



Timberlake Christian Schools

Parent-Student Handbook 6 - 12 (2016-2017)

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INTRODUCTION

WELCOME

It is a privilege to have your child enrolled in our school, and we want to do everything possible to make it an enriching experience for your child. This task will require your full cooperation with us in the education process. We trust that this handbook will help you understand more fully our goals and purposes at Timberlake Christian Schools. Our desire is to provide your child with a high quality education in a Christ-centered setting. Our continuous goal is to provide your child with “A Solid Foundation – Academically and Spiritually.”

IDENTIFICATION

MISSION STATEMENT

The mission of Timberlake Christian Schools, a ministry of Timberlake Baptist Church, is to assist Christian parents in

- educating their children to think and live consistently with a biblical world-and-life view (Genesis 1:1ff, Proverbs 1:7, 2:6-15, Romans 11:36, Ephesians 3:10, Philippians 2:5);
- disciplining them in love and truth toward Christlikeness and a lifelong passion for glorifying God (Matthew 28:19, Luke 10:27, Galatians 4:19, Ephesians 1:15-19, and 4:15)

VISION

The vision of Timberlake Christian Schools is to be a discipleship and educational institution for young people in order to develop in them a passion for glorifying God and train them for a life consistent with a biblical world-and-life view.

CORE VALUES

Timberlake Christian Schools is founded upon the

- Supremacy of God’s Word and His Glory
- Discipling Students Lovingly toward Christlike Character, and the
- Pursuit of Academic Excellence

SCHOOLWIDE EXPECTED STUDENT OUTCOMES

Timberlake Christian Schools’ goal is to graduate students who . . .

1. Are well prepared in all academic disciplines, having the skills to think and live consistently within a biblical world-and-life view.
 - Proverbs 1:7: The fear of the Lord is the beginning of knowledge; Fools despise wisdom and instruction.
 - Proverbs 2:6-9: For the Lord gives wisdom; from His mouth come knowledge and understanding. He stores up sound wisdom for the upright; He is a shield to those who walk in integrity, guarding the paths of justice, and He preserves the way of His godly ones. Then you will discern righteousness and justice and equity and every good course.
 - Philippians 2:5: Have this attitude in yourselves which was also in Christ Jesus.
2. Have been disciplined in love and truth toward Christlikeness and a lifelong passion for glorifying God.
 - Matthew 28:19-20: Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.
 - Galatians 4:19: My children, with whom I am again in labor until Christ is formed in you.
 - Ephesians 4:15: But speaking the truth in love, we are to grow up in all aspects into Him who is the head, even Christ.

STATEMENT OF FAITH

1. We believe the Bible is the inspired, inerrant, infallible, and authoritative Word of God. (II Peter 1:19-21 and II Timothy 3:16)
2. We believe there is only one God who is eternally existent in three persons. Those three persons are: God the Father, God the Son, and God the Holy Spirit. (Genesis 1:1; John 9:35, 10:30, and 14:16-26)

3. We believe in the Deity of the Lord Jesus Christ, He is God the Son. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood; and His personal, bodily return in power and great glory. (Matthew 1:18, John 1:4, Acts 1:11; and I Thessalonians 4:16-17)
4. We believe that regeneration by the Holy Spirit is essential for the salvation of lost and sinful men. (John 4:14; and II Thessalonians 2:13-14)
5. We believe in the resurrection of the saved unto life and the resurrection of the lost unto damnation. (Mark 16:16 and John 5:29)
6. We believe in the spiritual unity of believers in the Lord Jesus Christ. (Romans 12:16; 15:6, II Corinthians 13:11, and Ephesians 4:3)
7. We believe the indwelling of the Holy Spirit enables the Christian to live a godly life, in accordance with Biblical principles. (John 6:37-40, 10:27-30; I Corinthians 1:4-8; I Peter 1:5; Romans 1:21-27; I Corinthians 6:9-20)

STATEMENT OF NONDISCRIMINATION

Timberlake Christian Schools admit students of any race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the Schools. The Schools do not discriminate on the basis of race, color, or national and ethnic origin in the administration of their educational or admissions policies, hiring, or their scholarship, loan, or other schools-administered programs. This statement of nondiscrimination shall appear in all of the schools' promotional literature.

In addition, since it is our biblical role is to work in conjunction with the home to mold students to be Christlike, on those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle that the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning or supporting sexual immorality; professing to be a homosexual/bisexual/transgender person or engaging in or practicing homosexual/bisexual/transgender, as well as condoning, supporting or otherwise promoting such practices; or otherwise having the inability to support the moral principles of the school. (Leviticus 20:13a, Matthew 19:4-6; Romans 1:21-27; I Corinthians 6:9-20).

EDUCATIONAL PHILOSOPHY & ACCREDITATION

EDUCATIONAL PHILOSOPHY

Biblical Foundations

The educational philosophy of Timberlake Christian Schools is based upon the Biblical view of truth and man as set forth in the Bible. The verbally inspired Word of God in its truthfulness and completeness it is the only criterion, the supreme and final authority, for faith and practice, and therefore, is the starting point of all rational inquiry and the guide to all interpretation of reality (2 Peter 1:19-21; 2 Timothy 3:16). The Bible is the source of the principles determining other subjects and the way in which they are taught. The presentation of Biblical truth is thus not confined to a single segment of the curriculum--the study of the Bible--but is integrated throughout the teaching of all subjects. This facet of TCS makes us unique among most schools in our community.

Man, created in God's image (Genesis 1:26-27), and for fellowship with Him (Revelation 4:11), fell through disobedience to his Creator. His rebellion against God (Genesis 3) brought all mankind under the dominion of sin with all humans being born essentially sinful (Romans 5:12). God provided for the restoration of His image in man through His Son, the God-Man, Jesus Christ (I Timothy 3:16). He came into the world to redeem mankind by His substitutionary death on the cross and the shedding of His blood (I Peter 2:24; Luke 19:10; Romans 3:24-26; Hebrews 9:22). His bodily resurrection proved Him to be the Son of God (Romans 1:4) with power to save all who come to God by Him (Hebrews 7:25).

