

# Tennessee Christian Preparatory School



## Parent - Student Handbook Lower School

Revised 03-01-2018

*Welcome!*

Welcome to Tennessee Christian Preparatory School (TCPS).

You have made a great educational choice and the members of the administration, faculty, and staff are happy you are here! Our objective is to provide quality education in a loving Christian environment.

This handbook sets forth an overview of pertinent issues necessary for students and parents/guardians to fully enjoy their educational pursuits at TCPS. This handbook is not exhaustive, in that it is virtually impossible to capture all of the codes, policies, and situations regarding student acceptance and life as a member of the TCPS student body. When an issue arises that is beyond the scope of this handbook, it will be dealt with by the administration and the Board of Trustees.

Please talk with the administration members if you have any questions regarding any aspect of the material contained in these pages.

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# **TENNESSEE CHRISTIAN PREPARATORY SCHOOL STUDENT – PARENT HANDBOOK 2017/2018**

## **School Name**

Tennessee Christian Preparatory School

## **School Colors**

Red, Black, and White

## **Mission Statement**

Tennessee Christian Preparatory School provides a quality college preparatory education from a Biblical worldview, and equips students for tomorrow's challenges by educating the mind and the soul.

## **Vision Statement**

Tennessee Christian Preparatory School will serve students and families by providing a quality college preparatory education from a Biblical worldview.

## **Professional Affiliations and Accreditation**

TCPS is accredited under guidelines approved by the Tennessee Department of Education and through SACS-AdvancEd.

## **Parent Code**

The Board of Trustees approves the following Parent Code to express the appropriate response of all parents/guardians (from this point, “parent” or “parents” will signify either parents or guardians) for their support of the Christian educational program at TCPS.

I (the parent) understand the importance of:

By enrolling my child(ren) at TCPS I agree to the following:

- I agree to support TCPS, its standards, regulations, philosophy, and mission statement.
- I understand that if my account is past due, no report card or transcript will be sent until my account is paid in full.
- I understand there is a \$25 charge on any checks returned to TCPS unpaid in addition to any late charges that may incur.
- I understand that TCPS reserves the right to release any student whose account becomes 30 days past due.

- I understand that should my child fail to comply with the rules, regulations, and standards of the school, TCPS retains the right to dismiss my child.
- I understand that no allowances or deductions are made should my child be absent. Should I withdraw my child or if he/she is dismissed, there will be no refund of any tuition or enrollment fee.
- I agree to pay for any school property my child destroys or damages.
- I agree that should my child have difficulty adjusting to school, I will make every attempt to work with the school staff in a Christian manner so as to resolve the conflict.
- I agree to keep all doctrinal differences out of the school.
- I give to TCPS the responsibility of helping my child achieve academic excellence, and I pledge to assist the school by encouraging my child to be on time, complete his/her assignments, and provide training at home.
- I agree to support my child and the school by obtaining the volunteer hours asked of each TCPS family. These may be obtained by attending school functions and workdays, helping teachers, etc. For Christian education to be effective, it is vital that close communication be maintained between parents and school staff.
- I agree to help TCPS to the best of my ability with financial and/or volunteer support.
- Earnestly praying for TCPS.
- Fully cooperating in the educational functions of TCPS and doing my best to make Christian education effective in the life of my enrolled child (ren) so that he/she/they may love and serve the Lord Jesus Christ.
- Paying all of my financial obligations to TCPS on or before the date due. If I am ever unable to pay on time, I will notify the Director of Finance in advance, (a) giving a reasonable explanation for the delay and (b) stating when payment can be made.
- Supporting the school by gifts, in addition to my tuition payments and fees, as the Lord enables.
- Undertaking volunteer duties and responsibilities for TCPS as opportunities arise and as God provides time and strength.
- Recommending TCPS to other Christian families as opportunities arise.
- Attending meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.

- Seeking to resolve any dissatisfaction with the school by resolving the matter with the person or persons involved rather than spreading criticism or holding a negative attitude in my heart.
- Seeking, when possible, the advancement of TCPS in all areas of its program.

### **STATEMENT OF FAITH**

The basis of this school community is the Bible, the infallible Word of God. The school is a part of the church at work with a focus on a biblically-based education. The following statement of faith summarizes the essential truths of the Bible for this school community:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe in the salvation of lost and sinful man; regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost: they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complimentary genders together reflect the image and nature of God.
- We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For the purposes of Tennessee Christian Preparatory School's faith, doctrine, practice, policy, and

discipline, our Board of Trustees is Tennessee Christian Preparatory School's final interpretive authority on the Bible's meaning and application.

### **OBJECTIVES OF CHRISTIAN EDUCATION**

TCPS introduces the student to those areas of learning to which every well-educated Christian should be exposed. These include:

- Knowledge of God and the Scriptures, including a meaningful personal faith in Jesus Christ and a personal commitment to the values and lifestyle that such a relationship produce.
- Knowledge of oneself.
- Knowledge of one's own culture and others.
- Knowledge of God's created order.
- Knowledge in depth of the liberal arts and sciences.

TCPS proposes to assist the student in developing general abilities and transferable skills expected of every competent citizen of a contemporary society. These include the ability to:

- Think rationally, critically, and creatively.
- Read, write, and speak effectively.
- Exhibit mathematical competency.
- Employ scientific methodology.
- Render discerning ethical judgment.
- Develop aesthetic appreciation.
- Apply the above abilities concretely.

### **FOUNDATIONAL PRINCIPLES OF EDUCATION**

Tennessee Christian Preparatory School approaches education from within the framework of Christian faith as presented in the Holy Scripture, the infallible Bible, which provides a coherent perspective on life and the world. We believe that God, as manifested in Jesus Christ, has revealed to His people principles of education. We commit ourselves to the following educational principles:

#### **God**

All proper knowledge has its source in God, as manifested in Jesus Christ. Scripture is the source of the organizational structure and fundamental principles of each field of knowledge.

#### **Mankind**

Man, being created in God's image and enlightened by the Holy Spirit, is able to gain knowledge of God and God's creation. Because the God-given spiritual nature of man is

inseparable from his emotional, intellectual, and physical nature, the school is committed to the total development of our students.

### **Faith and Learning**

All truth is from God, who has chosen to reveal Himself and His truth to us. Knowledge of God is the proper setting for all understanding. Reason exercised in the framework of a faith commitment to God will nurture our faith and expand our knowledge. For the Christian, faith and learning are inseparable.

### **Christian Calling**

The Christian purpose in life is to glorify God; to be stewards of His creation; to serve God and others; to bear witness to the Lordship of Jesus Christ; and to influence society, culture, and the church by supplication of Christian thought and service in all dimensions of human endeavor. God has given different abilities to each person, and He expects a student to perform in proportion to his or her abilities.

### **Academic Pursuit**

God's eternal Word, the Holy Bible, is the ultimate source and foundation of all truth. Since we recognize that all truth comes from God, we can confidently encourage sincere intellectual exploration of diverse views within the Christian faith. Both students and teachers may raise honest questions and seek answers to them without reluctance.

### **Parents and Church**

The responsibility for the educational and Christian development of each child belongs to the parents. It is, therefore, the fundamental responsibility of the family to train and educate the child. The Christian school should function as an extension of both the Christian home and the Christian church. It is, therefore, the school's role to supplement and complement the home and church—never to supplant, subvert, or replace them.

