

# TEMPLE CHRISTIAN SCHOOL



## Student 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 made up of the pastor of Temple Baptist Church, the headmaster of Temple Christian Schools, the superintendent of Temple Christian Schools, and three other members. 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](http://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.
- **Teacher Recommendation from Former School** – All transfer students must submit a recommendation completed by a former teacher or a letter to the school board explaining why this cannot be done.
- **Letter of Recommendation** – All students (grades 6-12) are required to submit a letter of recommendation from their pastor or church official. 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 contract, neither report cards nor transcripts will be issued to families whose accounts are in arrears. This includes accessing grades via Renweb. Accounts of seniors must be paid in full prior to 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.

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

**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.

**STEM**- TCS will begin implementing a K-12 engineering pathway with curriculum provided through *Project Lead the Way* (PLTW). Academic focus will begin to include STEM education through a Biblical worldview. This shift will better prepare our students for the rigor and complexity of engineering and collegiate-level coursework, and for the skills needed to succeed in the 21st century workplace. Temple Christian School will become the first private school in Tarrant County to offer a *Project Lead the Way*, engineering pathway.

**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 learn Russian 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](http://www.tcseagles.org/support))

## DAILY SCHEDULE

Students Arrive	7:30-8:00
Zero Hour (Detention, Extra-curricular)	7:00-7:50
Regular Classes Begin	8:00
All Regular Classes End	4:00
Homework Remediation (11 <sup>th</sup> hour)	3:10-5:00
(Dismissal times may be staggered to facilitate traffic flow. Please follow published schedules.)	

**Note:** Students should not be dropped off at school before 7:30 a.m. except for zero hour classes. All students must be picked up by 4:00 p.m. unless they are involved in an after-school activity or in Homework Remediation. Students picked up after 4:00 who are not participating in co-curricular activities or in Homework Remediation 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 guidance counselor. 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 guidance 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 after the second week of a 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 counseling office.

## **FAILURE POLICY**

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 particular probation, the student may restore his/her status as a student in good standing at Temple Christian School.

### **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 of 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.

The administration reserves the right to require any student to repeat a course if mastery of the material is not demonstrated (even if the student has a passing grade) and that course is a prerequisite for a future course.

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

Student Grades are available on the [TCS internet connection \(Renweb\)](#).

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.

- 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)

### **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, \*Algebra II, Algebra III)
- 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
- Computer Web: 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 – 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 (2 credits of the same foreign language. Levels I and II)
- Mathematics (4 credits consisting of \*Algebra I, \*Algebra II, \*Geometry, Algebra III)
- 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
- Computer Web: 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, they 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 Headmaster for approval at least four days before graduation.

### **Homework**

#### **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.

#### **Secondary School Homework**

Temple Christian Secondary Schools believe that homework is an integral part of the secondary school experience. The teacher is at liberty to give homework to aid the students in advancing their studies. Each student is required to complete his homework assignments on time.

Failure to hand in assignments the day due will result in 6th- 8th grade students being required to attend “Homework Remediation” from 3:10 until the missing homework is completed. Students will be allowed to notify parents of the required late stay as soon as an incomplete assignment is noted. High school students will be sent to Homework Remediation at 4:00. If the assignment is not completed by 5:00, the student will be required to submit it upon arrival at school the following morning or be placed in “In School Suspension” until it is completed.

**Middle school students that are sent to Homework Remediation and will receive 80% of earned grade on the late assignment.**

**High school students will be sent to Homework Remediation but will receive 50% of earned grade instead of 80%. Any work later than one day for high school students will not be given credit but will still be required to finish. Freshmen will follow junior high Homework Remediation procedures the first semester of the year but will then fall under high school rules the second semester.**

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. **Remediation**-As 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.
5. Students may be placed on Academic Probation if homework problems persist. Students scheduled for "Homework Remediation" period who do not report as required may receive detention, suspension or expulsion. Students will be excused from required Homework Remediation only in the case of extreme emergencies and only with prior approval of the principal. Homework Remediation is intended for incomplete homework only. It is NOT intended for projects, long term papers, etc. Incomplete is defined as having enough work not finished which would cause a failing grade.

