

# Tennessee Christian Preparatory School



## Upper School Student & Family Handbook

Revised 7-16-2018

## *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.

Dr. Jimmy Harper  
President

## TABLE OF CONTENTS

School Name and Colors	5
Mission & Vision Statements	5
Professional Affiliation & Accreditation	5
Parent Code	5-7
Statement of Faith	7
Objectives of Christian Education	8
Foundational Principles of Education	9
Policy Statements	9-12
Academic Requirements for Advanced Placement and Dual-Enrollment Courses	13
Academic Integrity	13
Admissions	14
Attendance & Tardies	14-17
Care of School Property	17
Cell Phones	17
Chapel	18
Community Service	18
Computers & Internet	18
Cooperation with Other Agencies	20
Curriculum	20
Custody Issues	20
Daily Schedule	21
Discipline	22-24
Dress Code	24-28
Emergency Closings	29
Extra-Curricular Eligibility Policy	29
Field Trips	29
Financial Policies	29
Fire & Tornado Drills	29
Food Service	30
Grading Scale	30
Graduation Requirements	30
Guidance & College Counseling	32
Health	32
Library	33
Lockers	33
Lost & Found	33
Marriage, Gender and Sexuality	34
Plagiarism Policy	34
Upper School Handbook	Page 3

Promotion, Retention, & Awards	36
School-Sponsored Dances	36
Sexual Harassment & Bullying	37-39
Substance Abuse	39
Social Media Policy	40-43
Student Drivers	43
Student Evaluation	44
Student Leadership Policy	45
Transcripts	46
Visitors	46
Volunteering	46
Weapons	47
Withdrawal Procedure	48

# **TENNESSEE CHRISTIAN PREPARATORY SCHOOL STUDENT – PARENT HANDBOOK 2018-2019**

**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 agree to meet all financial obligations and agree to pay a late charge of \$25 if tuition is not paid by the 6th and a 1% interest rate added after the 15th of the month.
- 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, complementary 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 6-8:** In the Upper 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.

**Grades 9-12:** For 9th–12th grade Upper School students, the curriculum will include a discussion of the diversity of views within the Christian community on controversial issues. Because students at this age tend to be able to deal with abstraction, questions and discussions will allow for a full discussion of the controversial aspects of issues, keeping in mind the guidelines this document puts in place.

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 new 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, voice mail and email cannot replace face-to-face meetings. Nor should voice mail or email be used to resolve matters of controversy. The expectations for appropriate etiquette would be the same for voice and email as for face-to-face meetings. Additionally, the ease of voice or 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.

### **ACADEMIC REQUIREMENTS FOR AP AND DUAL-ENROLLMENT COURSES**

Students demonstrating strong academic ability and motivation may be permitted to take Advanced Placement (AP) and dual-enrollment courses as a part of their academic curriculum. Students who are interested in taking these courses must be on track to meet all standard graduation requirements as well as the minimum requirements listed below. Enrollment in these rigorous courses is a privilege and will be left to the discretion of the school and administration.

Requirements to be considered for AP courses:

- 10th-12th grade students
- Completed recommendation form from a teacher in a similar/equivalent subject area

Requirements to be considered for dual-enrollment courses through Lee University:

- 11th-12th grade students
- Overall GPA of 3.25 or higher
- ACT score of 19 or higher in similar/equivalent subject area\*
- Good behavioral standing (no suspensions or failing grades, good attendance, etc.)
- Ability to provide transportation to and from college campus

\*Note that the university requirements may be greater.

### **ACADEMIC INTEGRITY:**

As a Christian community of scholarship, we at Tennessee Christian Preparatory School are committed to the principles of truth and honesty in the academic endeavor. As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others' work as our own.

Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary; it is also harmful to the individual and community as a whole.

Cheating should have no place at a campus where Christ is King because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

### **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 physically-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.

