Elementary School Homework

Elementary students should have no more than 10-15 minutes multiplied by their grade level. (15 for first grade, 30 minutes for second grade, etc.). Goals and philosophy expressed in the “Secondary Homework” section are also applicable to Elementary grades. Elementary students coming to school with incomplete

homework will usually be required to attend Homework Remediation until 4:00 in the Elementary Hall and will receive 80% of the earned grade for the assignment.

Homework is given at TCS for several reasons:

1. **Reinforcement** – most students require review to master material essential to their education's progress.
2. **Practice**- Following instruction, homework may be given so the material will be mastered.
3. **Weak areas** in a student's grasp of material become evident, homework may be assigned to overcome such difficulties.
4. **Special Projects** – book reports, compositions, research assignments, etc. are given as homework.

Homework for secondary students should average no more than 20 minutes per subject each night for the average student. Special projects may occasionally require additional time. There will be **no** Wednesday night homework and **no** tests, scheduled on Thursday so students are not tempted to stay home from church. Exception to this may be during 9-week and semester testing periods when Thursday testing may be necessary. *Dual Credit students do not fall under the above homework or testing policies. Instructors will inform these students of specific requirements.*

HONORS CLASSES

TCS students may qualify for placement in select Honors courses. Honors courses offer a more rigorous academic experience and are designed for students who demonstrate strong academic ability and work ethic. Placement is competitive, and space is limited. Enrollment is not guaranteed.

Honors GPA Weighting:

- A 7-point bonus will be added to the final average of each Honors course.
- Grades earned in Honors courses will be calculated using a 5.0 weighted GPA scale.

Eligibility Requirements:

General Eligibility:

1. To be admitted to an Honors class, students must have earned a minimum of a 90 average in the subject area the previous school year.
2. To continue in an Honors course, students must maintain a minimum grade of 80 in that course.
3. *Summer coursework will no longer be accepted for Honors qualification.* Instead, students must qualify based on academic performance and assessment data.

Middle School Honors Mathematics (Grades 6–8):

Middle school students will continue to be evaluated using the TCS Rising 7th/8th Grade Math Placement Rubric, which includes:

- Teacher Recommendation – up to 4 points
- Grade 6 or 7 Mathematics End-of-Course Assessment – up to 4 points
- Achievement Test Scores – up to 4 points
- Final Grade for 6th or 7th Grade Mathematics – up to 2 points
- Total Possible Score: 14 points
- A minimum score of 12 is required for placement in Honors Math

Note: Students in 6th and 7th grades will be evaluated using the Iowa Assessment for test score data.

Ongoing Eligibility & Review:

- All Honors students must maintain a minimum grade of 80 to remain in the program.
- Middle school students will be reevaluated at the end of 7th grade to determine continued eligibility.

High school students will be reviewed annually for continued placement based on performance and course demands.

DUAL CREDIT CLASSES

Students must take classes in Temple Christian School classroom or through dual- credit. An exception would be if a student has a scheduling issue that will not allow a needed class; or is a student who has not earned a credit in the classroom and must remediate through another method in the summer. Exceptions to this policy must be approved by the Academic Committee.

- Dual credit classes may only be taken through approved universities, which are listed on the TCS website.
- Dual credit classes will receive Honors credit with a numerical grade of 80 and above.
- Students are required to have a cumulative average of 90 to apply for dual credit.
- If a Dual Credit class is offered in person, on the TCS campus, then the student must take the class that is offered on campus in lieu of a dual credit class from another institution.
- Students are required to meet with the Academic Advisor before applying for dual credit.

Dual credit students are required to do the following

- **Submit final numerical grade (if a letter grade is submitted the student's transcript will reflect the lowest number grade for the letter grade. Ex. "A" would be a 90)**
- Students that take dual credit their spring semester of senior year need to understand that their dual credit grades may not be available when class ranks announced.
- Seniors are required to submit official transcripts to Temple Christian School of all dual credit classes that were completed through dual credit. A transcript from each university is required before graduation.

FAILED REGULAR TEST POLICY

Secondary students who fail a regular test can raise the failing grade to no higher than a "70". Tests should be graded as all regular tests – deducting points beginning at 100 - but no grade higher than a "70" should be recorded on the student's record. Grades may be raised by retesting or doing a project that shows mastery of the material being tested. Attending tutoring or doing corrections is not an option. Should a student fail a project or retest, the higher of the two failing grades is recorded. Students are not required to avail themselves of the opportunity to raise their grades. This can be done once per quarter per subject. Any deviation from this policy must have prior approval of the Administration.

To be eligible for a Retest:

- Students must email the teacher within 48 hours of receiving the graded test to express their desire to retest and meet the department's criteria.
- The retest should be scheduled within one week of the student's seeing their test. Students who do not attend a scheduled retest session cannot reschedule the test.

- When a major grade is impacted due to academic dishonesty, the student is not eligible for retesting.

MAKE-UP WORK/TEST

1. The student is allowed one (1) day for each day absent plus one (1) day to make up work for an excused absence. If a test had been previously assigned on the day of absence, the student must be prepared to take the test on his/her return to school. Time allowed for make-up work for multiple absences will be determined on the basis of need.
2. A student who is absent from school for any reason other than those listed under "Excused Absence" may not be able to make up work and may receive "0's" for classes missed. Exceptions can only be granted by the Academic Committee.
3. Students should go to their teacher and ask for make-up work as soon as they return from an illness. In case of an extended illness, the parent may view the assignment on TCS's FACTS internet site.
4. Exception to above policies: Major research projects, papers, assignments assigned at least 3 weeks ahead of due date shall have the following deductions if handed in late:

1 day late – credit for no higher than an 80.
 2 days late – credit for no higher than a 60
 3 days late – credit for no higher than a 50
 4 or more days late – projects will receive a "0"

REPORT CARDS

1. Report cards will be emailed at the end of each nine weeks period. Students entering school after the school year has started must be in school at least 4 ½ weeks prior to the date report cards are issued to be entitled to receive a report card.
2. At the end of the year, final report cards will be emailed on June 1st.

SEMESTER TEST EXEMPTION POLICY

- Semester tests will be scheduled by the administration.
- Testing periods will be 60 minutes in length.
- Exemption from semester testing is a privilege, not a right. **math, English, science and Bible** are core courses at TCS, and students are not allowed to be exempt in these classes.
- Students in grades 7-12 will be exempt from any or all non-core subject's semester finals if they meet the following requirements:
- Students exempt from any test are not required to attend school during that subject's testing period.
- Semester test exemptions are a privilege earned through consistent academic performance, responsibility, and good citizenship.
- Students in grades 7–12 may earn exemptions from semester finals in non-core courses by meeting all the following criteria:
 1. Maintain a minimum semester average (average of the first and second nine weeks first semester and third and fourth) of:
 - a. **85** in all regular-level courses
 - b. **90** in all Honors courses receiving Honors grade weighting
 2. May not have received more than 3 assigned fines during the semester.
 3. May not have checked out more than 5 Temporary I.D.s for the semester.

4. May not have received more than 5 unexcused tardies to any one class during the semester. (More than 5 to any one class disqualifies a student from exemptions for all classes.)
5. May not have more than 5 absences (excused/unexcused) per class during the semester, or the test for that class must be taken.
6. May not have received ISS or OSS during the semester.
7. Temple Christian School reserves the right to revoke semester test exemptions for students whose academic performance, attendance, or conduct does not meet the school's expectations.

******* Exception: Sixth-grade students are required to take English and Mathematics semester final exams only. They are not required to take semester finals in other subject areas.**

STUDENT HONORS AND AWARDS

1. **Honor Rolls** – Students who make an "A" grade in every subject will be listed on the "A" Honor Roll. Students with all "A" or "B" grades will be listed on the "B" Honor Roll. Because of the scheduling of award recognition ceremonies before school the final day of school, last quarter grades will not be evaluated, and included in determination for this recognition, before the end of the 4th quarter. Conduct grades will not be considered in determining honor roll students.
2. **Perfect Attendance** – Any student who is in attendance each school day and is tardy no more than two times will receive a certificate of perfect attendance. Family days do count against a student's perfect attendance record.
3. **Citizenship Awards** – These are presented to students in grades 6-12 who display outstanding citizenship throughout the year. Students will be selected by the faculty and administration. Students must attend all year to be eligible for these awards.
4. **Academic Awards** – Awards are presented in the different academic areas to the students who excel in those areas. Students must have attended Temple Christian School for the entire year to be eligible for major awards.
5. **Athletic Awards** – Participation certificates are awarded for students in each sport. Special awards are given by the coaches to students who excel in a particular sport. The Eagle Awards are given on the varsity level to one boy and one girl who best exemplify a Christian athlete

NHS and NJHS Guidelines

National Junior Honor Society

Eligibility for the NJHS will be determined after the fall semester grades have been finalized. Students in 7-8th grade are eligible to be inducted into the NJHS. Students who have met the induction criteria to NJHS will be notified of their eligibility and induction through a letter sent home with the student.

Criteria for being inducted into the National Junior Honor Society:

- Grade average of 90 or higher
- May not have received more than three hours of detention in the current academic year.
- May not have been in ISS or OSS in the current academic year.
- May not have been on Academic or Disciplinary probation during the current academic year.
- Current core subject teachers will evaluate each student who meets the above criteria.