### **The Christian School and Teachers**

The authority of the teacher in discipline and character training is derived from the fact that he/she stands in "loco parentis" (in place of the parent), and the teacher derives authority in subject matter from his/her faithfulness to the laws of God as set forth in the Bible, God's Word. The school, being a body of Christian believers, possesses freedom to function in education in total and voluntary submission to Christ. The day-to-day activities in the Christian school should reflect the Body of Christ at work.

### **Policy Statement on Diversity within the TCPS Community**

Diversity among TCPS constituents is a central concept set forth by the Board of Trustees. As a philosophic cornerstone, diversity is to be expressed through several significant characteristics within school families. Those characteristics are socioeconomic standing, church membership and denominations within the Christian community, ethnicity, and the academic ability of the students.

The capacity of any group of Christian people to tolerate diversity (in ethnicity, socioeconomic status, denomination.) is a measure of true Christian community. Diversity mandates a focus upon the centrality of God's Word as the basis for truth and mandates a focus upon Jesus Christ as the way, the truth, and the life to God the Father. The practical or denominational differences (diversity) brought to this community should pale in the light of God's Word and God's plan of salvation for those who seek after Him.

Inherent in diversity is tension. Tension is the human consequence of individuals focusing upon differences, which result from denominational diversity, rather than focusing upon similarities and central truths of our Christian faith and Christian heritage. Often, there is an overt attempt on the part of some to eradicate differences and produce a monolithic parent group and student body within a school setting. The antidote for the tension is a refocusing upon the policies of the Board of Trustees as set forth in the Employee Handbook and the Parent-Student Handbooks, a refocusing upon the centrality of God's Word, a renewal of prayer and fellowship with one another, and a continued commitment by the Board of Trustees to inform new members of the school community of denominational diversity in the foundational philosophy as the day-to-day activities on the TCPS campus and in the TCPS classroom.

### **Policy Statement Regarding Controversial Issues**

Instruction, information, discussion, and materials which pertain to those issues of such nature that they are the center of legitimate discussion within this (TCPS) Christian community will be presented or responded to by teachers and administrators with an educative intent, with as much objectivity as possible, and on an age-appropriate basis.

"With educative intent" implies that the purpose of the presentation of controversial material is to inform and educate, not to proselyte to a specific view within a denomination. Obviously, the sharing of diverse views held sacred within the Christian community and based upon Holy Scripture, is to be done "with as much objectivity as possible" in order to protect educative intent and to protect the school from denominationalism or controversial lifestyles and behavior. The following are age-appropriate guidelines:

**Grades Kindergarten through 5th:** In the Lower School, curriculum will not address the controversial aspects of any issue. Questions that may be generated by class discussion should be answered from a Biblical base with appropriate explanation (following the above-mentioned guidelines) regarding the diversity of thought within the Christian community.

Questions regarding controversial issues will certainly arise. It is always appropriate to refer the student to Scripture, his/her parents, and pastor for further discussion of the issue.

### **Policy Statement on Creation**

The creation of the universe, the earth, and mankind is one of the mighty acts of God. At TCPS we believe that every word of the autographs (originals) of Scripture are without error

in any way and that valid and reasonable interpretations of relevant Scripture passages can argue either for a very ancient creation or a more recent one.

In the Christian community there is a legitimate diversity of thought as to the time and process by which creation occurred. We respect serious Bible scholars with varying points of view, as long as these scholars: (a) hold to an absolute belief in God's creation of the universe, the earth, and mankind; (b) hold to reasonable explanations for their convictions; (c) hold to convictions that are based on belief in the inerrancy of Scripture. During the course of a student's experience at TCPS, the student will become acquainted with an array of viewpoints on creation on an age-appropriate basis.

**Policy Statement on Appropriate Communication within the TCPS School Community**  
Communication, which involves giving and receiving accurate information, is a necessity for understanding and growth to occur. A school such as TCPS should have adequate communication channels among the various groups represented in the school constituency. The Board of Trustees is entrusted with the responsibility of providing appropriate communication lines between the Board and the administration, as well as between the Board and parents. When appropriate communication channels are utilized, they increase understanding, further develop a sense of community, reduce the propagation of inaccurate information, and produce clarity and accountability.

Often a parent has a question or issue that requires conversation with a teacher or administrator. The parent should call for an appointment with the teacher or school Principal. If questions remain after meeting with the teacher and then the Principal, the parent should schedule a meeting with the President of the school. These administrators are the appropriate channels for accurate information regarding curriculum matters, disciplinary issues, and staff issues. Parents are urged to seek information in an appropriate manner, beginning with the faculty and then the school administration. This process prevents rumors and misinformation from developing. FTO (Family Teacher Organization) meetings are an appropriate place for discussions of community-wide issues (i.e., those issues that are not personal in nature and that do not reflect upon an individual in a negative way).

Today's technology offers tools for communication. A phone call or email can be effectively used to clarify assignments, understand requests, set up appointments, encourage, and avoid interruption that would disrupt the educational process. Due to their limitations, a phone call or email cannot replace face-to-face meetings. Nor should a phone call or email be used to resolve matters of controversy. The expectations for appropriate etiquette would be the same for a phone call and email as for face-to-face meetings. Additionally, the ease of email could allow messages that could seem inappropriate in volume or in tone. The appropriate use of these new tools can help parent/teacher/student communication. TCPS values this and wants to encourage appropriate use of these communication tools.

**Policy Statement on Parental Involvement within the TCPS School Community**  
TCPS operates under the supervision of a Board of Trustees, whose membership is primarily comprised of parent members of the school. The educational program of the school is

directed by an administration comprised of professional educators; the administration is responsible to the Board of Trustees. In addition to its supervisory function with respect to all TCPS activities, the administration provides information to, and serves as a primary means of communication with, TCPS parents. An opportunity for parental involvement is through membership on the many committees that assist the Board in creating policy and providing oversight of the total school program. Examples of these committees include the Family Teacher Organization, Advancement Committee, Fundraising Committees, Booster Club, Finance Committee, etc. In fact, these committees are comprised primarily of parents. Also, parents serve as volunteers and paid aides serving under the direct supervision of the administration. Many teachers are also parents of TCPS students.

Parent involvement is an opportunity to be part of a process, as defined by the Board of Trustees, which allows an outstanding education to be gained within a Christ-centered environment. Few schools provide such a privilege to the parents of the student body.

Despite their personal and unique perspectives, TCPS parents must ultimately recognize their accountability to procedures established by the Board and the administration. Further, parents must understand the responsibility placed upon them to follow appropriate process in all matters related to school association. Parents who exercise their privilege to be part of TCPS must avoid disruption of the educational process. While parent/guardian views are important and influential upon school policies, it is vital that these views be expressed and carried out, as appropriate, through constitutionally mandated procedures and, most often, through the established committee structure.

### **ADMISSIONS**

TCPS does not discriminate on the basis of race, color, nationality, or ethnic origin in administration policies, scholarship and loan programs, or athletic and other school-administered programs.