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. Your child's daily, on-time attendance is critical to their success in school and beyond. While some challenges to your child's school attendance are unavoidable, it's important to understand the impact of each absence. Students who miss 2 days per school month (18 days in a year) are considered chronically absent, whether excused or unexcused. Chronically absent children are at higher risk of falling behind peers in academics (grades, GPA, standardized tests). Over the years, chronic absenteeism may mean loss of a year's academic growth for a child.

### **Tardies**

The school doors open at 7:30AM. Students arriving after 7:45AM must be signed in by a parent/guardian (excludes student drivers) and 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.

### *Chronic Tardiness*

Students who are excessively tardy, arriving late for 10 or more days in a semester, may be placed on a NO GO list. This means a student will not be eligible to participate in events, games, field trips, or other special activities during the school day.

## **Absences**

### *Excused Absences*

Tennessee state attendance law allows the following reasons for excused absences: 1) child's illness (doctor/dental visits, fever, vomiting, diarrhea), 2) family illness that requires the child's help, and 3) a death in the family (up to 3 days). Parents are allowed to excuse up to 5 absences during the school year unless otherwise approved by the administration. Any additional absences will be unexcused.

### *Excuse Notes*

If a student is unable to attend school, parents must send an email to the front office within a day of the absence, explaining the specific reason for the absence in order for the absence to be excused. If a child is under the care of a doctor, please obtain a note and turn it in to the front office. Notes to explain any absence or tardy, whether excused or unexcused, must be emailed or turned in to the office within 3 days of the student's return to school. Phone calls, texts, and other forms of communication will not be accepted for excuse notes.

### *Appointments*

If a student has an appointment, he or she should attend as much of the school day as possible in order for the absence to be excused. For example, if a student has a dental appointment at 11:45, he should attend morning classes as well as return to school after the appointment if at all possible.

### *School Events*

Students who are absent from school, with or without excuse, are NOT permitted to go to after-school/evening events the same day.

### *Unexcused Absences*

The following criteria will be followed regarding unexcused absences:

1. A student receiving an unexcused absence will not be allowed to make up work given during the unexcused absence.
2. If a student accumulates a total of three or more unexcused absences, his/her parents are notified of a conference to resolve the problem. Excessive absences and tardiness, barring exceptional circumstances, may be grounds for grade retention or termination from the school program.
3. For 3 tardies and/or unexcused absences a student receives a lunch detention.
4. After two lunch detentions (meaning the student had a total of 6 tardies or unexcused absences), following the next three tardies and/or unexcused absences the student will have an in school suspension (ISS) .
5. Following the first ISS, should the student receive three more tardies or unexcused absences, (the student has accumulated 12 tardies or unexcused absences) the student will be given an in school suspension (ISS) and zeros on all assignments and tests due on the date of the ISS.
6. After the second ISS, a student who continues to be late and or have unexcused absences will be asked to transfer to another school.

#### *Retention Due to Absences*

Any student who misses more than 15 days of school in any school year may be asked to repeat the entire year. All absences (excused or unexcused) will count against the 15 maximum absences. Allowances may be made if there are excusable, extenuating circumstances, such as an extended illness. For students in grades 6–12, attendance is taken in every class period. Absence total applies to each individual class.

Additionally, missing more than 25% of any given class is cause for failure for that grading period. That means an average of 11 classes missed in a quarter could result in a failing grade.

#### *Chronic Absenteeism*

Students who are chronically absent, missing 9 or more days in a given semester, may be placed on a NO GO list. This means a student will not be eligible to participate in events, games, field trips, or other special activities during the school day.

#### *Make-Up Work*

Students who are tardy or absent and have an excuse note may make up all school work missed. It is the responsibility of the student to find out what he or she missed during the absence. All



make-up work must be completed within 3 days of returning to school. If a student was absent on the day of a test, then he or she is expected to make it up upon return to school. Other arrangements may be made with the teacher or principal with prior approval.

**Note:**

The school reserves the right to require a doctor's statement before re-admission if a student has been out of school for more than three consecutive days. 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. (Special cases must be approved by an administrator in advance or as soon as possible, if absence is due to an emergency.) For the purpose of attendance reporting, students are considered absent if they arrive after or check out of school prior to 11:30 a.m. A student must be present at school for at least half of the academic school day to be counted present.