Students may be dismissed from NJHS for the following reasons.

- Student's grade average drops below 90% at the end of a quarter.
- If a student receives more than three hours of detention in an academic year
- If a student receives ISS or OSS in an academic year

- If a student is placed on Academic or Disciplinary probation during an academic year
- If a student has been disciplined for academic dishonesty during the academic year.

If a student is dismissed from NJHS, they may become eligible for reinstatement to NJHS after one academic year if they meet the eligibility criteria.

National Honor Society

Eligibility for the National Honor Society will be determined after the fall semester grades have been finalized. Students in 10-12 grade are eligible to be inducted into the NHS. Students who have met the induction criteria to NHS will be notified of their eligibility and induction through a letter sent home with the student.

Criteria for being inducted into the National Honor Society:

- Grade average of 90 or higher
- May not have received more than three hours of detention in the current academic year.
- May not have been in ISS or OSS in the current academic year.
- May not have been on Academic or Disciplinary probation during the current academic year
- Current core subject teachers will evaluate each student who meets the above criteria.

Students may be dismissed from the National Honor Society for the following reasons.

- Student's grade average drops below 90% at the end of a quarter
- If a student receives more than three hours of detention in an academic year
- If a student receives ISS or OSS in an academic year
- If a student is placed on Academic or Disciplinary probation during an academic year
- If a student has been disciplined for academic dishonesty

If a student is dismissed from NHS, they may become eligible for reinstatement to NHS after one academic year if they meet the eligibility criteria.

TEXTBOOKS-SECONDARY

Secondary students (6th -12th grades) are required to purchase their own textbooks. Books may be purchased through any vendor you choose. MBS Direct is a vendor that the school works with directly. A link to their online store is available on the TCS website under Academics. All students are required to have their books on the first day of classes. 9th-12th grade may have E-Books unless noted on the Curriculum List. If using E-Books students must use a tablet or laptop, E-Books are not to be accessed via a cell phone.

Middle school students MAY NOT use e-books.

Novels may not be on electronic devices; they must be actual books.

Bibles may not be digital.

TURNITIN

All Temple Christian School secondary students must submit any written assignment of 3 pages or more to "Turnitin". (<http://www.turnitinuk.com/>) Turnitin is the leading academic plagiarism checker technology used by teachers and students. This service provides online plagiarism detection, and grammar check. In an era where pirating or theft of another's work is quite common, Temple Christian School wishes to stress the importance of original work and academic integrity.

A student may only submit work through this plagiarism checker service one time within a 24 hr. period. It is wise for students to complete assignments with time to submit the assignment twice: submitting once to check their work to make corrections and the second time for submission of the assignment to the classroom teacher.

TRANSCRIPT INFORMATION

1. Courses will be included in the GPA and course credit shown on the transcripts that are taken at a community college for dual-credit.
2. Courses will receive honors credit, including all transferred AP credits (if credits are identified as AP on the transferring transcript).
3. Honors classes receive an additional point on GPA value and 7 points on the numeric value.
4. Incoming transcripts with a non-compatible credit system may limit TCS's ability to consider all value or provide adequate class rank or may not be put on the TCS transcript.
5. Honor math students must take at least five years of high school math.
6. TCS students may not take exterior courses to advance beyond their grade level. The only exception to this rule is that the student who is not in the honors math class may, upon the approval of the administration, take courses that will allow him/her to enter honors math.
7. TCS does not rank students. The top 5 graduates are identified.

TRANSFER STUDENTS

Transfer credit is given only for completed work. Transfer students who maintain an overall "C" average or better during their first semester at TCS will be able to transfer all grades at total value.

ATTENDANCE POLICIES

1. General Information:

- a. Regular school attendance is a vital part of a student's academic success. Students must be in attendance for at least 90% of the days school is in session during a semester in order to receive credit for a class.
- b. Students who have accumulated more than the allowed number of absences during a semester may, for extenuating circumstances, present a written appeal to the school. The following absences may be submitted for consideration regarding extenuating circumstances:
 1. Personal illness
 2. Sickness or death in the family
 3. Quarantine
 4. Weather or road conditions making travel dangerous.
 5. Days of suspension
 6. Medical or dental appointments
 7. Any other unusual cause acceptable to the appropriate school committee.
- c. The deadline for making such an appeal is the last day of the semester in question. Alternate ways, such as make up days during the TCS Summer School, may be made available to students who need to make up work or regain time lost because of excessive absences.

2. Other Valid Days

- a. **Family days**-Family days must be pre-approved by the student's principal. Please email the request. Days may not be used during major testing periods, i.e. regular tests or finals. BMA must be said before a family day may be taken. These days are counted as excused absences and do disqualify a student from perfect attendance awards and final exam exemptions.
- b. **College Days**-Juniors and Seniors are permitted 5 college days per year. College days should be pre-approved by the Academic Advisor two weeks prior to the scheduled day. College days may not be taken during semester examinations. If BMA will be missed due to a college day the BMA must be said prior to taking the college day. Students must

bring proof of attendance / participation on the College's letterhead to the Academic Advisor. The letter must contain the date of the visit.

- c. **Senior Release-** Some seniors may qualify for early senior release if they meet the following requirements:
1. The student has written approval from the principal and parents. The necessary form is in the guidance office.
 2. The Academic Advisor has ascertained that the student will have necessary courses and credits for graduation upon successful completion of enrolled courses.
 3. Students must be on campus at least one period for each dual credit class in which they are enrolled.
 4. When a student leaves, he/she cannot return to school that day except for a required, school-related activity or to provide transportation for a sibling.
 5. Dress requirements must be maintained when leaving campus.
 6. A student who does not maintain the acceptable academic requirements will be placed on a three-week probation. At the end of the three weeks, his/her progress will be re-evaluated and the early release privilege may possibly be denied.

d. **Career and Technical Education (CTE) & Work-Based Learning Early Release**

Students enrolled in an approved Career and Technical Education (CTE) or Work-Based Learning (WBL) program may be eligible for an early release schedule to participate in paid employment, internships, apprenticeships, or other approved career experiences directly related to their program of study.

Participation in Work-Based Learning is a privilege and must receive prior approval from the school administration. Students must meet all program requirements, maintain satisfactory academic progress, demonstrate appropriate attendance and conduct, and comply with all school policies. Parents, students, and employers may be required to complete participation agreements and provide documentation verifying employment, work hours, and job responsibilities.

Students who fail to maintain the academic, attendance, behavioral, or employment expectations of the program may have their early release privileges suspended or revoked at the discretion of the administration.

Procedure for Reporting Absences

1. When a student is absent due to illness, a parent or guardian should notify the appropriate school office (elementary or secondary) by telephone or email between **7:30 a.m. and 10:00 a.m.** on the day of the absence. This notification informs the school of the student's absence but does **not** automatically excuse the absence.

2. Written verification from a parent or guardian must be submitted within **three (3) school days** of the student's return to school. If written verification is not received within this timeframe, the absence will be recorded as **unexcused**.
3. Excused absences include, but are not limited to:
 - Student illness
 - Death of an immediate family member
 - Medical or dental appointments
4. **Unexcused absences may result in academic penalty**

Permission to Leave School

Students who must leave school during the school day must sign out in the School Office with acknowledgment by the office staff on duty. For the student to receive authorization to leave school, he/she must present a written request to either the elementary or secondary office. The parental request must include:

1. Identify the need for release from the school.
2. Designate the pick-up area for the student to meet the parent.
3. Specify the exact time for early dismissal.
4. Unanticipated emergencies are dealt with on an individual basis.
5. Students may not be signed out during the lunch period unless a parent or guardian is taking them to lunch.

Truancy

Students are considered truant when they are absent from school or any of their classes without following the attendance guidelines. Students without passes who are out of class for a portion or all of the period are considered truant. Truancy constitutes an unexcused absence. Disciplinary action will be taken.

Student Check-In and Check-Out Procedures

1. All signings in or out must be acknowledged by the office staff on duty. Students signing in must receive a pass to be admitted to class.
2. When signing in after a doctor's appointment, a student is required to bring a note from the physician or parent.

Closed Campus /Leaving Campus During the School Day

Students are expected to remain on campus for the entire school day. Students may leave school grounds only when dismissed early by a parent or guardian or after completing the school's approved check-out procedures through the school office.

Any student who leaves campus without signing out, fails to sign in upon returning, or signs in or out without approval from the school office will be considered truant. The student will receive an unexcused absence for each class period missed.

Students may not leave campus for lunch unless a parent or guardian personally signs the student out and signs the student back in upon returning to school.

Exceptions may be granted for juniors and seniors who have been approved for off-campus lunch privileges in accordance with school policy. Students participating in the CTE/WBL may check out in the office without a parent being present.

Tardiness

1. When a secondary student is tardy (unexcused) for the third time to the same class during a 9 week grading period, a 30 minute detention will be assigned. On the 4th tardy during any 9 week

quarter, a 45 minute detention will be assigned. On the 5th tardy, a 60 minute detention will be assigned. The 6th tardy to the same class will result in ISS for 1 day. (Semester test exemption will be lost at this time.) Additional tardiness will necessitate a parent conference to determine the student's future status at Temple Christian. This section (a) applies to 2nd–8th period only.