TCPS does not provide specialists who are skilled in teaching learning-disabled or physical-handicapped children. Therefore, an evaluation of each applicant's physical, mental, and emotional ability to make reasonable education progress may be made prior to acceptance. An applicant whose educational progress is expected to be less than desirable due to the school's inability to provide for special needs is not accepted for enrollment.

To enroll in TCPS is a privilege and not a right.

The Tennessee Department of Education enacted House Bill 0839/Senate Bill 1022 which was signed into law by Governor Haslam on April 8, 2013. Changes would take effect in the 2013-2014 school year.

Children entering kindergarten shall be five (5) years of age on or before August 15 for all school years thereafter.

All students who seek to transfer to TCPS must be in good standing at their former school before admitted to TCPS. TCPS does not accept students who have been suspended, expelled, or asked to withdraw from their former schools. All students must complete the admissions process. TCPS reserves the right to require incoming students to take pre-placement testing.

TCPS requires an annual re-enrollment application be completed by all families wishing to enroll for the following year.

### **ATTENDANCE**

Tennessee school law requires punctual and regular attendance.

Each principal shall be responsible for ensuring that:

1. Attendance is checked and reported daily for each class;
2. Daily absentee reports contain sign-in/sign-out sheets and indicate which students were present or absent for the school day prior to or after 11:15.
3. All student absences are verified;
4. Written excuses are submitted for absences and tardies; and

### **EXCUSED ABSENCES**

Absences shall be considered "excused" for the following reasons:

1. Personal illness;
2. Illness of the primary care giver;
3. Death in the family;
4. Religious observances;
5. Authorized school-sponsored trips and activities (Not to be noted as an actually recordable absence. Such activities are considered "extensions" of the classroom); and
6. Circumstances that, in the judgment of the principal, create emergencies over which the student has no control

A one-day excused absence is provided for students when their parent or custodian is deployed into active military service. A one-day excused absence will also be allowed for students when their parent or custodian returns from active military service.

### **UNEXCUSED ABSENCES/TRUANCY**

Five (5) parent communiques through email or handwritten note only per year will be required for student absences, after which a doctor's note may be required. Absences in excess of the five excused by parent note will be termed "unexcused."

A student who is absent (5) five days per semester without adequate excuse will be reported to the principal who will, in turn, provide written notice to the parents/guardians of the student's absence.

Students participating in school-sponsored activities whether on- or off-campus shall not be considered truant or absent. In order to qualify as "school-sponsored," an activity must be school-planned, school-directed, and teacher-supervised.

Truancy is defined as an unexcused absence for any portion of the school day or any portion of a particular class without justifiable reason as determined by the administrator or designee. Truancy represents a blatant, intentional violation of compulsory attendance on the part of the student and will be handled in agreement with school rules and procedures.

Excessive truancy will become a disciplinary issue and may lead to a student being asked to withdraw from Tennessee Christian Preparatory School. The parents/guardians will be required to meet with the President and Principal to resolve the issue and to determine the actions which will be taken.

### **MAKE-UP WORK**

All missed work, whether due to an EXCUSED absence or to an UNEXCUSED absence, will be made up without academic penalty. This does not negate disciplinary measures that will be taken due to violations of school policy (i.e. truancy, fighting, suspensions, etc.). Discipline, however, shall not include academic repercussions.

While unexcused absences should incur consequences, the school's primary focus shall remain the student's education. The ultimate goal is to facilitate make-up work regardless of the nature of the absence so that any gap in a student's learning will be minimized. Therefore, the following principles and regulations will apply:

- 1. Every intervention shall be undertaken to promote a student's academic success and to communicate that "failure is not an option."
- 2. All missed work (assignments, homework, tests, projects, etc.) due to an absence, whether excused or unexcused, must be made up.
- 3. At the Upper School level (grades 6-12) it is the student's responsibility in conjunction with the teacher to determine what assignments and tests have been missed and to make arrangements for making up such coursework and assessments. At the Lower School level, (grades K-5) the teacher will fill the primary role in assuring that students returning from an absence will be given make-up work and assessments.
- 4. The student will have three days for each day absent to complete and turn in work without penalty.
- 5. If the time period expires and the work has not been turned in, the teacher will accept the work and may utilize a declining scale of grading.
- 6. A student who knows in advance that he/she will miss class is expected to turn in assignments or take tests on the day assignment or test is due. If that day has passed, the assignment or test will be due on the day of return.

While academic punishment will not be employed in response to truancy/excessive absenteeism, TCPS will take other strict measures to address unwarranted absences.

Therefore, a student who has been absent must, upon his or her return to school, provide a written explanation/excuse signed by his or her parent or guardian. The principal or his or her designee may require a statement from a physician before an absence is excused.

### **STANDARDIZED TESTING**

A student who is absent the day of standardized test must complete the test on the next allowable test administration day. The student will receive an "Incomplete" in the course until he or she has taken the test.

**CHECK-OUTS** - To check out a student, a parent or guardian must come to the office. Three check-outs, each semester, may be excused with a parent or guardian note. Check-outs beyond these numbers will be excused only if a doctor's note or other acceptable evidence (dentist, lawyer, court, etc.) is produced when the student returns to school.

**CHECK-INS** - If a student goes to the dentist, lawyer, or court he/she must bring an appropriate note to the office to check-in.

### **Tardies**

The school opens at 7:30AM, and students arriving after 8:00 a.m. need a tardy slip from the office to enter class.

#### *Excused Tardiness*

Tardiness is excused when the student has an acceptable reason (including but not limited to illness, car trouble, accidents, medical or dental appointments, family emergencies, or circumstances beyond parental control). In matters of judgment, opinion of the administration will be final. Students may not make up work missed as a result of unexcused tardies.

### **Before- And After-School Care (Extended Care for Lower School Students)**

School opens at 7:30 a.m. Your student may arrive after this time. Students will be supervised in the hallway until their classroom opens at 7:50 a.m.

A supervised aftercare program is provided for Kindergarten through 5<sup>th</sup> Grade until 5:30 p.m. The charge for this service is \$8 per day. There is a charge of \$1 per minute past 5:30 p.m. to be paid when the student is picked up, and this late fee will be charged to the student's account. Students who are not picked up by 3:05 p.m. will be escorted to aftercare and the parent will be charged \$8. Every student taken to the aftercare must be signed out by the person picking them up. The fees for aftercare are due Monday for the previous week.

### **CARE OF SCHOOL PROPERTY**

All students are expected to use the building(s) as carefully as they would any other public or private building. Any abuse of any building, its equipment, or its fixtures requires immediate

correction. Parents are responsible for damages to the school property caused by their children.

### **CELL PHONES/Technology**

Cell phones must be turned off during the school day between the hours of 7:30-3:05. Phones must remain in the student's book bag. If a parent needs to contact a student during the school day, the parent may call the office, not the student's cell phone. If a student needs to contact a parent, he or she must use the phone in the office after obtaining permission from office personnel. The student is not to use a cell phone to contact anyone during the school day. Consequences for cell phone violations are as follows:

- 1<sup>st</sup> offense: Cell phone taken and student may pick up from office at end of the day.
- 2<sup>nd</sup> offense: Cell phone taken and parent must pick up from office at end of the day.
- 3<sup>rd</sup> offense: See disciplinary policy regarding classroom disruptions (detention, suspension).