**Perfect Attendance**

In order for a student to qualify for perfect attendance, the student cannot have any absences, tardies, or early departures on their attendance record during the current school year.

*Perfect Attendance Recognition*

Students who have perfect attendance each quarter will receive recognition in the form of a celebration for their achievement. A student may have perfect attendance in a given quarter but not for the entire year; however, a student with any absences or tardies will not receive recognition at the end of the year awards chapel. Celebrations will take place quarterly and may include: popcorn and movie party, pizza party, board games party, ice cream social, and lunch with the president.

**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, ETC.**

All forms of technology (cell phones, computers, iPods, iPads, iWatches or smart phones/watches, etc.) have the potential to be immensely valuable in an academic setting when used appropriately. Following are the guidelines for the proper and allowed use of cell phones and other electronic devices during the school day:

As a rule, cell phones should be turned off during the school day and may only be used under the following conditions:

1. Teacher authorized classroom use
2. Free time when authorized by a faculty member

The following guidelines apply to the use of a cell phone at any time:

1. If a parent needs to contact a student during the school day, the parent should call the office, not the student's cell phone.
2. The student is not to use a cell phone to contact anyone during the school day.
3. The student may not take any pictures, videos, or audio recordings of students or employees unless authorized by a faculty member and with the approval of the persons in the digital media.
4. Cell phone "ear buds" or "head-sets" may not be used at any time except before school and after school without specific approval from a faculty member or employee.
5. The student adheres to the **Social Media Policy** as stated in the Upper School Parent-Student Handbook.
6. If the student's use of the cell phone or device is deemed inappropriate, distracting, or having a negative impact upon the academic and educative experience of the user or his/her class colleagues it will be taken by school personnel and placed in the school office until the end of the day.

Consequences for cell phone/device usage violations are as follows:

- 1<sup>st</sup> offense: Cell phone/device taken and student may pick up from office at end of the day.
- 2<sup>nd</sup> offense: Cell phone/device 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 occasional 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 encourage and direct various service projects throughout the academic year. Because of our campus commitment to community service, TCPS students (beginning 2012-3) will be required to annually serve a minimum of 30 hours in approved-service ventures. Documentation as well as specific parameters will be provided annually at student orientation.

## **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 for the benefit of 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.*

### **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

7:45 Homeroom begins

8:00 Classes begin

3:10 Dismissal

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

Students should not stay past 3:30 unless they are involved in an afterschool activity on campus or receiving academic assistance from a teacher. Parents will be called at 3:30 if a child is not picked up, and appropriate arrangements must be made. Middle school students may be sent to after care after 3:30.

### **Abbreviated Schedule**

7:45 - 11:15 AM

Early dismissal on the abbreviated schedule is a planned event; 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/Plagiarism          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)</p>
<p><b>Level 3 Offenses</b>          Forgery          Theft          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</p>	<p><b>Level 3 Consequences</b>          1. 1–5 days suspension          2. Long-term suspension (more than 10 days)          3. Expulsion</p>
<p><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</p>	<p><b>Level 4 Consequences</b>          1. 5–10 days suspension          2. Expulsion</p>

## **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-midriiffs, or too tight 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.
- No jogging suits, sweat pants, athletic pants/shorts, leggings (except under uniform).
- Shorts or skirts above the width of a dollar bill from the knee are not acceptable.
- Tennis shoes, dress shoes, or shoes with a heel 1” or lower are the only acceptable footwear.
- ONLY the TCPrep logo will be permitted on uniform clothing.

Students typically wear Daily Uniform clothing each day of the week except on Chapel days and when there are special field trips and/or speakers.

### **Daily Uniform (Male and Female)**

#### *General Accessories*

Piercings are allowed for girls ears only. Earrings may be post or small hoops. Facial piercings, visible tattoos, and head coverings are not allowed. Only TCPS approved jewelry may be worn with the uniform dress clothing.