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**

1. Students may qualify for selected honors classes. Space is limited and access to these classes is not guaranteed. Seven points will be added to the numeric average of students taking these classes. GPA in these classes is calculated on 5.0 scale.
  2. To be admitted to an Honors Class, a student must have earned at least a 90 yearly grade average in the subject the prior year. To continue in honors courses, students must maintain a minimum of an 85 grade average.
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### **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.

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.

Dual credit students are required to do the following

- Submit proof of enrollment for Dual Credit enrollment
- **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 may be given the opportunity to raise the failing grade to no higher than an "70" by doing a re-test or project which shows mastery. Test corrections or tutoring will not be allowed to raise a test grade. Retests will be graded as all regular tests - deducting points beginning at 100 - but no grade higher than a "70" will be recorded for a retest on the student's record. Grades may be raised by retesting, once during a quarter. Should a student fail a retest, the higher of the two failing grades will be recorded. Students are not required to avail themselves of the opportunity to raise their grades through this means.

### **MAKE-UP WORK/TEST**

1. The student is allowed one (1) day to make up work from a one-day 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 Renweb 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 fourth quarter parents may pick up hard copy report cards in the school office after final statements are paid. Final records include diplomas, will be available for pick up after June 1.

## **SEMESTER TEST EXEMPTION POLICY**

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 6-12 may be exempt from any or all non-core subject's semester finals if they meet the following requirements:

**To be considered for semester test exemption all of the following criteria must be met:**

1. A minimum of 85 average semester grade (average of 1st and 2nd 9-week grades) in all non-honors classes. A minimum of 90 average in all classes labeled as "Honors" and receiving the extra Honors grade points (+7).
2. May not have received more than 5 "Homework Remediation" assignments considering all classes together during the semester.
3. May not have received more than 3 assigned fines during the semester.
4. May not have checked out more than 5 Temporary I.D.s for the semester.
5. May not have received more than 5 unexcused tardies to any one class during the semester. (More than 5 to any one class disqualify a student from exemptions for all classes.)
6. May not have more than 5 absences per class during the semester or the test for that class must be taken.
7. May not have received ISS or OSS during the semester.

Semester tests will be given over three days as scheduled by the administration. Testing periods will be 60 minutes in length.

Students exempt from any test are not required to attend school during that subject's testing period.

If it is deemed necessary, the administration may exclude any student from test exemption due to disciplinary action.

## **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 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.

## **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. E-Books are allowed 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.

## **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 assignment 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.

### Acceptable Plagiarism Percentages

- 8%: 11<sup>th</sup> - 12<sup>th</sup> grade "Honors" courses
- 10%: 11<sup>th</sup> -12<sup>th</sup> grade regular courses
- 12%: 9<sup>th</sup> -10<sup>th</sup> grade "Honors" courses
- 15%: 9<sup>th</sup>-10<sup>th</sup> grade regular courses
- 20%: 6-8<sup>th</sup> grade course

## **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 four 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. However, if an overall "C" average or better is not maintained.

## **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.
- b. **College Days**-Juniors and Seniors are permitted 5 college days per year. College days should be pre-approved by the guidance counselor two weeks prior to 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.
- 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 guidance counselor 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.

## Procedure for Reporting Absences

- 1. When a student is absent from school due to illness, the parent or guardian is requested to telephone or email the appropriate school office (elementary or secondary) on the day of the absence between 7:30 and 10:00 a.m. The call/email does not constitute an excused absence.
- 2. If a parent does not notify the school of the absence with written verification three (3) days after a student returns the absences will become unexcused.
- 3. Students will be excused for illness, a death in the family, and doctor or dental appointments.

## **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 Attendance Office with acknowledgment by the attendance clerk. In order 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:

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.

### **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 a portion or all of the period are considered truant. Truancy constitutes an unexcused absence. Disciplinary action will be taken.

### **Re-Entry during the School Day**

1. All signing in or out must be acknowledged by the attendance clerk. 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**

Students are not to leave the school property during the school day, except in cases of early dismissal or after proper procedures are followed for checking out of school. A student who does not sign in or out, or does so without approval of the attendance clerk, will be considered truant from school and will receive an unexcused absence for each class missed. Exceptions to this are seniors and juniors who may periodically be granted off campus lunch privileges.