Purpose of Existence

According to God's Word, parents are responsible for their children's education (Genesis 18:19; Deuteronomy 6:5-7; Proverbs 22:6; Ephesians 6:4; II Timothy 1:5;3:15). It follows that the education of the children is the prerogative of the parents or church members (Romans 13:7; Luke 20:25). In order to reinforce the educational ministries of the home and church, Christians may elect to form a Christian school. Although the school supports the home, it is

subordinate to the church in its position of responsibility and authority. The Christian school acts *in loco parentis*, or in the place of a parent, as an extension of and partner with the Christian home and church.

Goal of Education

The Christian's highest purpose is to glorify God (Colossians 1:15-17). The Christian school can best fulfill this purpose by helping students develop Christlikeness in both character and action after their salvation. Growth in godliness proceeds step by step from rebirth toward full maturity "in the knowledge of our Lord Jesus Christ" (II Timothy 3:17; II Peter 1:5-8).

Means of Accomplishing Goal

- A. For the students' spiritual development (I Samuel 2:26; Luke 2:52), the schools seek to see all students come to a saving knowledge of Jesus Christ. We then encourage students to strive to develop Christlikeness, resulting in holiness of character (1 Peter 1:16) and a Biblical worldview. The means by which these goals are accomplished are
 - providing regular chapel services and special preaching times as well as student-led prayer groups;
 - maintaining daily Bible classes that include Scripture memory and personal application of spiritual principles;
 - offering mission emphases, trips, outreach opportunities, and other opportunities for students to use their abilities in service;
 - giving daily exposure to Biblically integrated teaching; and
- B. For the students' academic or intellectual development (I Samuel 2:26; Luke 2:52), the schools endeavor to maintain high academic standards and thorough instruction, not as ends in themselves but as a means of improving and equipping students as servants of God and as preparation to fulfill God's will for their lives, which may include successfully competing at higher levels of education and training. The means by which these goals are accomplished are
 - providing quality instruction that includes a variety of teaching methods and an awareness of the individual needs of students;
 - challenging students to think critically;
 - offering college preparatory classes;
 - honoring students with strong academic records;
 - providing scholastic competitions in various subject areas; and
- C. For the students' personal and social development (I Samuel 2:26; Luke 2:52), the schools help the student to develop a proper understanding of himself or herself as a unique individual created in God's image as well as to refine God-given abilities. The means by which these goals are accomplished are
 - providing a continual emphasis upon the goal of service and a provision in the program for instruction in skills and disciplines that equip for service (Mark 10:45);
 - giving daily training in godly habits and personal responsibility;
 - encouraging and requiring a mutual respect among all students, faculty, and administration;
 - employing various systems of discipline to help students develop and maintain their own restraint and discipline; and
 - offering various opportunities for social interaction among students.
- D. For the students' physical development (I Samuel 2:26; Luke 2:52), the schools encourage the students to maintain physical fitness, good health habits and God-honoring use of the body as the temple of God. The means by which these goals are accomplished are
 - providing regular and varied physical education;
 - giving health instruction with principles based on God's Word;
 - maintaining an athletic program with interscholastic competition at various levels;
 - expecting and promoting sportsmanship and Christlike attitudes during physical activities of any kind; and
 - offering a nutritious food service.

- E. For each student's home (Deuteronomy 6:5-7), the school fulfills the role of reinforcing godly principles taught at home and at church, but not usurping the role of either. The means by which these goals are accomplished are
- cooperating closely with parents in every part of their child's development, particularly as it relates to the programs of the school;
 - helping students to understand the mission and purpose of the school;
 - aiding families in spiritual growth and building Christ-centered homes; and
 - encouraging regular attendance and involvement in a local church.

ACCREDITATION

Timberlake Christian Schools is accredited by the Association of Christian Schools International (ACSI) and AdvancEd (formerly SACS). These organizations certify our teachers.

ADMISSIONS

ADMISSIONS POLICY

TCS admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the Schools. The Schools do not discriminate on the basis of race, color, or national and ethnic origin in the administration of their educational, personnel, hiring, or admissions policies, or their scholarship, loan, or other school-administered programs. As a Bible-believing institution, this policy of nondiscrimination does not extend to areas of religious conviction, beliefs, or moral life style contrary to Scripture. Our biblical and philosophical goal is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. Of necessity, this goal involves the school's understanding and belief of what qualities or characteristics exemplify a Christlike life. Timberlake Christian Schools abides by the Biblical teaching on the subject of sexual immorality. The Bible makes it clear that Christians should flee from sexual immorality (I Corinthians 6:18-20), including, but not limited to premarital sex, homosexual lifestyle, and bisexual or transgender identity. While enrolled at Timberlake Christian Schools, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behavior.

Thus, Timberlake Christian Schools retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be a homosexual/bisexual/transgender person or who engages in or practices homosexual/bisexual/transgender behavior, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Matthew 19:4-6; Romans 1:21-27; I Corinthians 6:9-20).

In cases in which a student has engaged in flagrant, immoral, illicit, illegal, homosexual, bisexual, transgender and/or other unacceptable behavior which reflects adversely on Timberlake Christian Schools, on campus or off campus, when school is in session or in recess, the school reserves the right to suspend or expel the student immediately. The administration may give parents the option to withdraw the student. In doing so, the discipline issue will not be discussed in the student's records. The Administrator will report all actions to the Executive Committee.

We reserve the right to make decisions regarding the acceptance or non-acceptance of any credits to be transferred to TCS.

PASTORAL RECOMMENDATION AND CHURCH INVOLVEMENT

Since our program becomes progressively more focused on discipleship, students entering grades 6 – 12 ought to profess personal salvation in Jesus Christ and attend a Bible believing church regularly. Timberlake Christian Schools expects that all of its students attend a church of like faith regularly. For enrollment or re-enrollment, we require a yearly pastoral reference for each student grades 6-12 (some temporary exceptions may be made for international students). A TCS staff member may contact this pastor/spiritual leader to verify involvement as part of the enrollment process.

DAILY OPERATIONS

ATTENDANCE

Excused Absences: Excused absences include illness, death of a family member or close relative, medical or dental appointments or an absence which has been excused by the administration. **All prearranged absences (e.g. family trips) must be approved by the principal or student services in advance in order to be excused. Absences with valid reasons will only be excused after parent notification has been sent via phone, written note, or email. If a student is absent for a medical appointment, a doctor's note must be provided at the front desk in order for absence to be excused.** Work may be made up according to information below.