#### *Socks, Tights, Leggings*



All visible socks if worn with skirts or dresses, will be the solid gray from Educational Outfitters or black or white knee socks from the vendor of your choice. Tights in gray from Educational Outfitters or leggings in black from the vendor of your choice may be also be worn with skirts and dresses.

Socks worn with uniform pants may be any length in a solid black or gray color.

#### *Belts*

Solid black or brown belt must be worn with pants and shorts. No grommets, studs, or décor permitted on belts, and belt buckle must be 2" or smaller.

#### *Shoes*

Traditional athletic shoes (such as cross-trainers, basketball, tennis, etc.) may be worn for daily uniform days (not on Chapel dress days). Athletic shoes such as swimming shoes and "barefoot" shoes (such as Vibram) may not be worn. Additionally, flip-flops, sandals, and open-heel or open-toe shoes are not permitted. Casual dress shoes and boots of 1" heel or less (with closed toe and heel) are permitted. Black, Gray or Brown casual/dress footwear with solid black soles must be worn with Chapel Dress.

#### *Shirts*

Only solid color polo shirts and Oxford cloth shirts with the TCPrep logo from the Lands' End or Educational Outfitters stores will be allowed. No see-through (sheer) material permitted. All shirts must be fully-tucked inside belted trousers, shorts, or skirts (with belt loops). Shirts may be long-or short-sleeved only; no sleeveless permitted. T-shirts, tanks or turtlenecks are allowed only when worn under a uniform shirt and must be solid white. Shirts must be buttoned appropriately with no tanks or cleavage showing.

#### *Pants, Shorts*

##### *Boys:*

All bottom-wear must be purchased from Educational Outfitters or the Lands' End School Site in the approved khaki or gray color and contain the appropriate logo.. Shorts are to be as long as or longer than the width of a dollar bill from the knee. A black or brown belt must be worn with all pants or shorts.

##### *Girls:*

Uniform pants for girls are available in the khaki color with a belt at the waist. Only approved styles from Educational Outfitters and Lands' End School Sites with the approved logo are permitted. Shorts are not a part of the upper school girls dress code.

#### *Skirts, Skorts, Dresses*

Girls may wear the plaid “chapel” skort (color # 69, style # 148) from Educational Outfitters as well as the gray skirts, skorts, and dress as specified from Land’s End. Skirts, skorts and dresses are to be an appropriate length (not more than 2” from the back of the bent knee in most cases) in order to promote modesty when sitting, standing and bending. A variety of skirt styles and length options are available from our school vendors in order to accommodate each girl’s body type. If a particular skirt, skort or dress from our uniform list is deemed by the principal/administration to be an inappropriate length or fit for the student, she will be asked to choose another style or size that does meet the fit requirements.

#### *Sweaters, Vests and Jackets*

Solid color red, black, gray or white(girls) sweaters, vests and jackets from our approved dress code vendors may be worn over uniform shirts.

#### *All Outerwear Worn in the Classroom*

All outerwear that can be worn in the classroom must come from Lands’ End or Educational Outfitters and must have the approved school logo embroidered on it.

#### *Sweatshirts*

Students may wear approved TCPS sweatshirts over their school uniform shirt on all school days with the exception of Chapel Dress days. Sweatshirts must be purchased from the school.

#### *Blazers*

Students may wear black TCPS blazers in the classroom. School blazers with the TCPS crest logo can be purchased from Lands’ End. A red TCPS blazer is available for High School **Seniors** only from Educational Outfitters.

#### *Hair*

Hair should be neat and clean and well groomed. Unusual hairstyles and colors are not permitted. Hair length for male students should be collar length or shorter. Males may not wear headbands.

#### **Exceptions to Daily Uniform**

Special dress days are designated by the administration. These may include casual dress days, theme days, and school spirit days. Modest dress adhering to all general dress code requirements will be enforced with the below-mentioned exceptions to the uniform.