### **CHAPEL**

A weekly chapel program is held for all students. During chapel, students are expected to be quiet, attentive, courteous, and reverent. Weekly separate Lower School and Upper School chapels as well as quarterly all-school chapels are held. Speakers include teachers, parents, local pastors, youth leaders, children's pastors, and missionaries and are approved by the building principal.

### **COMMUNITY SERVICE**

One of the earmarks of an education rooted in the Biblical principles includes a dedication to serving others. TCPS faculty encourages and direct various service projects throughout the academic year.

### **COMPUTERS AND NETWORKS INCLUDING THE INTERNET**

TCPS believes that the benefit from access to the Internet in the form of informational resources and opportunities for collaboration exceed any possible disadvantages. However, TCPS has no control over the content of information residing on such systems. TCPS uses software-screening programs in an attempt to limit access to objectionable material; however, even the best screening programs have difficulty staying ahead of those seeking to make questionable materials available. Parents, students, teachers, and staff are advised that some systems contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, pornographic, threatening, racially offensive, and illegal material.

Anyone using inappropriate materials in the school environment is subject to the discipline policies of the school. Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet, just as they do on the use of all media information resources.

With the infiltration of the internet on smartphones, Kindles and Nooks, as well as iPads, students will have access potentially without the faculty knowledge or permission. All technology in the classroom should be monitored by the instructor as well as used to benefit the entire class and the mission of the school. The administrators, to the best of their ability, control the use of the computers and networks and publish appropriate rules and guidelines.

### **Computer, Network, and Internet Rules**

- Private, commercial, or illegal use is prohibited.
- Materials that are obscene, offensive, threatening, or otherwise intended to harass or demean are prohibited.
- Programs that infiltrate computing systems and/or damage software components are prohibited.
- Files, data, or information of the school or others must not be improperly accessed, modified, or misused.
- Anonymous communications are not allowed.
- Software that enables remote access to the TCPS network or computers is not allowed unless approved in writing by an administrator.
- The illegal use or transmission of copyrighted material is prohibited.
- Prior to using the computers, all parents, students, teachers, and staff must sign a consent form.
- Individuals who use technology on the TCPS campus must acknowledge their understanding and agreement to follow the rules and guidelines on use of the computers.

*\*No student is allowed to use personal email or participate in any chat rooms or social networking sites while on the TCPS campus.*

*\*No student is allowed in the computer lab nor to use electronic devices (including but not limited to iPads, laptops, or other media) unless permitted by the classroom teacher, under teacher supervision, and solely for academic purposes. No earbuds or headphones (iPods, mp3 players, etc.) are permitted during the school day at any point.*

### **COOPERATION WITH OTHER AGENCIES**

TCPS is committed to cooperating with state and local agencies in supporting state and local laws, codes, and regulations. As such, suspected incidents of child abuse or neglect, on-site illegal possession or use of controlled substance, and on-site possession or use of a weapon will be reported to the appropriate authorities.

## **CURRICULUM**

The TCPS academic program seeks to meet the needs of all admitted students, while the focus of the program is college preparatory. Scriptural truth is always the foundation of the academic program and is the basis for developing character and fostering social, emotional, and physical growth. Integrating the principles of the Word of God into each area of the curriculum is the most unique characteristic of the TCPS program.

### **Textbooks:**

Depending on the grade/class, students may be issued various textbooks and/or workbooks. These books are the student's responsibility and they must be used with care. Textbooks are on loan and any excessive wear or loss will be charged to the student's account. No writing or highlighting is to be made in textbooks.

## **CUSTODY ISSUES**

The term parent or parents used in the Parent/Student Handbook refers to the custodial parent(s). All custodial parents who have, through court order, in any divorce, adoption, or other proceeding, been granted custody or designated custodial parent of a student must furnish a certified copy of said order, including any court-ordered parenting plan, to the school, which is kept in the student's file.

Pursuant to Tennessee Code Annotated 36-6-105, no school official may permit a change in the physical custody of a child at the school unless the person seeking custody of the child presents the school official reasonable advance notice of such person's intent to take custody of such child at the school. The school attorney must be consulted and furnished with a copy of any such order prior to any change of custody.

It is not the responsibility of the school to interpret, enforce, or mediate disputes over the meaning of divorce decrees, parenting plans, or other court orders. In such cases the school follows, subject to school policies, the wishes of the custodial parent designated in the most recent valid court order from a Tennessee Court, in the school's file. In the absence of a designation, this will be pursuant to TCA 36-6-410, the parent with whom the child resides the majority of the time.

Non-custodial parents, unless prevented by the court order, have the right to be placed on the school mailing list, attend announced events, and pursuant to TCA 36-6-104, have the right to request and receive a copy of their child's report cards, notice of school attendance, names of teachers, class schedules, standardized test scores, and any other record customarily available to parents. Tennessee Code Annotated 39-13-306 makes custodial interference a felony and Tennessee Code Annotated 39-11-402 provides for criminal culpability for assistance of another in commission of a crime. Therefore, TCPS does not furnish transcripts or other records suitable for use in admitting a child to another school to a non-custodial parent without the written consent of the custodial parent.

## **DAILY SCHEDULE**

### **Normal Schedule**

7:30 doors open  
8:00 school begins  
2:50 dismissal

Students should not arrive prior to 7:30 AM as they are unsupervised. At 7:30AM, the teachers will unlock the building doors.

Any student not picked up by 3:05 will be signed into aftercare and a fee of \$8 will be charged to the family's account.

### **Abbreviated Schedule**

8:00–11:30 AM

Early dismissal on the abbreviated scheduled is planned; see early dismissal policy for unplanned and emergency situations.

### **DISCIPLINE AND POLICIES**

All students are expected to abide by all rules while on campus. This includes before, during, and after classes.

A teacher has the authority, subject to school policy, to maintain discipline within his/her own class and has the authority to issue time-outs, etc., and if necessary, send a child to the Principal's office. The administration has authority to place students on probation or restriction, and to issue an out-of-school suspension or expulsion.

Bullying is intentional, persistent, offensive, abusive, intimidating, or insulting words or actions that make the recipient feel upset, threatened, humiliated, or vulnerable, undermining his/her self-confidence and causing one to suffer stress.

Public display of affection or unnecessary bodily contact, whether it is affectionate, playful, or hostile, is not acceptable conduct at school. Such incidents, which may seem harmless, often escalate rapidly and tend to detract from the development of proper relationships and a constructive educational atmosphere. Disciplinary action is at the administration's discretion.

Conversations, private and public, are expected to be positive, constructive, and respectful. Inappropriate conduct and conversation is defined as that which would knowingly result in another person's discomfort. Jokes, pranks, offensive symbols (i.e., gang symbols, confederate symbols, suggestive sign language, etc.), pornography of any sort, gossip, derogatory remarks, degrading names and putting others down (i.e., telling others to shut up or get lost or calling others stupid, etc.), misuse of God's name or spiritually meaningful terms, vulgar language, suggestive stories or drawings, horseplay, hiding book bags, invading private property, acts of intimidation, and invading private space are examples of what is offensive.