Unexcused Absences: **A student is unexcused if he/she is absent for any reason other than for an illness, death of a family member or close relative, medical or dental appointments or an absence which has been excused by the administration or student services. Approved reasons for absences without a parent phone call, written note, email, or doctor's note will also be unexcused.** Student may make up classroom work missed but letter grade will be lowered by one grade.

Prolonged Absence: Students will be allowed up to 13 total excused and unexcused absences per semester before the case is reviewed by administration and action is taken. This includes both individual class absences as well as school day absences. At 13 absences, the student may be subject to failure for the subjects in which he/she is enrolled and may be requested to withdraw or be dismissed.

Truancy: Deliberate absence without the knowledge and permission of the parents will result in a grade of zero and suspension for the first offense.

Students are not allowed to sign out to go off campus by themselves for lunch, an outing, etc. once they arrive unless they are leaving campus for the rest of the day with written permission from parent confirmed by the office.

A student must be at school in the classroom at least 4 class periods for grades 6-12 to be counted as present for the full day. If a student in grades 6-12 misses 4 or more class periods, it will be considered a half day absence. **A student will be considered absent for class if he/she is present for less than half of the class period.**

Unexcused Tardies

Students are expected to be in their homeroom classroom by 8:20am each day. Students arriving in their homeroom classroom after the 8:20am bell will be considered tardy. Tardies will be excused for personal illness, illness or death in the family, dentist or doctor appointments, or a reason that has been excused by administration.

Tardies

Student tardies will follow the following guidelines:

- Three unexcused tardies – Office notifies parent and principal via email of risk of future penalty at 6 unexcused tardies.
- Six unexcused tardies – Office notifies parent and principal via email. Student serves a 30 minute after-school detention on the next scheduled school day after 6th tardy is emailed to parent.
- Nine unexcused tardies – Office notifies parent and principal. Student serves a 50 minute after-school detention on the next scheduled school day after the 9th tardy email is sent to parent.
- Twelve unexcused tardies – Principal notifies parent. Student serves half-day in-school suspension on the next scheduled school day after the 12th tardy is communicated to the parent.
- Eighteen unexcused tardies – Principal notifies parent. Student serves full-day in-school suspension on the next scheduled school day after the 18th tardy is communicated to the parent.

After a full-day suspension is served, the student starts at zero tardies for penalties given but the number of tardies is maintained through a semester.

Make-Up Work

The following are guidelines for making up homework:

1. When a student has an excused absence, it is the *student's* responsibility to obtain and make up the work missed. The student will be given as many school days as he/she was absent to make up work, up to 5 days. (For example, if a student is absent Monday—one day—and returns Tuesday, make up work is due Wednesday, one day later.) Work turned in by the time required will be graded at full credit.
2. If a student knows he/she is going to be absent (family vacation, etc.), it is his/her responsibility to get as many assignments as are available before leaving school. Teachers are not required to prepare all student work prior to a prearranged absence but may have it ready upon the student's return. All work given and assigned should be submitted upon return.
3. Make up work not turned in on time could result in a lowered grade or may not be accepted.
4. Special arrangements may be made in the case of an extended illness or emergency absence.
5. **When a student has an unexcused absence, it is the *student's* responsibility to obtain and make up the work missed.** The student's work will be lowered one letter grade.

Requesting Make-Up Work

If your child will be tardy or absent from school, and you want to request make up work, please notify the school office by 8:45 am for pick up at the end of the school day. You may also request that make up work be sent home with someone you designate or that it be sent to the office for parent pick up. Do not go to the classroom for assignments during school hours. The personnel in the school office will be happy to assist you.

Class Tardies:

There are four minutes between class bells for secondary students. Students who are not in their classrooms when the bell rings are considered tardy. Class tardy disciplinary action will follow the demerit plateaus listed below under Demerit System. If tardiness is due to involvement with another teacher, a pass from that teacher will remove the tardy violation.

DAILY SCHEDULE

Classes begin at 8:20 a.m. and students are considered tardy if they arrive in their homeroom/classroom after this time. Dismissal is at 3:05 p.m. and all students need to be picked up by 3:30 p.m. or they will be taken to Extended Care and charged accordingly (the only exception to this is athletic practices where they are under the direction of their coach, or when the student is receiving help from a teacher).

- 0 Period – High School Choir 7:30
- Drop Off 7:45-8:15
- Tardy Bell, Homeroom Begins 8:20
- Seven Class Periods and Lunch 8:20 - 3:05 (see yearly schedule)
- Dismissal 3:05

Early Dismissal Days:

- After School Pick Up 12:00-12:30

DROP OFF AND AFTER SCHOOL PICK UP (6-12 Grade)

Drop Off:

- Before 7:40 a.m. – All secondary (6-12) students must enter through main office doors. Parents must pull into a designated parking spot.
- During 7:40-8:20 a.m. – All secondary (6-12) students must be dropped off at rear entrance behind the school.
- After 8:20 a.m. – All secondary (6-12) students must enter through main office doors

Pick Up:

- Before 3:05 p.m. - All secondary (6-12) students must be signed out in the main office by a parent, guardian, or designated individual on the pick-up list. If the student drives himself/herself, he/she must **have permission from a parent or guardian and** must sign out in the main office.

- During 3:05-3:30 p.m. – All secondary (6-12) students must wait in the middle school foyer until 3:30. No students may leave the waiting areas before 3:30 unless they have a scheduled practice or game. Students with younger siblings must go to the elementary pick up area to wait for their ride.
- After 3:30 p.m. – All secondary (6-12) students must be picked up by 3:30 unless involved in an official school activity or are with a teacher. Any students remaining at school and participating in games or after-school practices scheduled later than 3:30 must remain on the gym stage until their coach/supervision arrives. Any students who have siblings practicing or playing in a game with no parent present must wait in the same area as the practice or game. Students attending a home game must remain in the gym area and may not go elsewhere in the complex.

On days with no home games or other scheduled school activities, any student in grades 6-8 not picked up by 3:30 must go to Extended Care and parents will be charged accordingly. On days with no home games or other scheduled school activities, any student in grades 9-12 not picked up by 3:30 must notify the office and contact their parent/guardian.