2. Any student (K-12) tardy (after 8:00 am) to first period will be fined \$5.00 for every 5 tardies received during the 9-week period. Any student that received more than 5 unexcused tardies to any one class during the semester will be disqualified from semester test exemption.
3. Students are allowed 3 excused traffic tardies per semester.
4. Students tardy to school must report to the appropriate school office (elementary or secondary) to obtain permission to enter class.

NOTE: Students that have excessive absenteeism may not be allowed to attend field trips and or community service trips. This will be determined by the administration.

WITHDRAWALS AND DISMISSALS

Withdrawals – Withdrawals from school must be made through the administration office. School records will not be released until all financial accounts are paid.

Dismissals-Students will be held out of class if the family fails to keep their financial agreement with the school. A student may be dismissed from school or un-enrolled at any time he/she is found out of harmony with the rules and policies of the school.

General Policies and Procedures:

- **Backpacks**- All bags and backpacks must be placed in lockers when not being carried by students. Athletic bags may be put in another designated area if approved by coaching staff. Bags and backpacks must be of a size and configuration to fit into the lockers. Locker sizes in the gym are 12” wide 36” tall and 15” deep. Bags and backpacks will not be allowed in the lunchroom, chapel, or left on the gym floor or the gym balcony at any time. Extra large athletic bags will be stored in locations that will be explained at student orientation.
- **Publications**- Parents and students should understand and agree that the student has no right to publish and distribute a student newsletter or any other publication without permission of the administration. They understand and agree that the school administration has the right, in its sole discretion, to control what is published, circulated, or otherwise distributed to students or staff, and parents will ensure that their child understands this provision.

Communication Device/Electronic device Policy

- **Cell Phones**
Elementary students are not permitted to have cell phones, headphones/ear buds or connected smart watches during the school day.
- Secondary students may bring a cell phone to school, but **all phones and listening devices, as well as connected smart watches, must be stored in lockers or backpacks between the hours**

of 7:00 am and 4:00 pm. This includes passing periods. We strongly recommend the BARK app to help keep your students safe when using cell phones and other devices.

- If using E-Books students must use a tablet or laptop, E-books may not be accessed via a cell phone.
- **Head Phones, Earbuds, etc.** Students **are not permitted** to wear any type of **headphone device** during the school day from **7:00-4:00**. This includes during passing periods, in the classrooms or in the lunchroom. The only exception to this is if a student is utilizing the headphones to actively work on dual credit or IGNITIA.
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TCS VEHICLE POLICIES

The following guidelines are listed for those students who wish to drive a motor vehicle to school or to school functions:

1. Students who drive a vehicle to or from Temple Christian School must possess a valid driver's license or other legal driving privilege, comply with all restrictions applicable to that license, and operate a properly registered and insured vehicle in accordance with Texas law. Driving and parking on campus are privileges and may be restricted or revoked for unsafe driving, violations of law, or violations of school policy. If the school becomes aware that a student has driven to campus without a valid license or legal authorization, the student will not be permitted to drive the vehicle from campus, and a parent or guardian will be contacted to arrange for a licensed and legally authorized driver to pick up the student and/or vehicle. Parents are responsible for ensuring their student is legally authorized to drive, and parental permission does not override state law or school policy.
2. Students driving to school are not permitted to stay in their vehicles after they arrive on campus.
3. Upon arriving on campus students are not permitted to leave again until the end of their school day.
4. Students will not leave campus in their vehicles at any time during the day without permission. (Medical or dental appointments should be scheduled at the beginning or end of the day if possible.)

Parking:

1. Students may park only in designated parking spaces in the west parking lot. If these areas prove inadequate, additional spaces will be provided. Do not park on grass, on the opposite (trailer park) side of the gym lot barriers, next to the cafeteria, or in any undesignated space. Cars cannot be backed into parking spaces. Observe all signs.
2. All students and staff parking vehicles on the TCS campus during the school day must apply for and display a TCS Parking Permit. The permit is available in the high school office. A fee of \$5.00 will be charged to students for the permit. Any vehicle without a visible permit will receive a fine of \$10.00.
3. Vehicles parked in non-designated areas, parked illegally, or on campus without a permit may be subject to a \$25.00 parking fine. Lots will be checked regularly.
4. Remember, TCS has a closed campus policy. Once you leave your vehicle you may not return until the end of the school day. Athletes should leave their cars parked on the regular lot during practices. Do not drive to athletic areas.

Driving:

1. With elementary students around on all areas of the campus, it is important a strict 10 MPH campus speed limit be observed at all times. No "peeling out" or reckless driving will be tolerated.

2. Violations of speed limit or reckless driving rules will be assessed \$10.00 for first violation, \$25.00 for second (and a 2-week suspension of driving privileges) and \$50.00 for third (and suspension of driving privilege for the remainder of the year).
3. These regulations are in effect at all hours of the day.

**TEMPLE CHRISTIAN SCHOOL
IDENTIFICATION BADGE POLICY
(Students)**

The purpose of this policy is to ensure the safety and security of all staff and students on the campus of Temple Christian School.

EVERY person on the Temple Christian School campus MUST wear a lanyard and ID badge issued by Temple Christian School Monday through Friday between the hours of 8:00 AM and 3:25 PM (staff must wear them until 4). Colored lanyards and ID badges will be utilized to quickly identify the purpose of each person on the campus as follows:

- Staff – Black
- Students – Green
- Volunteers – Yellow
- Visitors – Red

ELEMENTARY STUDENTS

Elementary students will be issued a lanyard and ID badge. Lanyards and ID badges will be given directly to the student's teacher. Elementary students will wear the lanyard and ID badge at the discretion of the Elementary Principal and teacher. ID badges will be kept by the school at the end of the school year.

SECONDARY STUDENTS

In addition to identification, secondary students' ID badges will provide access to selected security doors on campus during school hours (e.g. gym, cafeteria). ID badges will be turned into the school at the end of the year.

DISPLAY OF BADGES

- a. The ID Badge must be worn on a school issued lanyard hanging from their neck.
- b. If a student is wearing a jacket or other outerwear, the lanyard must be on the outside of the jacket or other outerwear and be visible.
- c. Students who forget their ID badge will be issued a temporary ID from the Secondary Office and may receive a dress code violation.
- d. After the first class of the day if a student does not have their I.D. on and properly displayed the student will receive a dresscode violation.
- e. Students must return the temporary ID to the Secondary Office before 4 pm. Temporary ID's and lanyards not returned to the Secondary Office may be charged replacement cost. (see below)
- f. Each time a student checks out a Temporary ID the parents will be notified via email. When a student receives more than five Temporary ID checkouts in one semester they will not be exempt from finals. The sixth time a student checks out a temporary ID in a semester, they will be charged \$20.00 for a new I.D.
- g. Students are excused from wearing ID's during classes where they present a hazard to student safety, i.e. during science labs, SST, or PE classes. They should be properly secured during this time. This should always have principal approval.
- h. Only school ID badges may be attached to the lanyard – no keys or other ID badges are allowed.
- i. Lanyards issued may not be exchanged for lanyards of personal preference
- j. The front of the ID Card and lanyard must remain plain and free of pens, stickers, markings, other photos, or other objects.
- k. A fine will be assessed if the front of an I.D. badge has stickers, markings or anything else on the front of the badge.
- l. Students are not permitted to exchange lanyards with other students.

- m. The ID Badge must be presented to any Temple Christian School staff member or person of authority with Temple Ministries when seeking student identification.

LOST, STOLEN, ALTERED, DAMAGED, AND DEFACED ID CARDS

- a. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY.
- b. Replacement cost for the ID Badge is \$10.00.
- c. Replacement cost for the lanyard is \$10.00.

COMMUNITY SERVICE HOURS

It is the firm belief of Temple Christian School that spiritual growth cannot occur without serving others. This service is modeled from administration down to our youngest classes, and is an integral part of our academic model. High school students must accumulate at least eighty hours of community service hours to graduate and are given multiple opportunities throughout the school year as well as being expected to take initiative on their own.

Guidelines for community service

1. Community service hours will be completed outside of school hours. Temple Christian School does have some options for community service through the school.
2. Projects will be approved for work through a non-profit community organization.
3. A total of 10 hours per year will be accepted for ministering in your church (playing in the band, helping in a Sunday school class etc.) **or** for Temple Christian School if no compensation is given.
4. Community Service hours will not be given for service performed for a parent or relative.
5. Hours earned for after school or weekend training or planning sessions may count towards community service when the training results in actual volunteer service towards the community.
6. Paid work will not be considered for community service hours.
7. Hours worked for an organization that receives compensation will not count as community service.
8. The agency has the option of not signing the time sheet if the student's job performance is not satisfactory.
9. Students must have letter head stationery from the non-profit organization and the signed Temple Community service sheet for hours to be applied.
10. Students entering Temple may have their community service hours prorated depending on the grade level in which they enrolled. Hours are prorated at 10 hours per year.
11. The Student Services Director, located in the administration building, will document and record service hours for the students.
12. The form for reporting service hours is located on the TCS website
13. Approved Mission trips will earn 20 hours of community service.
- 14. Any hours outside of these guidelines must be approved by the academic committee.**

CO-CURRICULAR ACTIVITIES POLICIES

Students not in school by 8:50 a.m. on the day of a scheduled co-curricular activity will be restricted from participation in that activity. Exceptions to this policy must have approval from the Principal and Athletic Director.