**Specific Behavioral Guidelines**

Guidelines for the students:

- Model, encourage, and support academic integrity in one another.
- Treat all individuals and property with respect, courtesy, and dignity.
- Respond honestly when asked about issues of justice for themselves and others despite peer pressure and fear of not being loyal or compassionate.
- Cultivate and model respect through regular attendance, punctuality, and preparedness.
- Follow school policies when responding to dishonesty.
- Prepare and submit their own work, including citations of others’ work, if necessary.
- Hold others accountable to these commitments.

Each student and faculty member is called upon to promote honesty, trust, justice, respect, and responsibility in the dealings with one another. Although this list is not exhaustive, the students and faculty of TCPS must agree to the principles set forth in this handbook.

**Discipline Hierarchy**

TCPS students are expected to adhere to acceptable standards of courtesy, decency, and morality. The discipline policy is progressive; consequences grow from minor to more serious as the number of infractions increases.

<p><b>Level 1 Offenses</b>                  Minor classroom disruptions                  Dress Code violations                  Public display of affection                  Tardiness                  Loitering                  Other</p>	<p><b>Level 1 Consequences</b>                  Student conference                  Parent contact                  Lunch Detention                  In-school suspension (1–3 days)                  1–3 day suspension</p>
<p><b>Level 2 Offenses</b>                  Willful disobedience/insubordination                  Off campus without permission                  Major classroom disruptions                  Harassment/Intimidation/Bullying                  Inappropriate language to other students                  Truancy                  Fighting                  Lewd Gestures                  Cheating                  Tobacco use or possession                  Violation of Social Media Policy                  Other</p>	<p><b>Level 2 Consequences</b>                  1 day in-school suspension                  1–3 days in-school suspension                  1–3 days suspension                  3–5 days suspension                  5–10 days suspension                  Long-term suspension (more than 10 days)                  Expulsion</p>
<p><b>Level 3 Offenses</b>                  Forgery                  Theft</p>	<p><b>Level 3 Consequences</b>                  1. 1–5 days suspension                  2. Long-term suspension (more than 10 days)</p>

Inappropriate language to staff Verbal abuse of staff Possession of or under the influence of drugs or drug paraphernalia Possession of or under the influence of alcohol	3. Expulsion
<b>Level 4 Offenses</b> Weapons Drugs/alcohol with intent to sell or dispense Vandalism Assault Extortion False fire alarm or bomb threat Threat to a staff member Gang-related behavior	<b>Level 4 Consequences</b> 1. 5–10 days suspension 2. Expulsion

### **DRESS CODE**

TCPS endeavors to uphold principles with respect to clothing and grooming that are conducive to a healthy learning environment. These principles are not measures of spirituality, but are reflections of the desire for TCPS students to model Christian community and serious scholarship. In the event a student wears an article of clothing “within the letter of the dress code,” but violates the intent of the dress code, the parents will be contacted to bring a change of clothes.

The following general guidelines apply to all dress code, including all times a student is present on the TCPS campus for any school-related activity; any exception to the following must be approved by the building Principal:

- All clothing should be clean, pressed, and in good repair.
- No rips, tears, or frays (purchased or created) are permitted.
- Clothing must not contain any derogatory comments or offensive advertisements.
- Sleeveless, spaghetti straps, low necklines, see-through materials, bare-midriffs, or too tight clothing are not allowed.
- Clothing should fit appropriately, neither too loose nor too tight.
- Sagging pants, large chains, or excessive jewelry are not allowed. No piercings are allowed except for girls’ earrings.
- No visible tattoos are allowed.
- Shirts must be long enough to tuck in all the way around the student.
- Suspenders and hats, including kerchiefs or other head coverings, are not allowed.
- Jogging suits, sweat pants, leggings (except under uniform), and shorts or skirts above the width of a dollar bill from the knee are not acceptable.
- Tennis shoes are the only acceptable footwear.
- All shirts must be worn in their “original” form without rips, tears, or sewn modifications.



<b>Plaid Skirt (color #69) Style # 134</b>	Educational Outfitters	No
<b>Plaid Jumper (new color #69) Style # 194</b>	Educational Outfitters	No
<b>Polo Dress</b> Red, Light blue, Black	Lands' End	Yes
<b>Gray Ponte Jumper</b>	Lands' End	Yes
<b>Gray Ponte Skort</b>	Lands' End	No
<b>Gray Ponte Skirt</b>	Lands' End	No
<b>Sweaters:</b>		
<b>Cardigan, Pullover, Vest</b> Red, Black, Gray White(girls)	Lands' End Educational Outfitters	Yes
<b>Turtleneck:</b>		
White(layering)	Lands' End	No
<b>Hooded TCPS Sweatshirt</b>	TCPS School Store	N/A
<b>Neck Ties, Bow Ties, Girls Cross Ties</b>	Educational Outfitters and TCPS Main Office	N/A
<b>Fleece Jackets/Vests</b>		
Red, Black, Gray	Lands' End	Yes
<b>Black Blazer</b>	Lands' End	Yes (TCPS Crest)
<b>Cable Knee Sock/Tight</b> Gray	Educational Outfitters and TCPS Main Office	N/A
<b>Socks:</b>		
Black, Gray, or white	Vendor of your choice	N/A
<b>Leggings:</b>		
Black	Vendor of your choice	N/A

**Shirts:** Only solid color polo shirts, Oxford cloth, or blouses with round collars (girls) are permitted. All shirts must be tucked inside belted trousers, shorts, or skirts (with belt loops). The TCPrep logo must be on uniform shirts. Uniform code shirts can be long or short-sleeved. Solid color white T-shirts or turtlenecks may be worn under a uniform shirt for added discretion or warmth.

***Pants, Shorts:*** Must be khaki or gray in color and from the approved vendors. All uniform pants and shorts must be worn with a solid black or brown belt at the waist. (No all-elastic, drawstring waist, etc...) Shorts are to be as long as or longer than the width of a dollar bill from the knee. (Knee-length shorts are enforced on casual dress days). Cargo-style pants or shorts are not permitted.

***Jumpers, Skirts:*** **PLAID** jumpers and plaid skirts in a specified design are available only from Educational Outfitters. Gray jumpers or skirts are available only from Lands' End. Solid black color shorts or leggings may be worn under skirts or jumpers for modesty. Jumpers or skirts are to be as long as or longer than the width of a dollar bill from the knee even when worn with leggings.

***Dresses:*** Long or Short Sleeved Polo dresses may be worn and are available from Lands' End in both Red and Light Blue. The Black polo dresses are available in short sleeve only. The dress is to be as long as or longer than the width of a dollar bill from the knee even when worn with leggings.

***Sweaters, Vests:*** Button front and Pullover sweaters, as well as vests may be worn over the uniform shirts. These may be in Red, Black, Gray or White (girls only) are available from Lands' End. **Only the TCPrep logo is allowed on these garments.**

***Sweatshirts:*** Sweatshirts may be worn over the uniform shirt. Only the approved sweatshirts sold in the Main Office may be worn as part of the uniform dress code.

***Shoes:*** Because of the different surfaces walked upon by students daily, (traditional) athletic shoes are the only acceptable footwear. Mary Jane type shoes, flip flops, sandals, open-heeled shoes/open-toed shoes, boots, and loafers are not permitted. This standard code applies to casual dress days.