INFORMATION UPDATES

The school calendar is posted on the school's website tcs4u.org. School information updates are sent regularly **informing** families of official announcements, schedule changes, and/or general school information via RenWeb to **parents** primary email address. **Schedule changes and announcements that are made the day of the activity/event will be sent to parents via text message and email.**

In the event of a school closing or delay, parents will be alerted via text message and email. The information is also posted on the home page of the tcs4u.org website and on local news and radio stations.

In the event of a school emergency, parents will be alerted via text and email when it is safe to do so. TCS offers parental access 24/7 to student records and progress through our RenWeb program.

LOCKERS

Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the discretion of the school authorities, they deem it necessary to do so.

Any student items (book bags, lunches, books, etc.) that are found in the hallway during or after the school day will be placed in lost and found area. Two exceptions to this rule are during "large group" activities such as lunch and chapel, when bags, etc. may be in the hallway. Lockers and shelving are provided for storage during the day. Homeroom teachers may also give permission for homeroom students to leave bags, etc. neatly stored in their homeroom during the day.

MEDICATION/ILLNESS POLICY

If your child has evident signs of illness such as fever, nausea, vomiting, rash, conjunctivitis, etc., please do not send the student to school. Students must be fever free (without the aid of medication), free from vomiting and/or diarrhea, or if other specified treatment needed for 24 hours before they may return to school. Parents will be contacted for early pickup in the event a student has a fever (greater than 100.0 degrees), vomiting, multiple episodes of diarrhea or signs of other viral illnesses while at school. In regards to head lice, students found to have an active case will be sent home from school for treatment. Students will be allowed to return to school once their head has been treated but should continue to have their hair checked for nits and combed daily at home until all recommended treatments have been given. There may be instances not listed above which, at the school's discretion, will require you to pick up your student early.

In the event of a serious accident or illness, parents will be notified, but priority will be given to providing any emergent care to the student first. If the parent cannot be reached, we will attempt to reach the emergency contact(s). **If the emergency contact(s) cannot be reached, appropriate care will be obtained as determined by the staff on hand.**

Whenever possible, medications should be given to students at home. When medications must be given or stored at school, they must be brought into the school office by the parent or guardian. All medication must be provided

in the original bottle and packaging; contain all instructions for administration, and not be expired. No medication will be given to students without parent or guardian permission. All long term prescription medication, including epi-pens and inhalers, must have the appropriate medication administration request forms on file in the school office – which included a physician signature. These forms may be picked up at the school office or through the tcs4u.org website.

Medications (including vitamins) may NOT be carried by the student for self-administration without permission from the school office. TCS has a few OTC medications (tylenol, ibuprofen, tums, benadryl, antibiotic ointment, cough drops, lubricating eye drops, and astringent/redness reliever eye drops, cold/cough medicine) available for as needed use. These medications are not for regular use and can only be given with parent permission. If your student needs medications regularly, you must provide your own supply. Any unused student supplied medication will be destroyed if not picked up by a parent or guardian by the end of the last day of school unless your child is enrolled in summer day camp.

SCHOOL CLOSING INFORMATION

If school is to be closed or the schedule altered because of inclement weather or a special emergency, a parent alert text message **and email** will be sent to parents. An announcement will be put on the TCS website at www.tcs4u.org. The school will also notify local radio and TV stations. If no announcement is made, it is understood that school is in session and operating on the regular schedule.

STUDENT DRIVING

Students must have a valid driver's license and insurance as well as their parent's permission to drive to school. Vehicles are to be driven on the school grounds at no more than 15 miles per hour.

STUDENT PARKING

Students must park in the designated student parking area. Students are not to park along the side or behind the school building or in the teachers' parking area.

VISITORS

Visiting students from other schools are not allowed on campus during the school day. Visitors are not permitted to eat lunch with a TCS student, unless the visitor is a parent, TCS alumni, **or is authorized by the parent to visit the school**. Visitors should wear appropriate school attire. **TCS reserves the right to admit or reject visitors during the school day.**

DISCIPLINE & CONDUCT

BEHAVIOR 24/7

It is our goal to help students endeavor to develop their whole person with an integrated Christian lifestyle. We ask and expect that students honor Christ in all behavior and activities *24/7/365*. The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in flagrant, immoral, illicit, illegal, homosexual, bisexual, transgender and/or other unacceptable behavior which reflects adversely on Timberlake Christian Schools, on campus or off campus, when school is in session or in recess, the school reserves the right to suspend or expel the student immediately. The administration may give parents the option to withdraw the student. In doing so, the discipline issue will not be discussed in the student's records.

BULLYING POLICY

Harassment or bullying of a student(s) by other students or any member of the staff is contrary to the schools' commitment to provide a physically and psychologically safe environment in which to learn. A student is being harassed or bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more students. Complete policy is available upon request from the office.

CHURCH INVOLVEMENT POLICY

Since our program becomes progressively more focused on discipleship, students entering grades 6 – 12 ought to profess personal salvation in Jesus Christ and attend a Bible believing church regularly. Timberlake Christian Schools expects that all of its students attend a church of like faith regularly. For enrollment or re-enrollment, we require a yearly pastoral reference for each student grades 6-12.

DETENTION

With an effort to focus on service, TCS has restructured the detention process. Students make use of this time by serving TCS during their detention. This service may include picking up trash, sweeping floors, or other projects as deemed appropriate by the supervising staff member. If no service project is available, then the detention time is to be used for reading, studying, and completing homework.
Cell phone use during detention is **always** prohibited.

DISRESPECT

The school recognizes the individual rights of each child entrusted to our care. In a group situation as we have here, the rights and privileges of others are also to be respected. Teacher disrespect, including arguing with the teacher will result in disciplinary action being taken immediately. Students should approach the teacher after class to request a meeting to address issues of concern.

INAPPROPRIATE ITEMS

Students are not permitted to have any type of illegal drugs, improper literature, tobacco, alcohol, weapons, ropes, chains, matches, lighters, or other possibly dangerous objects on school property. Possession of these items may result in suspension or dismissal from school.

LANGUAGE

In light of current incidents in schools today, and due to the possible serious nature of such language, any student using verbal or written language including electronic media that suggests possible violent action or threats to another person or to him/herself may result in suspension or dismissal as determined by the administration. The fact that a student protests that he/she was “only teasing, kidding, saying it in jest,” etc. may not be reason to excuse such language.

