



Timberlake Christian Schools

Parent-Student Handbook 7 - 12 (2017-2018)

Table on Contents

INTRODUCTION

Welcome 2

ABOUT US

Mission Statement 2
Vision 2
Core Values 2
Expected Student Outcomes 2
Statement of Faith 2
Statement of Nondiscrimination 3

EDUCATIONAL PHILOSOPHY & ACCREDITATION

Educational Philosophy 3
Accreditation 5

ADMISSIONS

Admissions Policy 5
Pastoral Recommendation 5

DAILY OPERATIONS

Attendance 6
Tardies 6
Make Up Work 7
Daily Schedule 7
Drop Off & After School Pick Up 8
Information Updates 8
School Closings 8
Lockers 8
Medication / Illness Policy 9
Student Driving 9
Student Parking 9
Visitors 9

DISCIPLINE & CONDUCT

Behavior 24/7 10
Bullying 10
Disrespect 10

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.

DISCIPLINE & CONDUCT (continued...)

Inappropriate Items 10
Life Practices 10
Plagiarism 10
Demerits 11
Detention 12
Computer Use Policy 12
Cell Phones 12
Telephone Use 13

DRESS REGULATIONS

School Day Dress 13
Dress Down Day Dress Code 14
Physical Ed./Athletic Dress Code 14

ACADEMICS

Awards & Recognitions 14
Academic Accommodations & Resource Program 15
Diploma & Graduation Requirements 15
Dropping Subjects 16
Dual Enrollment 16
Grading Scale 16
Report Cards & Progress Reports 17
Final Exams 17
Failed Courses 17
Guidance 17
Homework 17
Honor Roll 17
Parent School Relationships 17
Student Records 18
Testing 18
Textbooks 18

ATHLETICS/EXTRACURRICULAR

Athletics 18

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 **mentoring** 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; **and**
  - giving daily exposure to Biblically integrated teaching;
- 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; **and**
  - providing scholastic competitions in various subject areas;
- 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 7 – 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 7-12 (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 **at the discretion** of the administration **or student services**. All prearranged absences (e.g. family trips) must be approved by the principal or student services in advance (**at least 1 week in advance and requested via email or parent note**) 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 **to student services**. If a student is absent for an appointment, a doctor's note must be provided at the front desk in order for absence to be excused. **Absences due to illness lasting great than 5 consecutive school days will require a doctor's note upon return to school.** Work **missed** 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 **at the discretion of** 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.

#### Excessive Unexcused Absences:

Students will be allowed up to **9 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. **Student who miss more than 9 days/semester other than hospitalizations, physician documented illness, funeral, or approved school related trip will not receive credit for the course. Only 4 parental notes, emails, or phone calls per semester will be accepted as an excused absence. Notes, emails, or phone calls must be received within 48 hours of absence. Absences with a doctor's note will be excused.**

#### Truancy:

Deliberate absence without the knowledge and permission of the parents will result in a grade of zero **for each class missed that day** 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. **Senior students MAY be permitted to leave campus for 2 back to back free class periods and with written permission from a parent.**

A student must be at school in the classroom at least 4 class periods for grades 7-12 to be counted as present for the full day. If a student in grades 7-12 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.

#### 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 **at the discretion of** administration **or student services**. **Tardies with valid reasons will only be excused after parent notification has been sent via phone, written note, or email to student services. If a student is tardy due to an appointment, a doctor's note must be provided at the front desk in order for tardy to be excused. Work missed may be made up according to information below.**

Student tardies will follow the following guidelines **and are cumulative for the semester:**

- Three unexcused tardies – **Parents are** notified via email of risk of future penalty at 6 unexcused tardies.
- Six unexcused tardies – **Parents are** notified via email. Student serves a 30 minute after-school detention on a day designated by TCS after 6<sup>th</sup> tardy is communicated to then parents.

- Nine unexcused tardies – **Parents are** notified via email. Student serves a 50 minute after-school detention on a day designated by TCS after the 9<sup>th</sup> tardy email is communicated to the parent.
- Twelve unexcused tardies – **Parents are** notified. Student serves a half-day in-school suspension on the next scheduled school day after the 12<sup>th</sup> tardy is communicated to parents.
- Eighteen unexcused tardies – **Parents are** notified via email. Student serves full-day in-school suspension on the next scheduled school day after the 18<sup>th</sup> tardy is communicated to parents.