### **Tardiness**

#### **Secondary**

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 (6-8) 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.



Elementary

After the third unexcused tardy, elementary students will receive a fine.

Students are allowed 3 excused traffic tardies per semester

### **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:**

- **Gum**-students are not permitted to chew gum on campus from 7:30 am until 5:30 pm. Fines are issued for violations.
- **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.
- **Cell Phone Usage**- Elementary students are not to have electronic devices or cell phones at any time. TCS permits secondary students to carry cell phones during the school day. Cell phones, tablets, and other devices should be used only between classes and during lunch. Sixth grade students may not have cell phones at all during the school day. Middle School students may not have their phones or other devices during lunch.
- **Communication Device/Electronic device Policy-Students**
- Elementary students are not to have electronic devices or cell phones at any time.
- TCS permits secondary students to carry cell phones during the school day, including SASS (student after school supervision). Cell phones, tablets, and other devices should be used only between classes and during lunch. Middle school students may not have their phones or other devices during lunch. If a teacher sees a student with a phone, tablet, or other devices at any other time, he/she should take the device and turn it in to Secondary office. The office will give the student a fine, keep a log of offenses and submit the fine money to the High School office or the business office. Should such a device be taken from a student by a staff member the student may retrieve the device from the secondary office 7<sup>th</sup> period or later after paying a \$25 fine for the first offense; \$35 for the second offense, and \$50 for the third and each one thereafter. The only exception to this policy is on school trips (see Field Trip section). Other electronic devices used during class require teacher approval.
- 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. 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.

## **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 driving to school are not permitted to stay in their vehicles after they arrive on campus.
2. Upon arriving on campus students are not permitted to leave again until the end of their school day.
3. 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 3:15 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 be charged a dress code fine. 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)
- d. 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.
- e. 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.
- f. Only school ID badges may be attached to the lanyard – no keys or other ID badges are allowed.
- g. Lanyards issued may not be exchanged for lanyards of personal preference
- h. The front and back of the ID Card and lanyard must remain plain and free of pens, stickers, markings, other photos, or other objects.
- i. 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. Except for Cook Children's and Tarrant Area Food Bank, all other community service hours will be completed outside of school hours.
2. Projects will be approved for work through a non-profit community organization. Hours worked for Candy Strippers or working convalescent hospitals may be allowed but must be preapproved.
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 HSO will document and record service hours.
12. 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 AD.

Temple Christian School has established an outstanding record in athletic and co-curricular competition throughout its years of existence. Many league, district, state and national championships in football, basketball, baseball, volleyball, track; softball, cheerleading, academics, computer, music and other activities are part of the TCS heritage. In the past, TCS volleyball won a National Championship, and Fighting Eagles varsity cheerleaders have won national titles. The activities Temple Christian School sponsors are: football, volleyball, basketball, baseball, softball, track and field, journalism, vocal music, concert band, fine arts, photography, musical drama, academics, and others as demand indicates. The Fighting Eagles compete in TAPPS and various other organizations.

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, and baseball. Girls' teams compete in volleyball, basketball, track and field, softball.
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. High School students may apply to be a member of the Christian Leadership Club. The members are chosen on the basis of leadership, Christian character, and Christian service.
4. **Youth in Government** – High school students may participate in youth and government sponsored by the YMCA. TCS students have received numerous local and state awards in this endeavor.
5. **Class Officers, Honor Society Officers** – Secondary classes elect class officers each year.
6. **Christian Leadership Club** – The TCS CLC consists of specially selected secondary students who wish to be leaders in the truest sense. The CLC serves the school and students in numerous ways, assuming responsibility for the day to day atmosphere of the school. Members must be willing to stand aggressively and openly for what is right in every situation. The CLC is involved in helping staff in the planning, staging and supervision of school activities for all grades; providing leadership for TCS. Special conditions and agreements are required for Honor Council members and their parents.

### **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 Contract**

1. Every activity 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:
  - a. Junior high may not participate in the next activity until the dropped activity has finished.
  - b. High school may not participate in another activity for a full calendar year from the time they dropped the activity.
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 good 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— Youth & Government

Priority #4 — 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](http://www.tcseagles.org).