1. **Sports** – Athletic teams are available to students in grades 6 through 12. Boys' teams compete against other schools in football, basketball, track and field, soccer, cross country and baseball. Girls' teams compete in volleyball, basketball, track and field, cross country tracksoftball and soccer.
2. **Cheerleading** – Cheerleading squads are chosen for junior high school and senior high school each spring. They represent Temple Christian School at athletic events and in cheerleading competition.
3. **Clubs and Organizations** – Students are selected for membership in the National Honor Society and the National Junior Honor Society on the basis of scholarship, leadership, and community service. T

Transportation to and from Activities –

Students participating in athletics or other activities are expected to ride the vehicles provided by the school. Drivers are licensed to operate these vehicles. After an activity or game is completed, students may leave to go home with their parents only. Coaches/Directors will maintain order and discipline on the bus. Behavior standards on trips are the same as at school. It is the coach's/director's responsibility to leave the bus clean.

For coed transportation, segregated (boy-girl) seating must be maintained.

Co-Curricular Guidelines

1. Every activity, except for athletics, has a two-week grace period before deciding to drop that activity. If a student drops an activity after the two-week grace period, the following actions will be enforced: **any student athlete who quits a team will sit out the next two consecutive sports seasons. (ex. An athlete that quits basketball must sit out the following spring and fall sports.**
2. Students must show proper respect for the authority set over them (Officials, coaches, directors, etc.). If a student's attitude becomes unacceptable, his/her participation may be reviewed by committee.
3. All students must obey parking/driving rules at home or away. Students are never allowed to drive their vehicles down to the playing fields. They must park in the student parking lot.
4. Any student that is dismissed from or quits an activity forfeits his/her eligibility to receive an award.
5. All students must maintain a passing academic standing to participate in an activity. A student with a failing grade for any 9-week period will be restricted from any contest, concert, game, etc. The exception will be graded activities that have prior approval from the eligibility committee.
6. A student is considered to be ineligible on the day his/her 9 week report or report card is issued with a failing grade on it. A student with failing grades may not participate until three calendar weeks have passed, and the grade has been brought up to passing. (See eligibility requirements.)
7. If a high school student is going to participate in the TCS Athletics he/she must participate in an off-season class for the entire school year.
8. Choir and band rehearsals for the TCS Christmas and spring concerts and spring musical dress rehearsal will be on the school calendar. All other concerts and competitions will need to rehearse during scheduled class time or after school, coordinated through the eligibility committee.

9. The following is a priority ladder in case of conflicts within the school calendar:

Priority #1 — TAPPS

Priority #2 — ACSI

Priority #3 — All other activity or organizations outside of TCS

Any state or regional level activity takes priority over non-state events.

It is the responsibility of TCS to avoid conflicts with sports and other TCS hosted events.

Any conflicts within the TAPPS scheduled events that compete with another TAPPS event must be reviewed by the administration.

10. Students that receive more than 3 hours of detention in a 9-week period will be suspended from all activities that occur during the next three calendar weeks.
11. All students must read the TCS Athletic Handbook and/or TCS Fine Arts Handbook found on the school website, www.tcseagles.org.

CONDUCT AT TCS SPORTING EVENTS

As part of our philosophy of Christian athletics, we believe athletic competition is an opportunity to honor Christ through our words, attitudes, and actions. Opposing teams are not enemies to be ridiculed, harassed, or treated with disrespect. Instead, we are called to compete with integrity, humility, and good sportsmanship.

We also believe that game officials strive to perform their responsibilities fairly and to the best of their ability. As individuals entrusted with authority during athletic contests, they deserve our respect and cooperation. Our students are expected to demonstrate Christlike character by treating officials, coaches, teammates, opponents, and spectators with courtesy and respect at all times—even when they disagree with a decision.

TCS requires, among other things:

1. No downgrading or yelling at or against the opposing team. Yell for ours but never against the opponent. Players are prohibited from "trash talk" to opponents.
2. No display of disagreement, at any time, for any reason, with official's decisions and no criticism of officials verbally, physically by expression, or in any way, for any reason, at any time, by anyone.
3. Any student, fan or coach that is removed from an athletic contest will be fined and suspended from further contest(s) as per TAPPS rules.

Penalties for players violating these tenets include suspension or removal from the team. Our goal is for TCS teams and fans to be recognized as having the absolute best Christian sportsmanship. This is the highest tribute possible for the Christian character of our youngsters and the success of our program. It is far more important for the character development of our athletes than whether we win or lose. No athletic event ever played is worth risking a person's Christian testimony. We request from all our many loyal and invaluable supporters that you assume individual responsibility to adhere to the same guidelines as our students do. We request this both because it is the right thing to do; because it sets the right example for our youth; and because the leagues and Christian circles in which we play expect it of our fans and players if we are to continue to participate.

FAILURE POLICY/CO-CURRICULAR PARTICIPATION

One of the primary goals of TCS is to assure all students are progressing academically at a pace which would ensure their graduation with a comprehensive Biblical Worldview education. Should a student fall behind in schoolwork, the school feels the student's full attention should be directed to bringing their studies up to satisfactory levels. Because of this the school enforces academic eligibility requirements for participation in all extracurricular activities.

A student must maintain academic eligibility to participate in any competitive athletics at any level; cheerleading; choir competitions or off-campus performances; band competition or performances which are off campus or are conducted in connection with any competitive event (i.e. performing at football games); Spring musicals; Youth in Government or similar competition; and competition or off campus performances or activities by any other extracurricular club, organization or activity (including such groups as NHS, NJHS, etc.). (Managers or helpers in any area must also maintain eligibility).

Any student who fails one class at the end of a grading period will be suspended from competition or performance participation for three weeks. The student may continue to practice during this time.

- The grading periods are the first nine weeks, first semester, and third nine weeks. Progress reports do not impact eligibility.
- Suspension will begin on the day report cards are issued.
- Grades are evaluated by the principal and/or athletic director three weeks after report cards are issued. If the student is no longer failing the class, eligibility is restored.
- If, after the 3 week ineligibility period, the individual is still failing that class, he or she will be ineligible for one additional week. Eligibility will be restored if the student is no longer failing the class. If the student is still failing the class, grades will then be checked at one-week intervals until the student is passing.
- Any student who is ineligible due to grades or D-Halls cannot miss any classes or school days to attend a co-curricular event.
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CHAPEL POLICY

Chapel is an important part of our school's spiritual life and is a required activity for all students. Secondary students attend chapel each Wednesday, while elementary students attend chapel on designated days.

Students are expected to arrive on time and be seated in their assigned grade-level section with their class and faculty sponsor. To minimize disruptions, students should use the restroom and attend to other personal needs before entering the chapel.

STUDENT INFORMATION:

- Secondary Students may bring water bottles on campus, it is advised that water bottles are marked with the students' name and contain water only.
Elementary students' water bottles must be made of translucent plastic only and may only contain water.
- Students may not eat or drink, except for water, in the classrooms.
- Snacks may be eaten outside or in the gym during the passing periods.

DRESS CODE/UNIFORMS POLICIES

IMPORTANT: TCS has contracted with Lone Star Team Gear to provide TCS uniforms. Lone Star Team Gear provides the only acceptable slacks and shorts for boys and girls and the only acceptable skorts for girls. khaki and black are available in most garments.

TCS shirts, sweatshirts, cardigans, and required jackets are sold through the school uniform store, Eagle Outfitters, located in the administration building. The general rule to follow is that all students are to dress modestly and, in a manner, appropriate to the academic day. Students or parents visiting during school hours should abide by the general spirit of these guidelines. Realizing no rules can cover all styles, the school reserves the right to evaluate any attire worn by a student. Parents and students should understand that students arriving on campus out of harmony with the TCS dress and appearance guidelines may be subjected to the following actions: warning, detention, requirement to correct the problem while on campus, requirement to return home to change, or confiscation to non-approved item. Parents should contact the school if emergency circumstances cause the problem.

Dress Guidelines:

Secondary Girls:

- Slacks, shorts, skorts, (purchased from Lone Star Team Gear), and jeans (should be black or blue, loose fitting with no holes, frays, adorned or decorated).
- Slacks and shorts (grabbing the slack/short material at the hip line, at least 1" of material should be able to easily be pinched away from the body)
- Skorts should be no more than 5 inches about the knee and no shorter than 2 inches below the fingertips when the arms are fully extended downward. This measurement ensures that our students' attire remains modest and respectful. Measurements should be taken at the shortest point around the hem, typically at the back.
- Shorts may not be rolled and must be at or below fingertips
- Leggings should be solid colors which include dark green, black, white, tan or gray.
- Skorts must not be rolled at the waist
- Garments must not be frayed at the bottom
- Girls may not wear warm-ups/sweats under skirts/skorts
- TCS polo shirts green, gray or black or button down shirts
- All TCS bottoms must be visible with untucked shirts and sweatshirts.
- The current school theme shirt may be worn on Fridays during the first quarter. In addition, after the first quarter, students may wear any approved Temple Christian School spirit or fan apparel shirt on Fridays. Long sleeve shirts may be worn under these shirts but must be solid dark green, black, white, tan or gray
- No visible tattoos
- No pierced jewelry may be worn except for pierced earrings
- Girl's hair should be kept neat, clean and should not be a distraction to other students. Hairstyles should not place undue emphasis on any one student, as determined by the administration. Fad hair styles, unusual or unnatural hair colors are not permitted.
- No hats
- TCS uniform jackets, PE jackets, and PE pullovers purchased from the school store are the only approved jackets and are to be worn over regular school attire during the school day. (8:00-4:00)
- Current school year hoodies/sweatshirts may be worn during the school day (**hoods may not be worn in buildings**).