***Socks/Tights/Leggings:*** Socks may be any length in solid black, gray or white. Tights may be a solid black or gray color. Leggings may be solid black only.

***Belts:*** Black or brown belt must be worn with pants or shorts. No grommets, studs, or décor are permitted on belts, and belt buckle must be 2" or smaller.

***Jackets:*** Are not allowed to be worn inside the classrooms during the school day unless they are the official school uniform fleece jacket with the TC prep logo or school crest.

***5<sup>th</sup> Grade PE Uniforms:*** All 5<sup>th</sup> Grade students will be required to wear a school purchased PE uniform. The PE uniform is available for purchase through Educational Outfitters or Lands' End.

**Hair:** Hair should be neat and clean and well groomed. Unusual hairstyles and hair colors are not permitted.

Hair length for male students should be collar length or shorter.

**Free Dress Days:** Clothing should be free from holes, rips, cuts, or frayed hems. No cut-offs are allowed. Clothing must not contain any derogatory comments or offensive advertisements. All shirts must have sleeves. **No tank tops or spaghetti straps are allowed.** Shirts must be long enough to tuck in. (This does not mean they have to be tucked in.) Items with low necklines, see-through materials, or bare midriffs or are too tight are not allowed. Suspenders and hats are not allowed. Jogging suits, sweat pants, and shorts or skirts more than the width of a dollar bill above the knee are not acceptable. Clothing should not be too tight or too baggy. Athletic shoes are the only acceptable form of footwear.

**Casual Dress will begin the first Friday of the school year.**

**Dress Code Violations:** Teachers will note violations of dress code and provide counsel and warnings as necessary for students. Obvious violations of the dress code may necessitate a student remaining in the office until parents bring a change of clothing or take the student home until the dress code is met. The resulting absences are unexcused. Areas of subjectivity are left to the discretion of the teacher and/or administration.

### **Dress Code Violations**

A dress code violation is considered a Level 1 Offense and will be dealt with in the following manner:

- Student conference
- Parent contact
- Lunch detention
- 1–3 days in-school suspension
- 1–3 days suspension

**\*IN MATTERS OF JUDGEMENT, ADMINISTRATION OPINION IS FINAL.**

### **Options for Purchasing TCPS Logo Dress Code Clothing**

Lands' End School  
[www.landsend.com/school](http://www.landsend.com/school)  
TCPS preferred number: 9000-4298-7

Educational Outfitters  
2273 Gunbarrel Road, Suite 107  
Chattanooga, TN 37421  
423-894-1222

## **EMERGENCY CLOSINGS**

School closings because of snow or other difficulties are announced by the alerting system through RenWeb. On days when school needs to close early because of snow or other difficulties, the announcement will be made via phone; however, parents are encouraged to use their own judgment and not hesitate to pick up their children early or keep them home if conditions are questionable in the morning. When this decision must be made, safety is the primary consideration. TCPS does not follow Bradley County nor Cleveland City schools' emergency closing schedule.

## **EXTRA-CURRICULAR ELIGIBILITY**

To be eligible to participate in athletic contests and extra-curricular groups such as chorus or drama during any school year, the student must earn credits (a "D" or above) the preceding school semester in history, language arts, math, science, and bible. All credits must be earned by the first day of the beginning of the school year, or the beginning of the next semester.

Further, eligible students with a grade of "D" in one or more of the following classes: history, language arts, math, science, and bible, may only leave classes for extra-curricular activities with the permission of the building principal.

## **FIELD TRIPS**

Field trips are to be used as supplements to the academic program on campus. Permission forms must be turned in on time. If there is no permission slip form, the student is not allowed to attend. All adults attending the trip are expected to be chaperones.

## **FINANCIAL POLICIES**

Enrollment and technology fees will be collected before a student is allowed to attend TCPS. It is the families responsibility to set up a payment plan during the enrollment process. Report cards and transcripts are held until the family's account is paid current.

## **FIRE DRILLS/TORNADO DRILLS**

Fire and tornado drills are held at various times during the school year. Directions for exiting the building are posted in each classroom. When the alarm sounds, students exit according to the designated route in an orderly, quiet manner escorted by the teacher.

## **FOOD SERVICE**

A nutritional lunch is offered Monday through Friday. Lunch orders are accepted before 8:30 a.m. each morning. Students arriving after 8:30 a.m. must bring their own lunch or call ahead to order a lunch for that day.

In the cafeteria, students are responsible to maintain cleanliness of their own place and to put chairs, trays, trash, etc. in its proper place. Students are not to leave the designated lunch area

during the lunch period without permission from the teacher in charge. Food, beverages, etc. are not to be taken out of the lunchroom. Quiet talking is permitted.

TCPS faculty and staff want to ensure the safety of every child on our campus. If your child has a known food allergy, please inform the office immediately so that we can take every precaution to ensure the health and well-being of your child.

### **GRADING SCALE**

A =	90–100
B =	80–89
C =	70–79
D =	60–69
F =	0–59

### **HEALTH**

No student is allowed to attend class until immunization records as well as medical emergency forms are in order.

#### **Health Forms**

All new students must present a Tennessee permanent Certificate of Immunization prior to the first day of school. The state requires all children enrolling in public or private schools provide proof of immunization prior to attendance in school. There is one official Tennessee Department of Health certificate of immunization that must be filled out by medical providers for parents to deliver to schools prior to entry of their child into 7<sup>th</sup> grade or as a new student. The form is only available from a private healthcare provider or local health department.

#### **Medications**

Upon request by a parent/guardian of a student enrolled in TCPS, the school will assist in the administration of prescribed daily medications, provided that parents authorize school personnel to do so in writing, and the parents provide written instructions for the person administering the medication, specifying when the child is to take the medication and the dosage required. The school office has appropriate forms for parents to complete. Any medications sent from home to be administered by TCPS must be in the original container and labeled with the child's name and instructions for administering. Directions for medications must not conflict with the instructions on the medicine bottle or box.

A signed medication release must be completed before the office will administer medication of any sort—this includes prescription and over-the-counter medications such as cough drops, eye drops, and topical ointments (i.e., Neosporin, sunscreen, etc.).

#### **Illness**

Parents are expected to keep a child home when the condition warrants. If a student becomes ill at school, the parent/guardian is notified immediately for the student to be picked up and taken home.

Children with contagious conditions should be free from fever (100 degrees or above), vomiting and/or diarrhea for at least 24 hours before returning to classroom.

### **LIBRARY**

Students are encouraged to take advantage of the main TCPS library. The following apply to checking out library books:

- All books are to be checked out and returned to the circulation desk.
- A fee of 25 cents per day is charged for overdue books.
- Periodicals (magazines) cannot be checked out or taken from the library.
- If a book is damaged, the student is charged for the replacement cost.

### **LOST AND FOUND**

Please write names on labels of sweaters, jackets, and coats. Label all personal items. A lost and found container is located outside the Lower School office. Please check for your student's lost items. The last Friday of every month, all items left in lost and found will be donated to worthy causes.