## **CONDUCT AT TCS SPORTING EVENTS**

It is important to realize most of us have grown up in an atmosphere of athletic competition different from that in Christian schools such as TCS. As such, it is sometimes difficult to acclimate ourselves to the atmosphere of Christian athletics. We coach our young people to win and be winners, but, more importantly, to be Christians at all times. Attitudes and philosophy instilled in them by professional and other sports. We coach our young people to win and be winners, but, more importantly, to be Christians at all times.

Part of our philosophy of Christian athletics is that no opposing team is an "enemy" to be downgraded or harassed. We also teach that no official is ever doing anything but his best and, as one in authority, deserves our respect and obedience. Our young people must be taught that those in authority are to be respected at all times, not just when we agree with them.

For this reason, that we at TCS require, 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 Christian education. Should a student fall behind in school work, 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, CLC, etc.). Eligibility requirements are not enforced on students leading or participating in chapel or worship services conducted on campus or on students attending field trips during the school day. (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.

### **CHAPEL POLICY**

Secondary students attend chapel each Wednesday. Elementary students attend chapel on appointed days. All students are to bring Bibles to chapel. Students are to sit in their assigned sections. Students should take care of all restroom and personal needs before coming to chapel.



## **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 skirts and skorts for girls. Khaki, black and plaid are available in most garments.

TCS shirts, sweatshirts, cardigans, required spandex and required jackets are sold through the school uniform store, Eagles 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 are not to wear clothing that promotes rock music, drugs, alcohol, immoral behavior, questionable movies, gangs, or anything using profanity. We appreciate your cooperation and support in these matters. 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:**

#### **Girls:**

- Slacks, shorts, skorts, or skirts in khaki, black, or plaid. (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)
- Shorts and skorts must be within 3" of the top of the knee, this rule also applies to the back of the knee with regards to length.
- Students must wear leggings under all skorts. Leggings should come below the calf, be solid colors which include dark green, black, white, tan or gray.
- Skirts must come to the top of the knee; this rule also applies to the back of the knee with regard to length.
- All skirts must be worn with TCS spandex.
- Skirts and skorts must not be rolled at the waist
- Shorts and slacks must have a black or brown belt if the garment has belt loops
- 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 (dress code detention may be issued to secondary students if their shirt tail is not tucked in during the school day)
- Current Friday shirt on Friday
- TCS button down un-tucked option shirt
- No visible tattoos
- No pierced jewelry should be worn except for pierced earrings
- No designer contacts which change the eye color
- 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 color are not permitted.
- No hats of any type or bandanas
- 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 may be worn during the school day (hoods may not be worn in buildings).

## 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)
- Shorts and slacks must have a black or brown belt if garment has belt loops
- Shorts may not be rolled and must be within 3 inches of the top of the knee
- Garments must not be frayed at the bottom
- Boys may wear leggings that come below the calf in solid colors which include dark green, black, white, tan or gray
- TCS polo shirts green, gray or black (dress code detention may be issued to secondary students if their shirt tail is not tucked in during the school day)
- Current Friday shirt on Friday
- TCS button down un-tucked option shirt
- 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. Pony tails and/ or buns, fad hair styles, and unusual or unnatural hair color are not permitted
- All boys are to be clean shaven, except for 12<sup>th</sup> grade boys, who may wear small, neatly trimmed goatees
- 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 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**

### **Spirit Day**

The first Monday of every month, students are allowed to wear any TCS tee shirt which was purchased through the school (ie. band, PE, SST, sports team, etc.).

**In season sports teams** may wear their jersey, warm up shirt or other approved athletic shirt on Fridays only.

**Current TCS Friday Shirts** are acceptable for wear any Friday of the school year. These shirts feature the school's theme for the current year. Long sleeve shirts may be worn under these Friday shirts but must be solid dark green, black, white, tan or gray.

**Christmas shirts** may be worn during the last week of 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

## **Formal and Semi-formal Dress Guidelines** (for 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.

### **Ladies:**

Ladies should honor TCS in your choice of dresses. When choosing your dress please use the following guidelines:

- 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.)