Dress Guidelines:

Elementary Girls

- Elementary girls may wear jeans, uniform skorts, uniform skirts or uniform shorts.
- Skirt and Skort Length: Skirts and skorts should be no more than 5 inches about the knee and no shorter than 2 inches below the fingertips when the arms are fully extended downward. This measurement ensures that our students' attire remains modest and respectful. Measurements should be taken at the shortest point around the hem, typically at the back.
- **Black shorts or Spandex under skirts:** We require all female students to wear black shorts or spandex under their skirts or skorts. This additional layer of clothing ensures modesty, provides comfort, and allows for ease of movement, especially in active settings.
- Leggings should be solid colors which include dark green, black, white, tan or gray.
- Skirts and Skorts must not be rolled at the waist
- Garments must not be frayed at the bottom
- Girls may not wear warm-ups/sweats under skirts/skorts
- The current school theme shirt may be worn on Fridays during the first quarter. In addition, after the first quarter, students may wear any approved Temple Christian School spirit or fan apparel shirts on Fridays. Long sleeve shirts may be worn under these shirts but must be solid dark green, black, white, tan or gray
- No pierced jewelry may be worn except for pierced earrings
- Girl's hair should be kept neat, clean and should not be a distraction to other students. Hairstyles should not place undue emphasis on any one student, as determined by the administration. Fad hair styles, unusual or unnatural hair colors are not permitted.
- No hats
- TCS uniform jackets, PE jackets, and PE pullovers purchased from the school store are the only approved jackets and are to be worn over regular school attire during the school day. (8:00-4:00)
- Current school year hoodies/sweatshirts may be worn during the school day (**hoods may not be worn in buildings**).
-

Dress Guidelines:

Elementary and Secondary Boys:

- Slacks and shorts, in khaki and black (purchased from Lone Star Team Gear)
- Slacks and shorts (grabbing the slack/short material at the hip line, at least 1" of material should be able to easily be pinched away from the body)
- Slacks, shorts, (purchased from Lone Star Team Gear), and jeans (should be black or blue, loose fitting with no holes or frays).
- Slacks and shorts (grabbing the slack/short material at the hip line, at least 1" of material should be able to easily be pinched away from the body)
- Shorts may not be rolled and must be at or below fingertips. No sweatpants under shorts.
- Garments must not be frayed at the bottom
- Boys may wear leggings in solid colors which include dark green, black, white, tan or gray.
- TCS polo shirts green, gray or black and button down options.

- The current school theme shirt may be worn on Fridays during the first quarter. In addition, after the first quarter, students may wear any approved Temple Christian School spirit or fan apparel shirt on Fridays. Long sleeve shirts may be worn under these shirts but must be solid dark green, black, white, tan or gray
- Secondary students may wear their House shirt on Wednesdays and, starting with the second quarter, on Fridays.
- No visible tattoos
- No pierced jewelry will be worn
- No hats of any type, bandanas, headbands, etc.
- Boy's hair should be kept neat, clean and should not be a distraction to other students. Hairstyles should not place undue attention on any one student, as determined by the administration. Boy's hair should be kept out of the eyes, not go further than the bottom of the shirt collar and hair length must be such that the earlobes are clearly visible. Ponytails and/ or buns, fad hair styles, and unusual or unnatural hair color are not permitted.
- All boys are expected to be clean-shaven. However, 12th grade boys may wear neatly trimmed facial hair. The administration reserves the right to determine whether facial hair meets grooming standards.
- No sideburns below the ear; sideburns should be neatly trimmed
- TCS uniform jackets, PE jackets, and PE pullovers purchased from the school store are the only approved jackets and are to be worn over regular school attire during the school day. (8:00-4:00)
- Current school year hoodies/sweatshirts may be worn during the school day (Hoods may not be worn in buildings)

Shoes:

Boys and girls-Shoes and laces should be appropriate for daily wear and not designed to draw undue attention to the wearer. Dress style, athletic or loafer styles with enclosed toe and heel are acceptable. Boots may be worn with the school uniform. For safety reasons, stairs and loose surfaces, flip-flops house shoes, sandals or shoes with heels over 2" are not permitted. (Since administrator's judgement determines the appropriateness of any style, if in doubt, it is recommended an administrator be consulted)

Other Dress Code Information

- **In season sports teams** may wear their jersey, warm up shirt, outwear or other approved athletic shirts on Fridays only.
- **Current TCS Friday PINK Shirts** may be worn every day in October with regular uniform bottoms. The shirts may be worn with jeans only on Friday.**9-12th House Shirts.**
- Secondary students may wear their House shirt on Wednesdays and, starting with the second quarter, on Fridays.
- **Christmas shirts** may be worn during the last week before Christmas break only, sweatshirts or shirts other than TCS may be worn if they are clearly decorated for the Christmas season.

Secondary PE Attire

For students in grades six through twelve, the only acceptable PE attire is TCS PE shorts, shirts, sweatpants, jackets and pullovers. These are purchased through the school uniform store. All girls must always have the TCS spandex underneath PE shorts

Dress Expectations for School Sponsor Events:

Students should dress modestly and in a manner that honors Temple Christian School when attending school sponsored events.

Before major events, a copy of these guidelines will be sent home. A dress "viewing" by female staff may be scheduled before an event. Students not within guidelines may not be allowed to attend event.

Formal and Semi-formal Dress Guidelines (for school sponsored events):

Girls:

- Slits in dresses should not extend above the knee.
- The bottom of the dress should come to the knee.
- Neckline & bodice should not be revealing or low cut. Halter or "v" cut necklines should be modest and no midriff should be showing. Sheer fabric should not be used to cover areas for modesty.
- The back should come to the bottom of the shoulder blades or higher. Sheer fabric should not come below the shoulder blades.
- Strapless dresses are acceptable if they comply with all guidelines.
- No tennis shoes should be worn. (The only exception is TCS prom where Converse style shoes may be worn.)

Boys:

- Dress slacks should be worn with a sport coat or suit coat.
- Shirts should have a full button front. Ties are required for formal and are optional for semi-formal but preferred.
- No tennis shoes, street shoes, or sandals should be worn. (The only exception is TCS prom where Converse style shoes may be worn.)
- Must be clean shaven.

Dress guidelines for Extra-Curricular, Field Trips, Class Trips, Athletic Events, Etc.:

Casual Dress:

- **Boys or Girls** may either wear nice jeans, casual slacks or Lone Star Gear uniform shorts. Pants must not have holes, stains, or frayed edges. No baggy pants or shorts.
- **Boys** may wear button-up shirts, collared pullovers, or sweaters. Hats may be worn when outside, but not in buildings. Nice tee shirts or sweatshirts are appropriate.
- **Girls** may wear casual skirts or dresses that come to fingertips or lower, nice jeans, or casual slacks. Girls' tops may be button-up, pullovers, or sweaters. Nice tee shirts or sweat shirts are appropriate. Tops must cover midriff at all times. No low cut tops. Leggings may only be worn under knee length skirts or dresses. Leggings may not be worn as pants.

Free Time in the Hotel:

Boys & Girls may wear jeans, jogging pants, sweatpants, tee shirts, sweatshirts and knee length shorts. Leggings may not be worn as pants. Hats are permitted. Swim wear may be worn by both girls and boys; however, both boys and girls must wear a dark colored shirt over swimwear.

Special Events and Athletic Events:

Boys or Girls may wear TCS issued sweatpants, PE sweatpants, PE shorts (girls must have TCS spandex shorts underneath PE shorts)

Boys or Girls may wear TCS issued tee shirts, TCS issued uniform tops, or TCS jersey.

Tops must cover midriff at all times. No low cut tops. Leggings may not be worn as pants.

Tops must always cover the midriff. No low cut tops. Leggings may not be worn as pants.

Elementary Grades K-5

Dress guidelines for elementary students are identical to those for older students with the following exceptions:

- Elementary students may wear plain blue jeans or TCS shorts on a daily basis. No cargo or carpenter pants, no baggy styles, no pockets down the legs. All jeans must be of solid blue color.
- All slacks, jeans and shorts should be worn with brown or black belt. Slacks, skirts and jumpers are available from Lone Star Team Gear. Girls may wear tights or leggings in solid colors dark green, black, white, tan or gray.

HEALTH ROOM POLICIES

1. Illnesses

Parents: If a student becomes too ill to remain in class, school personnel will reach you by phone and recommend that you come to school and pick up your child. It is especially important that the school office have an updated, working phone number on the emergency contact card to reach you. We have some temporary facilities to help comfort the sick child while he/she is waiting. However, transportation cannot be provided for sick children. If your child is ill, please do not send him/her to school. If a student contacts their parent or guardian directly, concerning an illness or injury, without going through the health room, the student may receive an unexcused absence.