### **MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully immutably creates each person as male and female. These two distinct complementary genders together reflect the image and nature of God (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (I Cor 6:18, 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; I Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Tennessee Christian Preparatory School as the local Body of Christ, and to provide a biblical role model to the Tennessee Christian Preparatory School families and community, it is imperative that all persons employed by Tennessee Christian Preparatory School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; I Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; I Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitude directed toward any individual are to be repudiated and are not in accord with Scripture nor the beliefs of Tennessee Christian Preparatory School

### **PHYSICAL EDUCATION**

Physical education classes are conducted twice a week for Lower School students. Appropriate gym wear, including non-marking athletic shoes, is required for all students.

Fifth grade students PE uniform requirements: all 5<sup>th</sup> Grade students will be required to wear a school purchased PE uniform.

### **PROMOTION/RETENTION/HONORS**

The decision to promote or retain a student at the end of the school year is based on the child's ability to function adequately at the next grade level. Aspects to be considered include the following:

- Academic progress (particularly in Reading, Math, and Language)
- Presence of any learning disability
- Social maturity

### **Honor Rolls:**

TCPS recognizes academic achievement through quarterly honor rolls. The following system is used as a basis for determining Honor Roll:

- A Honor Roll: A's in all grade subjects with the presence of S or higher in non-graded subjects including conduct.
- A/B Honor Roll: A/B's in all graded subjects with the presence of S or higher in non-graded subjects including conduct.

### **SEXUAL HARASSMENT/ HARASSMENT/ BULLYING**

TCPS strives to maintain learning and work environments that are positive, healthy, and above reproach for all concerned. It recognizes that sexual harassment, in any form, damages the learning and work environments and has negative effects on attitudes and performances.

Sexual harassment is illegal, unacceptable conduct, and accordingly is prohibited. TCPS, therefore, shall maintain a learning and workplace environment that is free from sexual harassment.

"Sexual harassment" shall be defined as unwelcome sexual advances; requests for sexual favors; and other unwelcome verbal, visual, or physical conduct of a sexual nature.

Any employees or students engaging in sexually oriented harassment activities will be subject to disciplinary action by TCPS, which may include loss of employment or expulsion from the school.

### **Guidelines**

The school Principal and President have responsibility for investigations concerning sexual harassment.

#### *Step 1*

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the school President. Complaints may also be presented to any school administrator who will immediately notify the Principal and/or President. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

#### *Step 2*

Upon receiving the information or complaint, the President will promptly initiate an investigation. He/She will arrange such meetings as may be necessary to discuss the issue with all concerned parties. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The President and/or Principal shall notify the complainant in writing when the investigation is concluded. The parties will have an opportunity to submit evidence and a list of witnesses.

#### *Step 3*

If a complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the President. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The President will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The President shall provide a written decision to the complainant within 10 working days.

#### *Step 4*

If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the TCPS Board of Trustees. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

### **Purpose/Principle/Definitions**

Harassment, intimidation, or menacing by staff or third parties is strictly prohibited and shall not be tolerated in the school. Staff whose behavior is found to be in violation of the policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined

and imposed by the President or Board. Individuals may also be referred to law enforcement officials.

### **Guidelines**

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, and bullying:

### **Definitions**

“Third parties” include, but are not limited to, volunteers, parents, visitors, service contractors, or others engaged in school business such as employees of businesses or organizations participating in cooperative programs with the school and others not directly subject to school control at inter-district and intra-district athletic competitions or other events.

“School” includes school facilities, school premises, and non-school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function where students are under the control of the school or where the employee is engaged in school business.

“Harassment” includes, but is not limited to, any act that subjects an individual or group to unwanted, abusive behavior or any act of a nonverbal, verbal, written, or physical nature on the basis of age, race, color, national origin, disability, marital status, physical characteristic, cultural background, socioeconomic status, or geographic location.

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury on the basis of race, color, or national origin.

“Bullying” includes, but is not limited to, any act intended to place an employee or a third party in fear of imminent serious physical injury.

### **Retaliation/False Charges**

The school prohibits retaliation against any person who reports or is thought to have reported an incident of harassment, intimidation, or bullying, or who files a complaint or otherwise participates in an investigation or inquiry. Such retaliation shall be considered a serious violation of Board policy independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

### **SOCIAL MEDIA POLICY**

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Tennessee Christian Preparatory School are necessarily

high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in TCPS-sponsored sites and social media.

### **TCPS Social Media Comments and Participation Policy**

Comments to TCPS-sponsored sites, such as its Website, online forums, etc., or social media sites, as well as other non-school web sites are an individual's right. To promote respectful discussion within a forum, all posters should be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable.

For the privacy of users and their families, please assume that all postings to TCPS-sponsored as well as other web sites will be publically available on the Internet and therefore publically accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

We reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

**In posting material on TCPS-sponsored sites or other web sites or social media (including but not limited to Text messages, Facebook, Twitter, Instagram, Pinterest, etc.,) you agree not to:**

1. Post material that TCPS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, harassing, bullying, or hostile towards any individual or entity.
2. Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Post material that infringes on the rights of TCPS or any individual or entity, including privacy, intellectual property or publication rights.
4. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the TCPS-sponsored site.
5. Allow any other individual or entity to use your identification for posting or viewing comments.

6. Post comments under multiple names or using another person's name.

### **Faculty Use of Social Networking Sites**

TCPS respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage the School's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. The School strongly encourages all employees to carefully review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site or texting, an employee may not include current students as "friends," "followers," or any other similar terminology used by various sites. If an employee maintains or participates in a school-sponsored online community that extends to persons who are parents, alums, or other constituents, s/he must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines, which are consistent with the School's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

1. An employee should not make statements that would violate any of the School's policies as set forth in the Employee Handbook, including its policies concerning discrimination or harassment;
2. The employee must uphold the School's value of respect for the individual and must avoid making defamatory statements about the School, its employees, its students, or their families;
3. An employee may not disclose any confidential information of the School or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.

If the School believes that an employee's activity on a social networking site, blog, or personal website violates the School's policies, the School may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action, up to and including dismissal.

### **Creating and Maintaining Official TCPS Social Networking Sites**

All "official" TCPS social networking sites must be approved by the Webmaster and Director of Communications and should adhere to the following standards:

Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;

Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within school guidelines and is appropriate to the subject matter of the page;

Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the school network.

Unauthorized pages that have not been approved by the Webmaster and Director of Community Relations will be treated as personal pages, and are therefore limited to the standards provided above.

### **Student Use of Social Media**

First and foremost, students must always exercise the utmost caution when participating in any form of social media or online communications, both within the TCPS community and beyond.

Students who participate in online interactions (texts, Facebook, Instagram, Pinterest, etc.) must remember that their posts reflect on the entire Tennessee Christian Preparatory School community and, as such, are subject to the same behavioral standards set forth in the Parent-Student Handbook.

In addition to the regulations found in the TCPS Parent-Student Handbook, students are expected to abide by the following:

1. To protect the privacy of students and faculty, students may not, under any circumstances, create digital video recordings of TCPS community members either on campus or at off-campus TCPS events for online publication or distribution unless approved in writing by a classroom teacher (if the work is class related) or the principal of the building.
2. Students may not use social media sites to publish disparaging or harassing remarks about TCPS community members, athletic or academic contest rivals, etc. Doing so will result in discipline up to and including expulsion.
3. Students who choose to post editorial content to websites or other forms of online media (texts, Instagram, Facebook, etc.) must ensure that their submission does not reflect poorly upon the school nor violates behavioral guidelines as outlined in the school Parent and Student handbook.