### **Gentlemen:**

- Gentlemen should honor TCS in clothing choice. When dressing for events, please use the following guidelines:
- 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 sweat shirts are appropriate.
- **Girls** may wear casual skirts or dresses that come to the top of the knee, 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, sweat pants, tee shirts, sweat shirts and knee length shorts. Leggings may not be worn as pants. Hats are permitted. Swim wear may be worn by both and girls and boys; however, both boys and girls must wear a dark colored shirt over swim wear.

### **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 having 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](http://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.

**LUNCH INFORMATION-**Hot lunch, snacks and drinks may be purchased on a daily basis by students either with cash or an account set up through the contracted commercial lunch provider.

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.

**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.

**Parties** – Room mothers in kindergarten and elementary grades 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. Parties for grades 6 through 12 will be planned by the students through their class organizations.

## **Parent-School Communications**

- Communication between the parents and school is of utmost importance. School calendars are posted online at [www.tcseagles.org](http://www.tcseagles.org). Communication may also be included in special meetings,

notices sent home, or emails. The school website, [www.tcseagles.org](http://www.tcseagles.org), is a primary means of communication.

- TCS operates a 24-hour parent information site via the internet, [www.Renweb.com](http://www.Renweb.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 principals 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 superintendent 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 –**

Please feel free to call or email the office at any time. 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. All TCS staff also have email addresses for ease of contact should a parent desire to use that means. To contact your son/daughter, call the office and the secretary will give the student a message or call for the student to come to the phone. Only parents may contact their son/daughter during the school day. Students are not permitted to use the office phone except in emergencies or to notify parents that they must stay after school for homework remediation.

## **SASS**

Temple's rapid increase in enrollment created a situation where a considerable number of older students remained on campus after regular staff went off duty at 4:00 p.m. To assure adequate supervision for these students, provide as much "homework free" family time as possible for parents and students, provide quality time for completion of homework, and at the request of parents, TCS operates the SASS program (Supervised After School Study).

At 3:10 secondary students will be directed to report to the cafeteria.

### **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. During this time, students will have access to drink, snack, and ice cream machines, if they so desire. 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.
- SASS program will operate until 5:30 p.m. Students remaining after 5:30 p.m. will wait in the commons area and will not be directly supervised by a staff member. Parents should be aware of this.
- Students entering the SASS program at 4:00 p.m. will sign in at the time they entered 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.

**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 banquets or 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 the 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.

**Transportation-**TCS provides daily bus transportation from Birchman Baptist Church to our campus. There is an extra charge for this bus service to help cover fuel and other costs, which is added to the student's monthly bill. A bus form must be filled out for a student to ride the bus.

**Visitors-** Temple Christian School encourages parents to be as involved as possible in their child's education. Visits to the classroom are limited to parents and grandparents of currently enrolled students. Visits by youth pastors and other youth workers are limited to lunch time. All visitors must follow proper check-in procedures at the appropriate offices. Elementary visitors should check in at the elementary school office/health room. All secondary visitors (grades 6-12) should check in at the secondary office located in the gymnasium. 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 school office when you arrive.
3. 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.
4. 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 Matthew 7:12, *So whatever you wish that others would do to you, do also to them...* This is exemplified in our Eagle Honor Code.

## **EAGLE HONOR CODE**

The "Eagle Honor Code" expresses the basic expectations of all students of Temple Christian School. An overview of such expectations follows. Students and parents should understand and agree that these basic principles (further explained in the School Handbook), will be enforced by the TCS Administration.

**RESPECT:** I will at all times respect God. I will adhere to rules established by the school and governmental authorities. I will respect the property of others and do nothing detrimental to it. I will always show respect for my instructors and school staff and understand that disciplinary action will and should be taken should I fail to do this. I will respect and treat my body as the dwelling place of the Holy Spirit and assure my appearance at school and all school functions will not only willingly comply with the dress code of TCS, but also reflect Christian modesty and values.

**RESPONSIBILITY:** I will assume leadership among my peers in setting an example of Christian responsibility. I will acknowledge the importance of academic work and its timely and accurate completion. I will willingly submit myself to the authority of TCS staff. I will realize my responsibility, as a Christian, to my God. I will strive to discover my God-given talents and use them for others. I understand attendance at TCS is a privilege – not a right, and as such, I will have and develop a spirit of pride in and loyalty to the school.