2. Return to school following an illness—Please follow the current medical guidance for standards regarding students returning to school after a health-related absence. These standards are in accordance with guidelines issued by the State of Texas and may be reported to the Tarrant County Health Department.

3. For students to be excused from activities, students must have a signed note from a parent. A doctor's note is required for more than three days. Parents of students injured or ill to the degree he/she must see a doctor must submit written permission before the student can participate in athletics.

4. Medicine – TCS health services staff is First Aid and CPR trained. Students are not to have any medication in their possession at school. All medicines are to be turned in to the health room in the morning with instructions as to the proper time and dosage. In accordance with the state laws, a signed doctor's or parent's form is necessary for our school nurse to administer any medication. (This includes any prescription or over-the-counter medication). All medicine, including prescriptions, must be in the original container. Students who become ill at school will be sent home if the nurse deems it necessary or if they have a temperature of or exceeding 100 degrees. Students who have head lice will be sent home. They may return to school when the nurse has conducted a satisfactory head check or the problem has been properly treated according to Health Department guidelines.

5. Student Accident or Illness – Any student seriously injured at school will be taken to an emergency center, or a similar facility, unless the parent advises otherwise. Parents will be called to meet the school official at the center or a similar facility, so that proper permission forms may be executed. Minor injuries will be treated at school by the Health Room personnel. Parents will

be called if a student is too ill to remain at school. Students with a temperature of more than 100.4 degrees will not be permitted to remain at school

PARENT INFORMATION

Field Trips – Classes at Temple Christian School enjoy the educational advantage of learning away from the school campus. Students enjoy field trips which enlarge their understanding of some phase of their class work. Field trips are designed to be educational, as well as recreational in nature. All students are expected to attend. However, students may be retained at school for disciplinary reasons. It is up to the discretion of the teacher/sponsor whether students will be permitted to take phones or other electronic devices on field trips. Students are responsible for keeping up with their personal devices. The teacher and or the school will not be held liable for lost, stolen or broken electronic devices.

Financial Information- Financial information, including tuition refund policies, is explained on a separate form which may be obtained through the office or at www.tcseagles.org. All accounts must be current for records or report cards to be released or for students to go on major school trips (Senior Trip, etc.), or participate in tryouts for the next school term and to participate in graduation ceremonies.

Insurance- A small accident insurance policy is carried on each student at no additional cost. This is a co-insurance that covers only charges not covered by other private insurance. All areas of school activities are covered by this policy.

Food Services

Breakfast, lunch, snacks, and beverages are available for purchase each school day through the school's contracted food service provider. Students may make purchases using funds deposited into their individual meal accounts. Parents are responsible for maintaining a sufficient account balance to cover meal purchases.

Thursday is pizza day; students may purchase pizza at school or bring a lunch from home.

Students may bring lunch from home any day of the week, please note students do not have access to microwaves or refrigerators.

Money turned in- When sending money to the school office; please place it in an envelope showing the student's name, amount, and reason for payment.

Elementary Party Invitations- Birthday or party invitations cannot be passed out at school unless they include all the girls or all the boys in the class.

Elementary Parties – will contact parents concerning regular school parties. Birthday parties may be scheduled during lunch for the particular grade. Please contact the classroom teacher before scheduling a party for your son/daughter.

Parent-School Communications

- Communication between the parents and school is of utmost importance. School calendars are posted online at www.tcseagles.org. Communication may also be included in special meetings, notices sent home, or emails. The school website, www.tcseagles.org, is a primary means of communication.

- TCS operates a 24-hour parent information site via WWW.FACTS.COM parents may access grades, assignments, attendance, discipline, financial, etc.
- Parent-teacher communications may be in the form of written notes, phone calls, or emails. Parents may call the teacher's voice-mail to set up a conference with the teacher, or may email the instructor. All staff has individual email addresses for parents wishing to use this method.
- Elementary students write their assignments on a student planner that is checked and signed daily by the parents.
- Parents will receive an email when their child receives a failing grade.

Problem Resolution

As in any endeavor, problems may arise. Temple Christian School follows the Matthew 18 and 1 Corinthians 6 principles regarding problem resolution. Parents should understand and agree that resolution must follow these steps:

1. Pray about the situation and determine if it seems serious enough to pursue.
2. Contact the teacher or other individual directly involved for a personal conference.
3. If unresolved, schedule an appointment with the principal over your child's grade level.
4. If necessary, contact the Head of School for a conference.

(If the principal deems advisable, matters pertaining to student discipline or admissions may be referred to the Admissions or Disciplinary Committees at any stage during the above process. The decisions of these committees are final and binding.)

If a dispute arises out of or relates to any of the services being provided by Temple Christian School or any of its faculty or staff members and if the dispute cannot be settled through direct discussions with teachers and administration, then the parties agree to endeavor first to settle the dispute in an amicable manner by submitting the dispute to one or more individuals who will attempt to resolve the dispute through Christian conciliation. If Christian mediation is unsuccessful, the parties agree to submit any unresolved controversy or claim arising out of or relating to the services being provided by Temple Christian School or any of its faculty or staff members to mediation under the Commercial Mediation Rules of the American Arbitration Association before resorting to arbitration. Thereafter, any unresolved controversy or claim arising out of or relating to the services being provided by Temple Christian School or any of its faculty or staff members will be settled by arbitration in accordance with the Commercial Arbitration Association. Decision of the arbitrator will be final and binding on both parties. Any costs relating to the conciliation, mediation, or arbitration process will be equally divided between the two parties.

Phone Calls –

To contact a teacher, please call the office and leave your number on his/her voice mail or email them directly. The teacher will return your call/email. To contact your son/daughter, call the office and the office staff will give the student a message or call for the student to come to the phone. Only parents may contact their son/daughter during school days. Students are not permitted to use the office phone except in emergencies.

SASS (Supervised After School Study)

Temple Christian School offers **SASS (Supervised After School Study)** to provide a safe, structured environment for students who remain on campus after the regular school day.

Secondary students who have not been picked up by 3:25 p.m. are to report directly to the cafeteria.

Designated school personnel will supervise students until 4:00 p.m. Beginning at 4:00 p.m., students will transition to the SASS program under the supervision of SASS staff.

A minimum SASS fee will be assessed for students who remain on campus after 4:00 p.m. Please refer to the current Tuition and Fee Schedule for applicable rates.

Operation of the SASS program will be as follows:

- At 4:00 p.m. any student in grades 6-12 remaining on campus who are not directly involved in co-curricular activities, specific instruction, or tutoring under the supervision of a staff member, or under the supervision of their parent or guardian, will be taken to the cafeteria. Students must go to SASS and not wait in other areas of campus to be picked up.
- In the cafeteria, students will be supervised by a staff member while they work on that day's homework or other activities. Students will remain in the cafeteria until picked up by their ride.
- Students who are in fifth grade and younger need to be off campus by 4:00 p.m. or go into the care of Temple Days Daycare.
- Students entering the SASS program at 4:00 p.m. will sign in at the time they enter and will also sign out when they leave so accurate records may be kept. Billing will be on regular monthly bills.
- SASS is not optional to students staying after 4:00 p.m. All students remaining on campus after 4:00 p.m. not involved in other activities must be in SASS. Students dismissed from athletics, music, etc. may wait for rides a maximum of 15 minutes before going into SASS.
- SASS program will operate until 5:30 p.m.

School closing- parents will be notified of school closing by email, social media, parent alert text message and the TCS website.

Social Events – TCS at times sponsors social activities such as prom, homecoming dances and other social events as part of the school program. TCS reserves the right to set acceptable standards of behavior, dress, and activity at any school function, including sporting events, banquets, and socials. TCS may also limit visitors and guests to any school function

Student Pickup- Elementary students should be picked up in the front of the elementary building. Secondary students with elementary siblings are permitted to wait in front of the elementary building. Secondary Students will be picked up at the main entrance to the gym. Students are not to leave campus to be picked up at another location. Students picked up after 4:00 may incur additional charges unless they are involved in co-curricular activities. At no time may a student wait to be picked up without faculty supervision.

Visitors

Temple Christian School welcomes and encourages parents to be actively involved in their child's education. To maintain a secure and focused learning environment, classroom visits are limited to the parents and grandparents of currently enrolled students. Youth pastors and other youth workers are welcome to visit during lunch hours only.

All visitors must check in at the Administration Office—this is the only approved check-in location for parents and other adult visitors. All adult visitors are required to show their Driver's License. After checking in, visitors will be directed to the appropriate area if needed.

Classroom visits

Classroom visits are limited to one hour unless a longer visit is approved by the administration. If you would like to visit your child's classroom, you are more than welcome. Visits must be pre-scheduled and approved by the principal. Please follow these procedures:

1. Call or talk with the principal, to let them know when you would like to visit. They will check schedules, etc.
2. Please check in at the Administration building.
3. Go to the school office, either elementary or secondary school depending on where you are visiting.
4. Classroom visits should be limited to one hour. Any visits longer than ten minutes should be scheduled one day in advance. Lunchroom visits should be limited to one time per week and are limited to church staff or immediate family members.
5. Any items (supplies, lunches, sports equipment, etc.) to be delivered after 8:00 a.m. should be left in the office. Please do not interrupt the class.