LIFE PRACTICES

Because of the school’s Christian testimony, use of coarse or vulgar language, use of tobacco, alcohol, narcotics, etc. are not permitted on or off campus. **School sponsored activities must align with the school’s mission and vision statement.**

MARRIAGE

Students who marry before graduation forfeit their standing as students at TCS and may not graduate from this institution.

PERSONAL CONTACT

Personal contact is prohibited between boys and girls while at any school function.

PLAGIARISM

TCS will not accept plagiarized work. Students are required to use all sources in an ethical manner. Both intentional and technical plagiarism is prohibited. Intentional plagiarism is defined as an obvious, substantial, verbatim reproduction of information; deliberate mis-documentation and/or submission of others’ work as the students own. Technical plagiarism is defined as poor paraphrasing of another’s work, improper documentation that misrepresents a source, poor integration of direct quotations and/or insufficient citation of factual information. A teacher reserves the right to deduct points from a student’s assignment should evidence of technical plagiarism be cited. If evidence of intentional plagiarism is cited in a student’s work, the teacher will meet with the student to discuss and parents will be notified. The assignment in which the plagiarism is found may result in a grade of zero. Disciplinary action may also be taken when intentional plagiarism occurs as it is a form of cheating/misconduct.

DEMERIT SYSTEM**MECHANICS**

1. Teachers record student name and offense on the demerit slip. The student must sign the demerit slip (Refusal to sign slip does not prevent the demerits and could increase demerit total). The teacher turns in demerit slips to the office daily. (Demerits turned in over 3 days old will not be counted against the student).
2. A record for demerits is kept in the office and demerits are recorded and tabulated weekly. The secretary notifies the appropriate teacher(s) and the principal when plateaus are reached.

First Plateau – 4 demerits: When a student reaches 3 demerits, parent is notified. If a student reaches four demerits, student serves an after-school detention the next day after fourth demerit is given. Parent is notified by email of detention to be served. Student comes to office by 3:10 and must be in detention for 30 minutes.

Second Plateau – 8 demerits: When a student reaches 7 demerits, parent is notified. If a student reaches eight demerits, student serves an after-school detention the next day after eighth demerit is given. Parent is notified by email of detention to be served. Student comes to office by 3:10 and must be in detention for 50 minutes.

Third Plateau – 12 demerits: The principal sets up a conference with teachers, student, parent(s), and principal. The student serves a half-day in-school suspension.

Fourth Plateau – 16 demerits: The parents and student meet with the principal. The student serves a full-day in-school suspension.

Fifth Plateau – 20 demerits: The parents and students meet with principal. The student serves a full-day out-of-school suspension.

Sixth Plateau – 30 demerits: The parents and students meet with principal. The student serves a three-day out-of-school suspension.

After Sixth Plateau – The student will be subject to dismissal/expulsion from the school.

Demerits are canceled at the end of the first semester and begin from 0 for the second semester following the same pattern. No demerits are removed during the semester but demerit totals return to zero at semester. Demerit totals do not carry over to the next school year.

OFFENSES**DEMERITS GIVEN**

TC Tardy to Class	1 demerit
GR Ground Rules (teacher specific rules)	1 demerit
CD Classroom Disturbance	1 demerit
R Rowdiness in Room/Hall	1 demerit
NPC Not Prepared for Class	1 demerit
CP1 Inadvertent Cell Phone Use	1 demerits
CP2 Deliberate Cell Phone Use	3 – 5 demerits
DS Dress Code Violation	1 demerit

The following could also lead to suspension or dismissal

LA Improper Language	3 - 10 demerits
ISD Inter-student Discourtesy	3 - 5 demerits
DD Direct Disobedience	3 - 5 demerits
DT Disrespect to faculty/staff	3 - 5 demerits
DP Destroying or Misusing School Property	3 - 5 demerits
L Lying	5 - 10 demerits
C Cheating	5 - 10 demerits
F Fighting	5 - 10 demerits
ST Stealing	10 demerits
PL Intentional Plagiarism	10 demerits

COMPUTER USE POLICY

We ask that every student and the parent/guardian of each student read this policy and sign the Acceptable Computer Use clause in the enrollment packet. Any student not following the TCS computer use policy may be subject to school discipline, including suspension or dismissal.

Students shall not:

- use any computer (personal or school) to send, receive, view, download, access or transmit material that is copyrighted, illegal, profane, obscene, or pornographic; that advocates or constitutes illegal acts; or anything that violates scriptural principles such as threats or discriminatory remarks towards other people.
- post personal contact information about themselves or others on the network or Internet.
- attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or accessing another person's files.
- misuse, destroy, or alter the data of another user or deliberately damage computer hardware or remove it without permission.
- participate in chat room communications or access personal online mail accounts or social networking sites, except for specific instructional purposes, as authorized by a teacher, including text messaging of any kind while on campus.
- install or alter software or computer systems without the permission of a teacher.
- disrupt networked or non-networked computers by deleting or altering files, by spreading computer viruses, by hacking, or by any other means.

Students may:

- Students may bring a personal laptop or tablet to school and use for school work purposes only. If the student chooses to use the device outside these boundaries, he/she may forfeit the privilege of bringing it to school. The school is not responsible for student laptop or tablets.

CELL PHONE & TEXTING

Cell phones may not be seen or heard during the school day. They must remain turned off and in a bag or purse. They may not be used during school hours except with permission of a teacher or principal. If a cell phone is out or heard during school hours, including text messaging or taking pictures, it will be confiscated by the teacher and turned in to the principal. Repeated violations will result in the student's loss of the privilege to carry a cell phone **during the school day.**

Improper texting, i.e., possessing, viewing, sending, receiving, or forwarding sexually explicit or suggestive messages ("sexting") via cell phone, computer or any other digital device is prohibited at *any* time (in school or off premises) by any TCS student. A violation of this type may result in immediate expulsion and notification of local law enforcement. Students are required immediately to notify a teacher or administrator when they become aware of an offense.

ELECTRONICS

Electronics are to be used for educational purposes only during the school day (8:20am-3:05pm). Electronics are not to be used for music, streaming, or gaming during the school day. (Extended care or after-school activities may allow a broader range of materials).