#### *Field Trip Uniform*

Dress code for all field trips is contingent upon the nature of the trip and is chosen at the discretion of teachers with approval of the building principal. In general, field trips of an academic nature require the wearing of chapel dress; field trips of a service nature require the wearing of casual dress.

### *Casual Dress Uniform (formerly known as Free Dress)*

On Casual Dress days, students may wear clothing of their own choosing providing it follows all the general guidelines for general school attire in this handbook. Casual Dress passes may be purchased annually for a minimal fee to be determined by the Administrative Council with funds collected designated for a specific purpose.

### *PE Uniform*

Students must wear the required PE uniform with athletic shoes appropriate for the activity on all PE days. Uniforms will be available for purchase through Educational Outfitters or Lands' End. Students will be given ample time in which to change from school uniform for PE class.

### *Other Dress*

On occasion, the administration may permit an exception to the above mentioned dress codes. Information will be given to the students in homeroom and all general school dress rules (i.e. fit, etc.) apply.

### **Chapel Dress Uniform**

#### *Males are to wear:*

- Gray dress pants from Lands' End or Educational Outfitters (with solid black or brown leather belt).
- White button-down shirt (long or short-sleeves) with school logo. Optional undershirts must be solid white color.
- Solid color black or gray socks.
- TCPS-approved red and black striped tie (available for purchase from Educational Outfitters. TCPS also keeps a supply of ties for purchase in Main Office).
- Black, Gray or Brown casual/dress footwear with solid black soles. No athletic type shoes.

#### *Females are to wear:*

- Plaid skort (color # 69, style #148) from Educational Outfitters.
- White button-down shirt (short or long-sleeves) with school logo. Optional solid white tank underneath.
- Gray cable knit knee/tights socks from Educational Outfitters. TCPS also keeps a supply of these items for purchase in the Main office.
- *Middle School Girls:* Plaid Cross Tie.
- *High School Girls:* Plaid Neck Tie.
- Black, Gray or Brown casual/dress footwear with solid black soles. No athletic type shoes.

Solid sweaters in red, black, gray or white (girls) with the TC Prep logo may be worn with Chapel dress. Approved fleece jackets with the TC Prep logo may also be worn with Chapel dress. All shirts, pants, and skirts are to be neatly ironed/pressed.

**NO TCPS SWEATSHIRTS ARE TO BE WORN ON CHAPEL DRESS DAYS!!**

**Dress Code Violations\***

A dress code violation is considered a Level 1 offense for which a student will receive written notification of the specific violation. In order to minimize classroom interruptions, a suitable substitution from the school closet may be required to be worn for the duration of the school day.

Dress Code Violation 1	Student conference
Dress Code Violation 2	Parent contact
Dress Code Violation 3	Lunch detention
Subsequent Violations	1–3 days in-school suspension

\*IN MATTERS OF JUDGMENT, 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, drama, or other activities 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 (or any classes that are taken at TCPS by a part-time student). 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. All adults attending the trip are expected to be chaperones.

### **FINANCIAL POLICIES**

#### **Enrollment Fee:**

The enrollment fee must be paid before the enrollment packet is submitted. The enrollment fee covers curriculum, the annual cost of our FACTS Student Management Software, Parent Alert System, and FACTS Financial Management System. It also covers the cost of networking hardware and infrastructure upgrades including firewall and content filtering software. This fee is due and payable prior to the student attending classes.

**\* No refunds will be given on the enrollment fee**

#### **Tuition:**

During the enrollment process you must select a Tuition Payment Plan. Tuition will be paid via auto draft of your specified account. We do not accept payments for tuition at the school. The last day to sign up for a 12 month payment plan is May 15th.

**Once a payment plan is selected and payment has been made, no refunds will be given. Tuition and fees are nonrefundable. In the event a family chooses to discontinue their payment plan, a written notice of 5 school (operating) days is required to cancel future payments.**

**TCPS reserves the right to release any student whose account becomes 30 days past due.**

#### **Need Based Scholarship:**

Any family desiring financial assistance must apply through Facts Grant & Aid. If you desire a 12 month payment plan, all re-enrollment and need based scholarship applications **must be processed and completed by May 15th**. Award determinations can be a lengthy process.