Eagle Honor Code/STUDENT STANDARD OF CONDUCT/DISCIPLINE POLICIES

Temple Christian School's philosophy of discipline is based on Romans 12:10, Love one another with brotherly affection. Outdo one another in showing honor. This is exemplified in our Eagle Honor Code.

EAGLE HONOR CODE

The "Eagle Honor Code" express the basic expectations of all students TCS. An overview of such expectations and potential applications follows. Students and parents should understand and agree that these basic principles will be enforced by the TCS Administration. When students' behavior does not meet the standard of conduct that is rooted in the honor code the teachers and staff will help point the students to where their conduct needs improvement. Disciplinary action may need to be taken to further encourage students to behave in a manner that is fitting with our honor code.

RESPECT:

I will have the upmost respect for the Lord as the ultimate authority. I will also respect the rules, staff, school and property of others. I will also respect my body as the dwelling place of the Holy Spirit through modesty and actions.

Characteristics to display: Manners, Cooperation, Wisdom, Humility

RESPONSIBILITY:

I will take on an attitude of responsibility in my academic work as well as my conduct in all aspects of school life.

Characteristics to display: Diligence, Self-Control, Orderliness, Participation in school life

RELIABILITY:

I will conduct myself with great integrity. I will not lie, cheat or steal nor will I tolerate any such behavior from my classmates. I also understand that my words are expected to be trustworthy.

Characteristics to display: Trustworthiness, Dependable, Honest

RELATIONSHIPS:

The most important relationship that I have is with God and then my family. I will maintain great relationships with the staff and fellow students of TCS. I will avoid gossip, name calling, threatening, bullying or hurtful criticism. I will never exhibit any prejudice toward other students that is based on gender, race, physical condition or any other features of another person. I should encourage and build up my fellow classmates.

Characteristics to display: Kindness, Servant hearted, Encourager, Forgiveness

RIGHTEOUSNESS:

I will strive to choose the Jesus Way. I will conduct myself with the highest of moral conduct as demonstrated by our Savior Jesus Christ.

Characteristics to display: Obedience, Worthy conduct, Discernment

I understand my commitment to these Eagle Honor Code principles is applicable whether at school or away from school, during vacation times, and in my communication via computer, social networking sites, cell phone, other electronic devices, or any other means of communication. My goal and desire is always to reflect well on the Lord and TCS. I know these goals are further stated and expounded in the School Handbook and agree to read and abide by all these principles. I understand my responsibility to abide by such rules and regulations. I also understand that I am expected to lead both in the school and in the community by my service and conduct. I know rules and regulations may change from time to time, and such changes will not relieve me of the responsibility to abide by all TCS regulations, now and in the future, as long as I am a student at Temple Christian School.

STANDARD OF CONDUCT

Students are expected to conduct themselves in a manner which exemplifies Jesus Christ and always honors him, not just on campus. The Eagle Honor Code and Standard of Conduct always apply to all TCS students at all times. Because of this, students are expected to:

1. Actively attend church.
2. Participate in a youth program at church.
3. Follow and abide by the TCS Statement of Faith.
4. Follow and abide by the Eagle Honor Code.

While no handbook could codify what the above looks like in every single situation, listed below are common examples of what violations would be, and explanations of the consequences of those violations are. In all matters of discipline, the purpose is to point the student to accepting responsibility for one's actions, repentance, and restoration. Part of the restoration process might be (but not limited to):

1. Meeting with a staff member.
2. Meeting with a licensed counselor.
3. Summarizing reading materials or videos which deal with the issue.

Students may be interviewed by school administrators or a pastor of Temple Baptist Church to investigate potential violations of the Student Handbook or to address possible safety risks or concerns. While parental presence may be requested at the discretion of an administrator, it is not required for such interviews.

Fine system-

TCS uses a fine system for certain minor violations or problems. All fines are \$1.00/\$5.00 except those for unapproved possession of electronic devices (phones, iPad, computers, paired smart watches etc.) which begin at \$25.

- Items brought to the Lost & Found that have a student's name on them will be returned to the student. Uniform items without names will remain in Lost & Found until the end of the quarter and then donated to charity or the uniform store.
- Electronic devices will be confiscated if used by a student or it is a disruption of class in any way during school hours (including incoming calls), and fines must be paid for devices to be returned. Habitual violation or disruption during confiscation may result in devices not being returned. This decision will be at the discretion of the administration. Electronic devices may be allowed on certain off campus field trips at the discretion of trip sponsors. Electronic device use may be allowed at other specified time as determined by the school administration. Electronic devices taken up during the school day may not be picked up until the end of the school day. They may be returned when student pays a \$25 fine for the first offense, \$35 for the second offense, and \$50 for third and any additional offenses could result in students being required to leave their device in the secondary office. Elementary students

may not have cell phones at any time. Electronic devices taken up in the elementary department should be picked up from the elementary office at the end of the school day.

- Students are not permitted to wear any type of headphone device during the school day. This includes during passing periods, in the classrooms or in the lunch room. The only exception to this is if a student is utilizing the headphones to complete class work and has permission from the classroom teacher. Headphone fines are the same as other electronic devices.
- \$5.00 fines are issued for: excessive tardiness to first period, unlocked lockers/locks not on lockers, (Parking and reckless driving fines are more, see Student Vehicle Policies)

Students receiving more than three fines during any one semester may receive additional penalty. On the fourth offense, a student may receive a 60-minute detention, and an administrator may call the parents. If a fifth fine is received, the student may be placed in in school suspension for one day.

Detentions-Detentions for disciplinary or academic purposes are intentionally in the mornings before school to provide a teaching opportunity for the student to learn that his/her behavior and responsibility affects not only himself but also their family and others.

Detentions will be served on Monday, ONLY.

Detention arrival times:

15 min detention -arrive no later than 7:31 am

30 min detention -arrive no later than 7:16 am

45 & 60 min detention -arrive no later than 7:01 am

Secondary students have one week to serve a detention after it has been assigned. Elementary detentions will be served after school. Failure to serve an assigned detention may result in additional minutes to serve and/or being placed in ISS until the detention is served.

Detentions may be assigned for 15 minutes, 30 minutes, 45 minutes, or one hour. The amount of time will be indicated on the detention notice.

Students receiving more than 3 hours of detention in a nine-week grading period will be placed on disciplinary probation and/or be suspended from sports or other co-curricular activities.

In-School Suspension – Students in ISS are separated from their classmates and put in supervised isolation. Students are allowed to do their work being missed in class. ISS disqualifies a student from semester test exemptions. Any ISS puts a student on Level One Probation.

Out-of-School Suspension – Students in OSS are not allowed to attend class on campus or online or participate in any extra-curricular activity during the suspension period. OSS disqualifies a student from semester test exemption. Any OSS puts a student on Level Two Probation.

Probation – Disciplinary probation occurs when a student is suspended for a disciplinary matter, or a student receives three hours or more of detention during any one nine-week period. Probationary periods are at a minimum for 9 weeks. Student's discipline records are then evaluated at the end of the probationary period. At that point, the student's status may be lowered, raised, or left at his/her current level. Students' probationary status may be raised at any time should a serious offense occur.

TCS uses two levels of probation. Level One is the standard level of probation. Should a student be placed on Level Two Probation, their place in school will be in jeopardy if improvement is not seen.

Un-enrollment – A student may be given the opportunity to voluntarily withdraw if the school determines it is not best for the student to continue enrollment at Temple. The school may also take the action of un-enrolling any student at any time. Un-enrolling does not show on permanent transcripts as a disciplinary or academic action.

Expulsion – In serious matters where a student is not voluntarily withdrawn or un-enrolled, the disciplinary committee may take the action of expelling the student. This action is recorded on a student's records.

Students who are expelled or withdraw due to disciplinary action are not allowed on the TCS campus at any time (including all grounds, parking lots, and buildings), nor are they allowed to attend any TCS sponsored event (academic, athletic, social, or extra-curricular), either as a participant, guest, or spectator.

Behavior that receives 15 min detention

- Dress code violations (see dress code)

Behaviors that receive a 30-45 minute detention (30 min 1st offense and 45 second offense) unless otherwise noted.

- 3rd unexcused tardy to the same class during a nine-week grading period (30)
- 4th unexcused tardy to the same class during a nine-week grading period (45)
- The sale, barter, or trade of any items
- Talking in class without permission or excessive talking
- Sleeping in class
- Failure to bring needed materials to class
- Rude or disrespectful behavior to another student
- Failure to “sign out” when leaving for an early dismissal
- Exercising a privilege for which the student is not eligible
- Parking violations, including not properly displaying Temple Christian parking sticker.
- Disorderly Conduct (running in the buildings, horseplay, excessive noise, throwing small items, throwing items off the balcony)
- Failure to leave campus in a timely fashion when not scheduled for class or in a supervised activity
- Addressing staff informally
- Failure to follow rules established by individual teachers in their classrooms.
- Minor Public display of affection (holding hands)
- Administration’s Discretionary Issue
- Missing Homework Remediation without permission

Behaviors that receive a 45 or 60 min detention Repeated offenses could result in next level of consequences.