TELEPHONE USE

In an effort to maximize educational time, students may use the office phone for emergencies only. We ask that parents and students make after school arrangements, food pick-up and drop off, etc. before the school day. If you need to get a message to your student during the school day, please contact the office and the message will be delivered to your student.

DRESS REGULATIONS

SCHOOL DAY DRESS

TCS employs a uniform system of dress. First and foremost, we want to help the students focus their attention on the most important issues before them—their spiritual well-being and academic progress. Regulations listed here do not imply that those who disagree with these rules are sinful or wrong. These are institutional standards that TCS authorities believe are necessary to maintain a healthy learning environment as well as a positive Christian testimony. In light of the counter culture represented, tattoos (including temporary ones), and body piercing of any kind (other than ears for girls) are not permitted at any school function. No personal adornment of questionable association or origin will be allowed, including items such as jewelry, clothing, book-bags, etc. The school reserves the right to make final decisions regarding any areas not specifically covered in the following dress code.

All TCS Students

- Must wear a TCS uniform shirt from TCS uniform vendors. **The uniform shirt must be visible.**
- May wear an extra tee shirt or turtleneck *underneath* their uniform shirt that does not have the TCS logo as long as only the collar and/or sleeve areas show, and the shirt is of a solid color, like a uniform shirt, with no printing.
- May wear any official TCS jacket, fleece, sweatshirt, or a basic solid color sweater over uniform shirt. Student may also wear a solid color *full-zippered* sweatshirt or fleece (no pullover sweatshirts or hoodies or half zippered pullover fleeces allowed) over the uniform shirt. These items may not display any printing or writing on them besides vendor “pocket” logos. TCS reserves the right to decide if a garment is acceptable.
- All oxford style shirts must be worn tucked into the pants with no shirttails hanging out.
- No hats, caps, sweatbands, sunglasses or visors are to be worn in the school buildings.
- No extreme hair styles or unnatural or extreme hair colors.
- Shoes with laces must be tied.
- No flip-flops (shower shoes), shoes with wheels in/on them, or slippers may be worn.

Secondary Boys (6-12)

- May wear slacks in khaki/sand/stone, white, brown, navy, gray, or black (no jeans or denim pants).
- Must wear classic, traditional style pants or conservative cargo style pant (no oversized pockets).
- No denim jeans of any color should be worn.
- No carpenter, painter, overalls, wide-legged, low-rider, zippered leg, leather, warm up pants or sweat pants.
- No sandals. Tennis shoes are permitted.
- Shirts are to be buttoned (with the exception of the top button) and tucked in at all times.
- Boys may wear non-TCS collared dress shirt, solid colored, but **MUST** wear a tie.
- Hair should be neat, above the collar and eyebrow, and trimmed above the ear (not combed behind the ears).
- Must be clean shaven with the exception of a neatly trimmed mustache/**beard** for the grade 11-12 boys. Sideburns may not come below the bottom of the ears.

Secondary Girls (6-12)

- May wear solid navy, khaki/sand, white, gray or black skirt or jumper or denim jean skirt in good condition (no patches, no “deconstructed”, bleached out, extremely faded fabrics or rivets).
- Skirts must come to the top of the kneecap while standing.
- Skirts must have straight hems. No diagonal or handkerchief hems are permitted.
- May wear slacks in khaki/sand/stone, white, brown, navy, gray, or black (no jeans or denim pants).
- Must be classic, traditional pants (no warm up or sweat pants or pajama pants).
- No denim material of any color should be worn.
- Pants should not be tight and form fitting. You should be able to “pinch an inch” of material.
- No capris, gauchos or culottes are permitted for regular school dress.

- May wear casual shoes as well as tennis shoes or conservative boots. No athletic sandals, shower shoes, slippers, combat-style boots, or backless through the toe style footwear may be worn.

DRESS FOR EXTRACURRICULAR ACTIVITIES (Girls)

For special occasions when formal dress is worn, dresses must be modest in the neckline, **cut**, fit, and length. Dress must have some type of visible strap and the neckline must not be lower than the width of the hand from the base of her neck to the top of the neckline. Dresses should cover at least half of student's back. A strapless dress may be worn if the student wears a sweater, jacket, or "shrug" which must remain in place during the entire banquet, including picture-taking.

Any TCS student on campus must be in acceptable attire. TCS reserves the right to prohibit any clothing item or style at any time while on campus or at school-sponsored events that does not meet the requirements outlined here or that compromises the Christian testimony of TCS.

"DRESS DOWN DAY" DRESS CODE

Students may wear pants or jeans. Girls may also wear capris. Pants or capris should not be tight (no skinny jeans), overly baggy (jeans), frayed, or patched and should be neat and clean. No warm-ups, sweats, wind suits, **leggings**, **or athletic pants or shorts** may be worn. Students may wear tee shirts or jerseys, but these may depict only sports teams or logos, or name brand athletic or clothing company names. Girls may not wear tank tops, crop tops, or tops that allow the midriff area to be seen.

PHYSICAL EDUCATION AND ATHLETIC DRESS CODE

1. All students are required to wear tennis shoes that do not mark the gym floor.
2. Students are required to wear:
 - TCS t-shirt (available from one of our uniform vendors) or the TCS reversible penny. Girls who choose to wear the reversible penny should wear a plain/solid colored T-shirt underneath.
 - Plain, solid color (navy, black, or gray) basketball shorts without side cutout (not running shorts) with hems that reach to or below finger tips when worn at the student's natural waist.
3. If a student does not dress out properly, his/her grade will be lowered.
4. All students must be back into proper school dress on their way to and before leaving the locker room or gym. Example: belt on, shirt tucked in, etc.
5. On game days athletes, with the coach's permission, may wear their team jerseys.

The school reserves the right to make final decisions regarding any areas not covered in the dress code as outlined above.

ACADEMICS

AWARDS AND RECOGNITIONS

Grades earned during the last four years of high school are used in compiling honors awards for graduation. The Valedictorian and Salutatorian are selected on the basis of highest grade point average at the end of the third nine-week period. To be considered for Valedictorian and Salutatorian a student must complete all his/her high school years at an accredited **American** school and must be enrolled at TCS for a minimum of 2 high school years.