After a full-day suspension is served, the **tardy count returns to 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/**missed work**:

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. **In most cases, missed work is also available via the Parent and Student Renweb accounts.**
3. Make up work not turned in on time **will** 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. **Homework will be due as scheduled for students who leave early due to athletics or illness IF they were present for the class in which the work was assigned. If the student misses the class with assigned homework, the student will be given 1 additional day to complete the assignment.**
6. When a student has an unexcused absence, it is the *student's* responsibility to obtain and make up the work missed. **Missed work turned in late will result in a lowered grade or may not be accepted.**

#### 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 **no later than 8:45 am** for pick up at the end of the school day. **Requests received after 8:45 am are not guaranteed for after school pick up.** You may also request make up work be sent home with a sibling or someone you designate. 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 will be 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**

- **Zero Period** – High School Choir 7:30 AM
  - Morning Drop Off 7:40-8:15 AM
  - Tardy Bell, Homeroom Begins 8:20 AM
  - Seven Class Periods and Lunch 8:20 AM - 3:05 PM (see yearly bell schedule)
  - Dismissal 3:05 PM
- Early Dismissal Days:**
- After School Pick Up 12:00-12:30 PM

***DROP OFF AND AFTER SCHOOL PICK UP (7-12 Grade)*****Drop Off:**

- **Before 7:40 AM** – All secondary (7-12) students must enter through main office doors. Parents must pull into a designated parking spot. **Students should not routinely be dropped off prior to 7:40 am without permission from administration unless they are enrolled in extended care. Students in grades 7-8 should report to Extended Care and students in grades 9-12 will need to report to the elementary benches until the 7:40 AM bell.**
- **Between 7:40-8:20 AM** – All secondary (7-12) students must be dropped off at rear entrance behind the school.
- **After 8:20 AM** – All secondary (7-12) students must enter through main office doors, **obtain a tardy pass, and report to homeroom. Parents must pull into a designated parking spot.**

**Pick Up:**

- **Before 3:05 PM** - All secondary (7-12) 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 **written or emailed** permission from a parent or guardian and must sign out in the main office.
- **During 3:05-3:30 PM** – All secondary (7-12) students must wait in the middle school foyer until parent pickup. No students may leave the waiting area 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 PM** – All secondary (7-12) students must be picked up by 3:30 unless involved in an official school activity or are with a teacher. Students involved in athletics 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 7-8 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. Students will need to remain in the hallway outside the office until their parents arrive for pick up.

***INFORMATION UPDATES***

The school calendar is posted on the school's website [www.tcs4u.org](http://www.tcs4u.org). School information updates are sent regularly informing families of official announcements, schedule changes, and/or general school information to parent email addresses. 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 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 RenWeb.

***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](http://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.

***LOCKERS***

Any locker may be opened and its contents 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.

Lockers, shelving, **and hooks** are provided for student items (book bags, lunches, books, etc.) storage during the day. Any student items that are found in the hallway, **not on hooks**, during or after the school day will be placed in



lost and found area. **Lockers are not to be written on or have permanent or difficult to remove decals or stickers placed on them.**

### ***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, we 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, the medication 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 includes 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 relieving 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.

### ***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. **The make, model, and vehicle license plate number will need to be provided to the school office.**

### ***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.

### ***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. **Other items may be prohibited at the discretion of the school administration.**

### ***LIFE PRACTICES***

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.

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.

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

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

### ***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 situation of factual information. A teacher reserves the right to deduct points from a student's assignment should evidence of technical plagiarism be

sited. If evidence of intentional plagiarism is sited 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). **By signing the demerit, the student is acknowledging receipt of the demerit, not agreement. A student may then appeal the demerit with teacher or appropriate principal as necessary.** The teacher turns in demerit slips to the **Student Services** office.
2. A record for demerits is kept in the office and demerits are recorded and tabulated weekly. Student Services notifies the appropriate principal when plateaus are reached.
3. **All demerits are entered into renweb as received in the Student Services office and emailed to parents.**

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 **on a day designated by TCS after fourth demerit is posted**. Parent is notified by email of detention to be served. Student comes to office by **3:15** 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 **on a day designated by TCS after eighth demerit is posted**. Parent is notified by email of detention to be served. Student comes to office by **3:15** and must be in detention for 50 minutes.