- Skipping class (60) -first offense
- 5th unexcused tardy to the same class during a 9 week grading period (60)
- Disrupting the classroom after repeatedly being requested to stop disrupting the classroom environment
- Refusal or delaying to follow directions and or correction
- Physical horseplay
- Leaving campus without permission (60)
- Contributing to an unsafe school environment by careless actions
- Public display of affection
- Sacrilegious/irreverent actions or references
- Cheating/Plagiarism (60 and zero on assignment)
- Hazing or carrying out practical jokes and pranks on other students (60)
- Lying (60)
- Disrespect or discourteous behavior to, or regarding, an adult authority (60)
- Forgery
- Vulgarity/Profanity
- Reckless/careless driving (possible loss of driving privileges)
- Sharing over the counter medication
- Administration’s Discretionary Issue

Behaviors that receive automatic In-School Suspension and level one probation

- 6th tardy to the same class in a 9 week period will result one day ISS.
- Skipping class -second offense
- Verbal or physical harassment of another student
- Explicit profanity or vulgarity
- Threatening another student
- Minor vandalism, minor theft, damage or alteration to school property (ISS and restitution)
- Carrying or possessing any object construed as a possible weapon, but not listed as such in the state penal code.
- **Repeated offenses that would normally be a detention.**
- Temper outburst
- Administration's Discretionary Issue

Behaviors that receive automatic Out of School Suspension, including level two probation and/or Expulsion

- Possessing, providing for others, or using, all tobacco products on or off campus, school or non-school activities, school, or non-school hours/days. This includes the use of e-cigarettes, Juuls, and any related products. (Students who are confirmed to have violated this rule will be subject to drug testing)
- Skipping class -third offense
- Sharing prescription medications with others.
- Bullying (on going and deliberate misuse of power in relationships, through repeated, verbal, physical or social behavior that intends to cause harm)
- Theft of individual or school property
- Possession of, or accessing of, pornographic material in any format
- Injury to another person by a purposeful act
- Carrying or possessing any object identified as a weapon in the state penal code.
- Possessing, providing for others, or being under the influence of alcohol, inhalants, or other illegal substances, on or off campus, school or non-school related activities, school, or non-school days/hours.
- Sexual harassment, either verbal or physical
- Physical altercations (fighting)
- Abuse of prescription and non-prescription (over-the-counter) medications and substances.
- Commission of a felony on or off campus, school, or non-school related activities.
- Major vandalism, damage, or alteration to school property
- Involvement in gangs or gang activity.
- Serious threats of harm or death to others.
- Threatening an adult authority.
- Profanity directed towards, or about, an adult authority.
- Participation in pre-marital sexual relations, homosexual acts, or gross sexual immorality, including participating in Sexting.
- Repeated offense that would be ISS
- Offensive/Racist language or actions
- Administration's Discretionary Issue

- Depending on the seriousness of the offense, age and maturity of students, and other factors, some or all these steps may be lessened, increased, or omitted at the discretion of the TCS administration.
- Offenses occurring off campus at school sponsored by Temple Christian School may result in stricter penalties.

Definitions of Serious Offenses

Bullying

We believe it is every person's right to feel physically and emotionally safe while at TCS. Bullying can take the form of harassment, hazing, or a variety of other acts and be both in person and online.

According to Stopbullying.gov, "bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. It also is repeated or has the potential to be repeated."

- Bullying happens several times. It is behavior that is repeated, not just a one-time incident.
- Bullying is one-sided. It involves one person hurting another person. The person doing the bullying behavior has some sort of power over the other. For example, they are bigger, more popular, smarter, etc.
- Bullying is mean – it is harmful. The target of the bullying is hurt in some way – whether it is physical, emotional, etc.
- Bullying is purposeful. For something to be bullying, it must be intentional, not an accident.

Cheating/Plagiarism

- Plagiarism is the act of passing off another's work as your own. In other words, plagiarism occurs when a student uses someone else's ideas without giving due credit.
- Plagiarism includes:
 - Copying or receiving answers from other students
 - Sharing or giving answers to another student
 - Not citing references when facts or ideas are used in written work.
 - Using passages word for word in a paper without acknowledging the source.
- Any student cheating in any form will receive a "0" for the assignment and disciplinary penalty. Multiple offenses of cheating may result in disciplinary action.

Artificial Intelligence (AI) Acceptable Use

The College of Education is committed to fostering academic integrity while supporting the appropriate use of emerging technologies. Students are expected to use artificial intelligence (AI) tools responsibly, ethically, and in accordance with College of Education expectations and applicable College Board guidance. AI tools are intended to support student learning and skill development, not replace the student's original thinking, analysis, or written work.

Acceptable uses of AI include:

- Exploring potential topics of inquiry.
- Conducting preliminary searches for sources of information.
- Confirming understanding of complex texts or concepts.
- Checking writing for grammar, spelling, and tone without rewriting or generating original content.

Students are expected to read and evaluate primary and secondary sources independently, conduct their own analysis and synthesis of evidence, and make their own decisions regarding the organization and communication of ideas in written assignments and presentations.

The use of AI to write, generate, complete, or substantially revise assignments on a student's behalf is prohibited. All submitted work must represent the student's own knowledge, understanding, and academic effort.

Students are responsible for engaging with credible and appropriate sources, integrating diverse perspectives, and demonstrating authentic participation throughout the learning process. When required, students must complete instructor-designated checkpoints or progress reviews to verify their independent engagement and authorship of assigned work.

Failure to comply with this policy may constitute a violation of the College of Education's academic integrity standards and may result in academic consequences consistent with institutional policies.

Reference

College Board. (2024). *AP Seminar and AP Research: Artificial intelligence (AI) guidance*. <https://apcentral.collegeboard.org/courses/ap-seminar/course/faq/artificial-intelligence-tools>

Sexual Harassment

Students will not engage in verbal or physical conduct of a sexual nature directed toward any person at any time. Sexting may be considered sexual harassment.

Sexual harassment may also include any physical conduct, or verbal innuendo-whether implicitly, or explicitly, sexual in nature – which manipulates, intimidates, controls or in any way creates a hostile/offensive environment for another person.

Social Media: i.e. “Facebook”, “X”, “Instagram”, etc.

Information contained on any TCS student’s internet spaces such as “X”, “Facebook” or any other similar public social networking website, or digital communication of any type, (even sites blocked by the student) is the ultimate responsibility of the student’s parents. Any information on these websites that is confirmed by the TCS administration to be inappropriate, vulgar, disrespectful, or exhibiting non-Christian like values will be dealt with promptly. TCS is not responsible to access the evidence for the parent. However, if it is possible to do so in a timely fashion, the school will cooperate as much as possible if the parent requests it.

Other Policies

Right of Privacy

Temple Christian Schools reserves the right to monitor any computer or electronic device usage or communication on the TCS campus. Any activity which, in the opinion of the school jeopardizes the reputation of the school whether on or off campus may result in the offending student being subject to disciplinary action. Such activities specifically include postings on web sites, social networking sites, cell phone or other electronic communication of any type, etc. Parents of students should also be aware that the school reserves the right to search the student’s person and belongings in the event the school suspects the student possesses an unapproved item or substance. Such a search may be conducted without the student’s or the parent’s permission. Registration of a child constitutes parental consent to such searches. Automobiles, backpacks, purses, pockets, lockers, desks, etc. may be searched if there is reasonable suspicion that any unapproved item or substance may be present. Any student refusing such a search will not be forced to comply. However, refusal is grounds for dismissal from school and/or referral to law

enforcement officials. School officials will not conduct "strip searches" but may require access to pockets, etc.

Drug Testing

TCS reserves the right to conduct random drug testing of all high school students throughout the year. Christian schools are not immune from forces that have led to shifts in adolescent behavior and attitudes toward drug use in recent years. Research shows dramatic increases in certain types of drug use among adolescent populations, stemming from the access to vaping, and mixed messaging by lawmakers and drug advocates about the dangers involved, to the new stressors of the post-COVID years. One report showed that the year *prior to* the announcement of the pandemic, officials had seen a doubling of high schoolers who were vaping marijuana. We would be naïve to think that the combination of factors won't impact TCS students.

Part of our policy is taking a proactive step to arm our students with an appropriate "out" to help them turn away from situations where drugs are being used, and offering families information that can help them support their children. We take this step proactively, and not in response to a tragedy—as has been the case elsewhere. Student and athletic leaders are always tested throughout the year. Other high school students are tested on a randomly selected basis. (Parents are not contacted prior to routine random drug testing but are notified of results.) Any student suspected of using illegal drugs may be requested to undergo specific drug testing for any or all illegal drugs. Temple Christian School will attempt to contact parents before drug testing a student who is suspected of illegal drug use. Refusal to undergo said testing is a violation of the enrollment agreement and puts a student's place in school in jeopardy.

Students are tested on campus using industry approved tests and procedures. Should the student take and pass the specific test, all costs will be paid by the school. Should the student fail either the random or special drug test and the student or parents question the results, they may request another test at a specified medical facility designated by the school at the parent's expense. Under no circumstances will the student be allowed to submit a new sample for re-testing. Any student testing positive for drug use may be expelled from Temple Christian and may be referred to legal authorities. Any student testing positive for drug use will be subject to the TCS Student Code Of Conduct