Weighted Grade Point Value: Weighted grade point value for **AP** Biology, **AP** Chemistry and **AP** Calculus classes and any fourth year language course is as follows: A=5.0; B=4.0; C=3.0; D=2.0; F=0.0

Honors: B (3.30 - 3.70 Grade Point Average) in all major subjects and no failure in any subject.

High Honors: A (3.70 - 3.90 Grade Point Average) in all major subjects and no failure in any subject.

Highest Honors: A (3.90 - 4.00 Grade Point Average) and no failure in any subject.

ACADEMIC ACCOMODATIONS AND RESOURCE PROGRAM

The academic program at Timberlake Christian Schools is generally structured for the average and above average student, and we reserve the right to consider the feasibility of all parental or student requests for any type of

academic accommodation for the student. TCS maintains a Secondary Academic Resource Program at extra cost to the parent to address accommodations and modifications needed by the student. We will carefully examine options available and work with the parent and student within the framework of our program. **Students enrolled in the Secondary Academic Resource Program full time will receive one elective credit for each academic year that he/she is enrolled in the program. Credit is not available for students enrolled part time.**

DIPLOMA & GRADUATION REQUIREMENTS

Timberlake Christian Schools is authorized by the Commonwealth of Virginia to award diplomas when the following requirements are met.

Standard Diploma - 22 academic credits PLUS Bible

*Basic Diploma – 22 academic credits PLUS Bible (*see note below*)

Advanced Diploma - 25 academic credits PLUS Bible

**A Basic Diploma is awarded when a student participates in the TCS resource program and has had modifications to subject area content.*

A student must have 1.0 credit in BIBLE for each year enrolled at TCS in addition to their academic credits. Credit distribution for graduation with a Standard, Basic, or Advanced diploma is as follows:

	Standard/Basic Diploma	Advanced Diploma (<i>Note 6</i>)
English	4 credits	4 credits
Mathematics (<i>Note 1</i>)	3 credits	4 credits
Science (<i>Note 2</i>)	3 credits	4 credits
History/Gov't (<i>Note 3</i>)	3 credits	4 credits
Economics	1 credit	1 credit
Health/PE (<i>Note 4</i>)	2 credits	2 credits
Foreign Language	(<i>Note 5</i>)	3 credits
Electives	6 credits	3 credits
TOTAL	22 credits	25 credits

Bible	1 credit for each year of attendance at TCS
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Note 1: Courses to complete this requirement must be at or above the level of Algebra I.

Note 2: Courses to complete this requirement must include Biology and Chemistry.

Note 3: Courses to complete this requirement for the Standard diploma must include US History AND Government. Advanced diploma recipients must have US History, Government, Geography, AND World History.

Note 4: This includes a half credit of Driver's Education during the 10th grade year. If the student does not take Driver's Education through TCS, alternative 0.5 PE credit arrangements will need to be made with the Guidance Department.

Note 5: It is expected that 2 of the 6 required elective credits at TCS will be in a foreign language. Most colleges and universities strongly encourage or require 2 years of a foreign language for admission. Exceptions to this criterion will need to be approved in advance by the Guidance Department. Courses to complete the Advanced diploma requirement must be 3 years of the same language.

Note 6: A minimum of ONE advanced placement class is required for those receiving the Advanced diploma. The student's cumulative grade point average for grades 9 through 12 must be 3.00 or above to receive the Advanced diploma.

Additional Notes:

In addition, any student applying to TCS must be no older than 19 years of age prior to graduating in the normal course of grades 9-12.

A senior who fails to graduate with his class may earn necessary credits from a summer school or tutorial program approved by Timberlake Christian Schools. After the designated credits are earned, the student will then be awarded the diploma

DROPPING SUBJECTS

A request to drop a course must be made in writing, signed by the parent/guardian and turned in to the Guidance Office within the first nine weeks of the school year. Courses may not be dropped after nine weeks except in the case of an extensive medical absence. A written request must be made to the administrator explaining circumstances of requested withdrawal. Administration will approve or deny the request and send the request to the guidance office for completion. The Drop Course Request Form must be signed by the parents, teacher, and guidance counselor before the course is officially dropped. Dropping a course after the nine week mark will result in a failing grade. The student must remain in the classroom until a supervised placement can be found.

DUAL ENROLLMENT

High school students in grades 11 and 12 may take classes in a dual enrollment arrangement with Liberty University, CVCC, etc. for both high school and college credit. Students may take as many online courses as they wish, but only 3 dual enrollment credits can be applied to their high school transcript over their junior and senior year combined. A standard 3 credit online dual enrollment course is equivalent to 0.5 high school credits. It is the responsibility of the student and parent to ensure that dual enrollment transcripts are submitted to the Guidance Department by the college or university enrolled. Class selections must be approved by TCS Administration in advance.

GRADING SYSTEM

Academic grades are reported on a 9-week basis by letter grade. In addition, parents may access their child(ren)'s grades by using TCS RenWeb software. Progress reports will be sent to parents via email at the midterm of each marking period.

The grading scale is as follows:

<u>Letter</u>	<u>Percentage</u>	<u>Scale</u>
A	90 – 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	63 - 69	1.0
F	Below 63	0

Failed Courses

Students who fail the following courses must make them up before proceeding to the next higher course: English, Mathematics, Foreign Language, and Science. (See "Minimum Competency Testing"). Students who fail the following courses may go on to subsequent courses without makeup, but if the course failed is required for graduation, it must be made up before graduation: History, Bible, Chemistry/Physics, and Physical Education. A student who fails three or more academic courses must repeat the entire grade. A student who repeatedly fails classes may be asked to leave TCS.

GUIDANCE

Guidance is that part of the educational program which assists the student in developing a biblical and realistic view of him/herself consistent with the Word of God and achieving goals consistent with his/her potential. Counseling is available to all students regarding personal, educational, and career choices. **The Guidance Counselor systematically meets with students in 8-12 grades and assists students in establishing a diploma track,**

determining graduation requirements, and career planning. Students and parents are encouraged to schedule **additional appointments** to talk to the Guidance Counselor for answers to specific questions.

HOMEWORK

Homework information **should** be accessed by parents or guardians using our RenWeb system.

In order to allow and encourage families to attend church services, there will be no homework assigned in grades 6 – 8 (except for classes that meet only Tuesday/Thursday or high school credit classes) on Wednesday nights and no tests on Thursday. **Middle and High school** homework is normally reduced but at times may be necessary on Wednesday nights. One test or quiz is permitted on Thursdays, as long as this test or quiz is posted on Renweb and the Test Calendar by Monday.