**RELIABILITY:** I will practice honesty in all matters of word and action. I will not lie, cheat, or steal, nor will I tolerate those who do. I will assure that my spoken word is such that all whom I may contact will come to trust and rely upon it.

**RELATIONSHIPS:** I will remember at all times that nothing except my relationship with God and my family surpasses in importance my relationship with fellow students and TCS staff. I will avoid harmful or derogatory gossip, name calling, threatening, bullying or hurtful criticism. I will



never exhibit any prejudice toward any individual because of his or her gender, ethnicity or nationality, possible sexual orientation, physical or mental condition, or religious background, and will not use slang or other language, nor activities, designed to express prejudicial views. I will endeavor to lift up my fellow students. I will always be mindful of the importance of building a relationship of mutual caring and trust with my instructors.

**RIGHTEOUSNESS:** I will endeavor to always be a positive example in all areas of morality, service to others and faithfulness in church attendance. I understand morality encompasses, among its many areas; sexual behavior, avoiding profanity or vulgarity, and adherence to the high standards for Christians set by Jesus Christ.

I understand my commitment to these Eagle Honor Code principles is applicable whether at school away, 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 what a genuine Christian young person should be. I understand that the TCS Christian Leadership Council may at times be involved in assuring I meet these and other Honor Code goals. 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 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.

## **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, iPod, 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. Your bill will be charged \$1.00 per item returned, each time it is returned. Items without names will remain in Lost & Found until Friday. Every Friday, uniform items without a name will be given to the uniform store to be resold. All other non-uniform items will be donated to Eastside Ministries.
- 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. 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: chewing gum, excessive tardiness, unlocked lockers/locks not on lockers, and certain other violations. (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-house 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 cannot be served on Tuesday mornings.

1. 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.
2. 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.
3. **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.**
  - The teacher assigning the detention may also give an detention assignment. The assignment may be:
    - Extra work for the class in which the detention was given
    - An essay which has been assigned by the teacher
    - Disciplinary sentences
    - If no assignment is given, students may complete homework or other academic assignments, but no electronics or technology may be used at any time.

A student serving a 15 or 30 minute detention must be in detention by 7:30. A student serving a 45 minute or 60-minute detention must be in detention by 7 am.

**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 typically last 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. Student's 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 min detention**

- Unexcused tardy for the third time 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 45-60 min detention**

- Skipping class (45)
- 5<sup>th</sup> 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
- 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)
- Administration’s Discretionary Issue

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

- The 6th tardy to the same class will result one day ISS.
- Verbal or physical harassment of another student
- Explicit profanity or vulgarity

- Threatening another student
- Minor vandalism, 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.
- 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)
- 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.
- Administration's Discretionary Issue
- Offensive/Racist language or actions

Depending on the seriousness of the offense, age and maturity of students, and other factors, some or all these steps may be omitted at the discretion of the TCS administration.

**Appeal Process-** Suspensions or expulsions may be appealed to the Head of School. If the Head of School made the original decision, or upholds the original decision, an appeal may be made to the Disciplinary Committee. This committee is made up of at least one teacher, one administrator (other than the administrator(s) who made the decision being appealed), and one school board member. Parents will be asked to submit in writing why they wish to appeal the decision and what disciplinary action they would suggest. Students or parents appear in person before the Disciplinary Committee only at the Committee's request. The Committee's rulings are final. Disciplinary actions may not be appealed to the TCS School Board.

## **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](http://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.

### **Sexual Harassment**

Sex is a gift given from God which should be enjoyed within the marriage of one man to one woman. Any use or abuse of this gift outside of that is sin. 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", "Twitter", "Instagram", "Snapchat", etc.**

Information contained on any TCS student's internet spaces such as "Twitter", "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. Student and athletic leaders and CLC members are always tested throughout the year. Other high school students are tested on a randomly selected basis.

Any student suspected of using illegal drugs may be requested to undergo specific drug testing for any or all illegal drugs. Parents will always be contacted in such cases. (Parents are not contacted prior to routine random drug testing.) Refusal to undergo said testing is grounds for dismissal from school.

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 the same sample be re-tested at a medical facility 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.