Third Plateau – 12 demerits: When a student reaches 11 demerits, parent is notified. If a student reaches twelve demerits, student serves a suspension **on a day designated by TCS after twelfth demerit is posted**. The student serves a half-day in-school suspension.

Fourth Plateau – 16 demerits: When a student reaches 15 demerits, parent is notified. If a student reaches sixteen demerits, student serves a suspension **on a day designated by TCS after twelfth demerit is posted**. The student serves a full-day in-school suspension.

Fifth Plateau – 20 demerits: When a student reaches 19 demerits, parent is notified. If a student reaches twenty demerits, student serves a suspension **on a day designated by TCS after twentieth demerit is posted**. The student serves a full-day out-of-school suspension.

Sixth Plateau – 30 demerits: When a student reaches 29 demerits, parent is notified. If a student reaches thirty demerits, student serves a suspension **on a day designated by TCS after thirtieth demerit is posted**. 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 **reset to zero** 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.

**The school may skip demerit plateaus at the discretion of administration.**

### OFFENSES

### DEMERITS GIVEN

<b>TC</b> Tardy to Class	1 demerit
<b>GR</b> Ground Rules (teacher specific rules)	1 demerit
<b>CD</b> Classroom Disturbance	1 demerit
<b>R</b> Rowdiness in Room/Hall	1 demerit
<b>NPC</b> Not Prepared for Class	1 demerit
<b>CP2</b> Deliberate/ <b>Continuous</b> Cell Phone Use	3 – 5 demerits
<b>DS</b> Dress Code Violation	1 demerit
<i>The following could also lead to suspension or dismissal</i>	
<b>LA</b> Improper Language	3 - 10 demerits

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

### ***DETENTION***

Should a student need to serve a detention, this time will be completed at the conclusion of the school day on a day designated by TCS. It is the student's responsibility to report on time to the designated location. Detention time will be supervised by a secondary faculty member and may coincide with other scheduled practices and/or games. This will be a quite study hall and is to be used for reading, studying, or completing homework. Cell phone use during detention is always prohibited. The teacher may at their discretion, have students use this time serving TCS. This service may include picking up trash, sweeping floors, or other projects as deemed appropriate by the supervising staff member.

### ***COMPUTER USE POLICY***

Any student not following the TCS computer use policy may be subject to school discipline, including suspension or dismissal. Students may bring a personal laptop or tablet to school for school use. TCS will not be responsible for lost, stolen, or damaged laptops or tablets.

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.

### ***CELL PHONES***

Cell phone use will be permitted during lunch and library study halls. Cell phones are not to be seen or heard at any other time during the school day. This includes any time students are in the hallway or restrooms.

Exceptions may be made by the teacher during class time for educational purposes only. If a cell phone is out or heard during the school day, other than lunch or library study hall, it will be confiscated by the teacher, turned in to the school office, and result in disciplinary action. Repeated violations will result in the student's loss of the privilege to carry a cell phone during the school day.

**Under no circumstances may students use their cell phone or tablet to take, or post pictures/videos of any kind on school grounds; including selfies. Cell phones or tablets are not to be used to post negative statements about**

**students, faculty, or staff via text message or social media. The use of cell phones and tablets in these manners are strictly prohibited.**

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.

**TCS is not responsible for lost, stolen, or damaged cell phones. School administration may request to view the contents of any device believed to be used in an inappropriate manner.**

#### **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 **between classes**.

### **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. **Visible tattoos and body piercing of any kind (other than ears for girls) are not permitted. Under no circumstances should these be visible, including during athletics, spring formal, or any school sponsored event.** 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 **daily**.
- May wear a solid colored extra tee shirt or turtleneck *underneath* their uniform shirt.
- May wear any official TCS jacket, fleece, sweatshirt over their uniform shirt.
- May wear a basic solid color **open front, button down, or full zippered sweater, fleece, or sweatshirt** over uniform shirt.
- TCS shirt should be visible.
- **Pants should not have patches; look “destroyed,” or bleached 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.
- TCS reserves the right to decide if a garment is acceptable.