You must complete the online application that you will find on our website, [www.tcpsk12.org](http://www.tcpsk12.org), under the admissions tab, and upload all required documents. FACTS can start their review once an application is filled out and all required documents are uploaded. FACTS takes a few weeks to review and process the information. Once FACTS determines an award, the Need Based Scholarship committee meets and determines the final award. . The family is notified and then has the right to accept the award or to request an appeal. The appeal process is to meet with the committee and then the committee may make an adjustment and the family can either accept or decline the award. The whole process can be lengthy. In order to qualify for the 12 month payment plan which starts June 1st awards must be accepted and you must be enrolled by May 15. **Any applications that are in process after May 15th will automatically be put on the 10 month payment plan which starts August 1st.**

### **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 until 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.

While in the cafeteria, students are responsible to maintain cleanliness of their own place and to put chairs, trays, trash, etc. in its proper place. Classes will be assigned a monthly clean-up rotation. 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

## GRADUATION REQUIREMENTS

The graduation requirements at TCPS meet and exceed the requirements as set by the State of Tennessee for issuance of a graduation diploma. The following are our general minimal core requirements:

English	4 credits
Mathematics	4 credits
Science	4 credits
History	4 credits
Foreign Language	2 credits (same language)
PE/Wellness	1 1/2 credit
Bible	4 credits*
Personal Finance	1/2 credit**

Total Core Credits: 28 Credits (Effective, Class of 2008)

TCPS students are expected to flesh out their schedules with additional courses. Students typically graduate with 32 credits if they remain on campus for the duration of their high school career. Students who have not attended TCPS for four years can replace TPCS core credits with other electives for the years not at TCPS. **Note:** While the above requirements meet the standard for Tennessee for all college-bound students, some colleges may vary requirements.

### *Dual Enrollment*

Eligible seniors may dual enroll at a prior-approved college or university for one or two classes per semester based upon administrative approval. See Academic Eligibility Section for additional details. Students may not enroll in any remedial course; the courses are subject to the approval of the school administration. Furthermore, students must be able to provide their own transportation to and from the campus.

### **Other Requirements for Graduation**

In addition to meeting general course credit requirements, in order to graduate, TCPS students must meet the following requirements:

- Take ACT and/or SAT
- Apply to three colleges/universities
- Complete community service requirements

### **Graduation Exercises**

Students are expected to attend all graduation exercises including practices, commissioning, etc. Graduation ceremonies are approximately two weeks prior to the conclusion of the school year.

Students who owe a balance to the school will not be permitted to take part in graduation exercises.

### **Graduation Honors**

Graduation with honors requires students to have a cumulative grade point average of 3.5000 or better. Salutatorian and Valedictorian are TCPS' highest academic awards and are awarded to students who have attended the TCPS high school for all four years. The selection process demands excellence in all classes. No Salutatorian or Valedictorian may have a disciplinary/behavioral record. Salutatorian candidates must have a minimum cumulative GPA of 3.5000 to be considered. Valedictorian candidates must have a cumulative GPA of 3.7000 or greater to be considered. The requirements for consideration for the honor of Salutatorian and Valedictorian are as follows:

1. Four years of full time attendance at the TCPS high school.
2. A minimum GPA of 3.5000 to be considered for the Salutatorian honor.
3. A minimum GPA of 3.7000 to be considered for the Valedictorian honor.
4. Should there be a tie among candidates' GPA for the honor the following process will occur to differentiate candidates:
  - a. The average of all class grades for the senior year will be used; if that is not sufficient to differentiate then:
  - b. The average of all class grades for all four years will be used.
  - c. In all instances of use, GPAs will be extended to four decimal places.