Failure to abide by this Policy, as with other policies at TCPS, may result in disciplinary action as described in the Student Handbook, or as determined by the principal and/or the school president.

## **STUDENT EVALUATION**

### **Conferences**

If students or parents wish to discuss issues with teachers or administration, an appointment will be scheduled. Teachers schedule a fall conference with all parents.

### **Assignments Outside of School**

Assignments, projects, extra drill work, etc., are given as each teacher deems necessary and serve as a natural extension of the regular classroom. Homework is provided to assist the student in understanding and developing concepts along with reinforcing the previous day's lesson and the development of strong academic knowledge. In order for families to attend Wednesday evening services, teachers will make every effort not to assign homework on these days; however, there may be occasions and/or certain subjects where it is necessary. Failure to turn in completed assignments on time affect the student's grade in that subject area. Keeping track of assignments, learning to prepare for long-term tests and projects, and increased accountability for completing tasks on time are issues young people have to deal with on a regular basis. Success requires teamwork, good teacher instruction, close accountability by students, and a continuous line of communication between school and home.

### **Progress Reports**

To maintain communication with parents regarding students' grades, a Mid-Quarter Progress Report is emailed each quarter at the four-and-one-half week mark.

### **Report Cards**

Parents are provided an accurate indication of the progress or lack of progress made by each student. The student is evaluated in academics and conduct. The academic grade reflects the actual work done on all assignments, homework, quizzes, and exams. The conduct grade is based on the student's attitude, willingness to work, cooperation, and conduct. Report cards are emailed each 9 weeks; the final 9 weeks' report card will be ready for parent pick up on the last day of school.

### **Standardized Testing**

School testing is administered by TCPS to aid the teachers in determination of the student's level of ability along with enabling administration to make choices in regard to course offerings.

## **SUBSTANCE ABUSE**

Student/parent use, possession, or distribution of tobacco (in any form), alcoholic beverages, or illegal drugs (including the use of prescription drugs or legal substances as intoxicants) is

not allowed at TCPS (or at any school function, activity, sponsored trip, or excursion). Violation by any student enrolled at TCPS is cause for immediate suspension and/or recommendation for expulsion.

Reinstatement or readmission following such discipline is at the discretion of the Board after an approved rehabilitation plan, designed in conjunction with the Principal, is completed. The administration reserves the right to engage in random substance-abuse testing of Upper School students. Testing may be done at school expense on an intermittent basis at the discretion of the administration. A student suspected by the administration or staff to be using illegal substances may be required to obtain a drug test at the student's or parents' expense. A student who is chosen for testing either randomly or based on suspicion, along with his/her parents shall be notified and given an opportunity before testing to disclose any relevant information including but not limited to, prior or current illegal drug use or legal drug use (such as Adderall) that may be revealed on the test. If a student is tested for suspicion and found to be using illegal drugs, the student will be subject to disciplinary action, up to and including expulsion, and may be referred to an approved agency. The suspension may be lifted when the agency appointment has been kept and the administration has been given in writing an assessment and the administration approves the treatment plan. Probation or restriction will continue until the approved plan has been completed. The student may then be reinstated as a probationary student. For an incident involving the illegal use of the stated substance and/or any other illegal activity off campus, the parents, along with the church pastor (or officers) of the student, are required by the Principal to submit (in writing) a disciplinary plan of action (and consequences for the infraction) to demonstrate repentance and rehabilitation of the student before reinstatement as a student in full standing. Until such a time as the plan is satisfactorily accomplished, the student will remain on probation. Involvement in school activities is restricted as deemed appropriate by the Principal. The plan approval and reinstatement decision is the responsibility of the administrative team.

### **TRANSCRIPTS**

A written request is required before any transcript is released to other schools or to universities. Financial accounts must be cleared before transcripts will be sent. School records must be sent directly to requesting school after receiving a signed record release; records may not be hand-delivered.

### **VISITORS**

Parents are always welcome at the school. Upon entering and leaving the campus, they are to sign in and out at the office to receive a visitor's badge before proceeding. Any person without a visitor's badge will be asked to go to the office to properly sign in and out.

Alumni, other visitors, and other relatives may visit with advance permission of the principal; the visit must not disrupt the flow of the academic day.

### **VOLUNTEERING AT TCPS**

TCPS accepts the service of volunteers with the understanding that such service is at the discretion of TCPS administration and staff. Volunteers agree that TCPS may at any time, for whatever reason, decide to terminate the volunteer's relationship with the school or to make changes in the nature of their volunteer assignment.

Volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the school. Notice of such decision should be communicated as soon as possible to the volunteer's staff coordinator.

### **Representation of TCPS**

Prior to any statement that might significantly affect or obligate TCPS, volunteers should seek prior consultation and approval from administration. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organizations, enlisting volunteers outside of TCPS, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of TCPS as specifically indicated within their job descriptions and only to the extent of such written specifications.

### **Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a single member of staff, volunteer, student, or other person or involves the overall business of the organization.

Failure to maintain confidentiality may result in termination of the volunteer's relationship with the organization or other corrective action.

### **Dress Code**

As representatives of TCPS, volunteers, like staff, are responsible for presenting a good image to the TCPS family and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

### **Criminal Records Check**

As appropriate for the protection of our students, volunteers in certain assignments may be asked to submit to a criminal record background check. Volunteers who do not agree to the background check may be refused assignment.

### **Falsification of Information**

Falsification of information, including material omission or misrepresentation, on a volunteer application is grounds for immediate dismissal.

### **Placement**

In placing a volunteer in a position, attention shall be paid to the interests and capabilities of the volunteer and to the requirements of the volunteer position.

**Absenteeism**

When absence is expected or necessary, volunteers should inform staff as far in advance as possible so that alternative arrangements may be made.

**Dismissal**

Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of TCPS equipment or materials, abuse or mistreatment of students or coworkers, failure to abide by policies and procedures, failure to meet standards of performance, and failure to perform assigned duties.

**Resignation**

Volunteers may resign from their volunteer service with TCPS at any time. It is requested that volunteers provide advance notice of their departure and a reason for their decision.

**WEAPONS**

Matches, lighters, pocket knives, weapons, and laser pointers of any kind are not permitted at school at any time. If the above items are found on school premises, the school reserves the right to keep the item until the end of the school year, in addition to other appropriate disciplinary action. Violation by any student enrolled at TCPS is cause for immediate suspension and/or recommendation for expulsion.

**WITHDRAWAL PROCEDURE**

The cost of your child's education is a full school year expense. Please note: books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year enrollment. As a result, TCPS has the following policy regarding students who withdraw from the school:

- Families who withdraw their student before the end of the school year are financially responsible to pay the tuition up to and including the full month of the date of withdrawal.
- Written notification is required and a withdrawal form must be completed at the School Office.
- Families are responsible for contacting the Director of Finance, to notify of the withdrawal.
- Tuition must be current and up to date before the withdrawal process can begin, which means school records cannot be sent until the withdrawal process is completed.
- Registration fees, financial aid, and scholarships are not considered tuition payments and will not be refunded in the event of a withdrawal.

There is no tuition refund for students expelled for disciplinary reasons.