#### **Secondary Boys (7-12)**

- May wear classic/**straight, relaxed** style slacks **or bermuda style shorts** in khaki/sand/stone, white, brown, navy, gray, or black. **Bermuda shorts may be no shorter than 1 inch from the top of the kneecap.**
- No jeans or denim pants **or shorts** of any color.
- No warm up pants or sweat pants.
- **A belt must be worn if the pants have belt loops.**
- Shirts are to be buttoned (with the exception of the top button) and tucked in at all times.
- Boys may wear a solid colored, non-TCS collared dress shirt, but **MUST** wear a tie.
- No sandals, flip flops or slippers.

- 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 grade 11-12 boys. Sideburns may not come below the bottom of the ears.

#### **Secondary Girls (7-12)**

- May wear classic/**straight, relaxed** style slacks, **capris, bermuda style shorts** or skirts in solid navy, khaki/sand, white, gray or black.
- Pants, **capris, or bermuda style shorts** should not be tight or form fitting (**no skinny cut**).
- No jeans or denim pants, **shorts or capris** of any color. Denim skirts in good condition are acceptable.
- Skirts **may be no more than 1 inch from the top of the kneecap** while standing and should have a straight hem.
- **Bermuda shorts must be no shorter than 1 inch from the top of the kneecap.**
- No warm up, sweat pants, or pajama pants.
- **Tights/leggings/jeggings may only be worn under skirts that are dress code length.**
- No athletic sandals, flip flops, or slippers.

#### **DRESS FOR EXTRACURRICULAR ACTIVITIES**

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 the lower half of student's back**. **There should be no visible midriff or 2 piece dresses unless the top completely covers the skirt.**

Any TCS student on campus must be in acceptable attire. **These guidelines apply to any TCS sponsored event whether on campus or an alternate location, including athletic events, after-party, etc.** 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 jeans. Pants should not be tight (no skinny 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 should not contain questionable content.** 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:
  - **Solid colored t-shirt**
  - Plain, solid color 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.

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

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

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

### **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	

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 10<sup>th</sup> 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 **the first** 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 for both high school and college credit. A standard 3 credit online dual enrollment course is equivalent to 0.5 high school credits. **In order to be eligible for dual enrollment, students must:**

1. **Complete the *Request for Dual Enrollment* form and turn it into the Guidance Office for approval prior to enrolling for any dual enrollment classes.**
2. **Have completed their sophomore year.**
3. **Be enrolled as a full time student at TCS in at least 4 classes, not including choir and only 1 teacher's aide class.**

It is the responsibility of the student and parent to ensure dual enrollment transcripts are sent to the Guidance Department by the college or university enrolled.

**GRADING SCALE**

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



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

### **REPORT CARDS/PROGRESS REPORTS**

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

### **FINAL EXAMS**

**Seniors may be exempted from their final exams if they meet the following criteria:**

1. **Received a grade of A for both term three and term four in the class.**
2. **Have received no more than 5 unexcused absences for the class over the school year.**
3. **Has no more than 5 unexcused day tardies (homeroom) for the school year.**

### **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. 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 repeatedly fails classes may be asked to leave TCS. **Retention will be considered on an individual basis and the administration has final responsibility for the grade placement of students.**

### **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 RenWeb.

1. Homework assignments are given to prepare students for independent study.
2. In order to encourage students to attend church services on Wednesday:
  - a. There will be no homework assigned in grades 7 – 8 (except for classes that meet only Tuesday/Thursday or high school credit classes) on Wednesday nights and no tests on Thursday.
  - b. 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.
3. No more than two major tests, projects, or papers in grades 7 – 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, **according to biblical principles**, 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.

### **STUDENT RECORDS**

Accurate and complete cumulative records are maintained for each student. All data 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 7-10)*. 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.

### **TEXTBOOKS**

Per teacher instructions, non-consumable school owned textbooks must be covered. Adhesive **and soft/cloth** 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 **or participate**. Eligibility is determined at the end of every 4 ½ week grading period. If a student must be suspended from a team/**activity** 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 **student** may continue to practice with the team during this time but may not participate in games or performances.

Participation in athletics **and extracurricular activities** 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 **student** serving a detention on a given day may forfeit their right to play in that day's athletic event **or extracurricular activity**.

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. 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 **least** four periods of the daily class schedule in order to participate in games or practice that day. **If a student goes home sick, they may not return to school for games, practices, or activities 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 or participate in the school musical.