Important Guidelines:

1. Homework assignments are given to prepare students for independent study.
2. In order to encourage students to attend church services on Wednesday there will be no homework for grades 6 – 8 and grades 9 – 12 will be **reduced**.
3. No more than two major tests, projects, or papers in grades 6 – 8 and three major tests, projects, or papers in grades 9 – 12 may be due on the same day per grade level (two quizzes equal one test).

HONOR ROLL

TCS has an Honor Roll that is published after every report period. The *A* Honor Roll consists of students receiving all *A*'s in every subject. The *A-B* Honor Roll consists of students receiving all *A*'s and *B*'s in every subject. The *Honorable Mention* allows students to maintain all *A*'s and *B*'s and only one *C* balanced by an *A* in an academic area. Students may not have a *D*, *F*, or *U* in any subject to be on any honor roll.

PARENT-SCHOOL RELATIONSHIPS

Parent-Teacher Conferences are scheduled after the first marking period, but parents are urged to communicate with the teacher at any time if you have any questions or concerns regarding student schoolwork. Please make an appointment with the teacher through the school office or through the teacher's TCS email. Parents who come to the school during normal school hours for any reason are asked to go to the school office first for a visitor's badge before going to the classroom.

Lunches, homework, books, and other items are to be left in the school office to be delivered to your student. If you wish your student to stay or to meet you at a different time, please call the office to make proper arrangements.

The administration welcomes any suggestions that you might have to offer. There will be situations in the course of a year where there may be misunderstandings or areas of concern. We are a Christian institution with a great desire to improve our program and service for Jesus Christ; therefore, we ask that you bring your problems to the teacher first and then to the administration when necessary. Problems can be resolved satisfactorily if they are brought to the attention of the proper authority and worked through together.

PROGRESS REPORTS

TCS utilizes a software program (RenWeb) that enables parents to check their own child's grades at any time on the Internet. **Progress reports are sent to parents, via Renweb, half way through each of the nine week marking periods.**

REPORT CARDS

Report cards for each nine weeks are available after every grading period via RenWeb.

RETENTION

Retention is decided on an individual basis. Retention will be considered if a student receives *D*'s and/or *F*'s in two or more core subjects (math, science, history, and English), if a student fails the minimum competency tests,

and/or if he/she is not able to do grade level work without continual frustration. The administration of the school has final responsibilities for the grade placement of the students.

STUDENT RECORDS

Accurate and complete individual, permanent, and cumulative records are maintained for each student. All data (cumulative and confidential) maintained on an individual student is considered the student's official school records. The school has a responsibility to protect the rights and privacy of the student and his/her parents. The school, therefore, adheres to State and Federal statutes designed to safeguard information in scholastic records. Parents, guardians, or eligible students (18 years of age or attending a post-secondary institution) have the right to inspect and challenge the content of these records. Copies of school records or transcripts may be transferred to other schools or agencies upon the receipt of a valid written request for release. Transcripts will not be forwarded if the financial accounts are outstanding or if satisfactory payment arrangements have not been made with the school.)

TESTING

Standardized tests are used as aides in determining ability, evaluating needs, improving instruction, assessing academic progress, and pupil guidance. The following tests are used at Timberlake Christian Schools:

1. *In-View Test (grades 7 and 9)*. This test is taken periodically to provide for assessment of general school ability or scholastic aptitude.
2. *TerraNova 3 Achievement Test (grades 6-10)*. This is a series of comprehensive achievement tests developed to provide measurement and assessment of learning at different levels of the educational process. It is designed to measure the important understanding, skills and abilities that are desirable outcomes of the curriculum. The TerraNova 3 is generally given in April.
3. *Preliminary Scholastic Aptitude Test/Scholastic Aptitude Test*. All sophomores and juniors will take the PSAT in the fall. **Juniors and seniors should take the SAT and/or ACT in the fall and/or spring as a part of preparation for college admission requirements.**
4. *ASVAB*. This test is a military test that measures scholastic aptitude and career strengths. It is given to all juniors.

MINIMUM COMPETENCY TESTING

To ensure the quality of instruction for all students and a minimum level of student proficiency in core areas of language arts and math, TCS uses in-house testing known as Bench Mark Tests (BMT) for marking periods 1 - 3 culminating in a Minimum Competency Tests (MCT) at year's end in select grades. Teachers will give these cumulative tests during the school year to help students and parents track student progress in these subjects each of the first three marking periods. They will be a part of the student's final grade each marking period. If a student is struggling with subject matter as shown by the BMT or general grades, the TCS Resource Program is available as needed.

TEXTBOOKS

Per teacher instructions, non-consumable school owned textbooks must be covered. Adhesive covers are not permitted. Books need to be covered by the beginning of the second week of each semester. The student's name should be printed on the front of the book cover. Students will be charged for damage beyond normal usage to school owned textbooks.

ATHLETICS/EXTRACURRICULAR

Students participating in any extracurricular activities must maintain passing grades (D or above) in all subjects and an overall average of C or above to remain eligible to play. Eligibility is determined at the end of every 4 ½ week grading period. If a student must be suspended from a team for academic reasons he/she can be reinstated once grades are brought back to a D or above with a minimum of one week suspension. The player may continue to practice with the team during this time but may not participate in games or performances.

Participation in athletics is a privilege that is earned not only through academics but through exemplary behavior as well. Students who struggle in these areas may see an impact in their amount of playing time. Any player serving a detention on a given day may forfeit their right to play in that day's athletic event.

An athletic fee is charged to each athlete for each sport in which they participate in order to offset the cost of officials and other expenses related to the sport. Any late or outstanding financial obligations to the school must be paid before a student may participate in athletics, including practices. Each student must get a physical and fill out the VHSL sports physical form (**available on the schools website**) and turn it into the school to be kept on file before he/she can participate in a sport. This has to be done on a yearly basis.

A student must be in school for at four periods of the daily class schedule in order to participate in games or practice that day. Unusual circumstances may be appealed for consideration to the athletic director or school administration. Part time students must attend at least two classes to be eligible to play Junior High or JV sports. A student must be full time (at least four classes) to play Varsity sports.