**Any exception to this policy as stated will be approved by the high school faculty and submitted to the school Administrative Council for final approval.**

### **GUIDANCE AND COLLEGE COUNSELING**

Guidance services include academic advising and college counseling. Additional services include assistance with class scheduling, meeting graduation requirements, arranging parent/teacher conferences, ACT/SAT test assistance, and dual-enrollment advisement.

### **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 or video is damaged, the student is charged for the replacement cost.

### **LOCKERS**

Upper School students are assigned a locker for the year. Lockers at TCPS are private property. However, administration retains the right to inspect lockers at any time.

Each student is responsible for keeping his or her locker neat and clean. Students may personalize the inside of the locker with non-permanent décor. Nothing may be hung on the inside of the locker which violates the philosophy of TCPS.

Students should take materials to be used for a class from the lockers before the period begins. Students should not expect to leave a class, study hall, or library period to get materials.

Students are absolutely forbidden from borrowing pencils, paper, books, calculators, or anything else without permission. It is also unacceptable to vandalize a locker. Locks are available for checking out; only school-issued locks are permitted on TCPS lockers.

Nothing may be stored on top of any locker. Only one locker is assigned to each student. Items placed on the outside of the lockers must be approved by the building principal.

Permission must be granted from the school principal to move from one locker to another, to share a locker with someone else, or to use a locker that has not been assigned to the student. Locks will be placed on unused lockers.

### **LOST AND FOUND**

The credenza in the main hallway is used for lost and found items. When the credenza is full, or at the end of each month (whichever occurs first), the personal items therein will be donated.

### **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.

### **PLAGIARISM POLICY**

In accordance with Tennessee Christian Preparatory School's Academic Integrity policy, we are dedicated to creating an academic community in which students are ethical users of information and ideas. As members of a Christian community, plagiarism will not be tolerated in any coursework--written, spoken, or otherwise presented on and off school grounds--and will be handled as a serious offense at this school.

#### **Definition of Plagiarism**

“Using another person’s ideas or expressions in your writing without acknowledging the source constitutes plagiarism. Derived from the Latin word *plagiarius* (“kidnapper”), *to plagiarize* means ‘to commit literary theft’ and to ‘present as new and original an idea or product derived from an existing source’ (*Merriam-Webster’s Collegiate Dictionary*, 11<sup>th</sup> ed, 2003). In short, the act of plagiarism gives the impression that you wrote or thought something that you in fact borrowed from someone, and to do so is a violation of professional ethics” (*MLA Style Manual* 3<sup>rd</sup> ed, 2008, p. 165-66).

#### **Examples of Plagiarism**

Examples of plagiarism include: presenting the work or ideas of others as your own original work, not properly citing the source of another’s work or ideas (ranges from word phrasing to wholesale, complete copying of another’s work), not properly paraphrasing another’s work (if the wording is too close to the original source), copying and pasting another’s work into your coursework, using summaries or analyses in place of your own ideas (Spark Notes, Cliffs Notes,

or other online sources), or presenting copyrighted graphics, images, music, or other media without proper documentation.

### **Proper Documentation of Sources**

In order to ethically use the work or ideas of others, you must acknowledge the source (author and work) from which you are borrowing by citing and documenting the source in writing. When borrowing another person's words, use quotation marks and citation (author's name, title of work, date, pages). When borrowing another person's ideas, acknowledge the origin. Do not simply paraphrase another's words or ideas and pass them off as your own; cite and document the source. Internet sources must also be cited.

### **Plagiarism Policy across the Curriculum**

This plagiarism policy applies to all coursework completed here at Tennessee Christian Preparatory School. All written, spoken, visual, or electronic work must adhere to TCPS academic integrity and plagiarism policies and properly cite the source of any and all materials that are not original to the student.

### **Consequences of Plagiarism**

For a first-time offense, the teacher will have a conference with the student and allow the student to revise the plagiarized work for a grade. For second and following offenses, the student will receive a zero for the plagiarized work, and the teacher, principal and parents will have a meeting. In all cases, the teacher will submit a plagiarism letter with a copy of plagiarized work in the student's file.

### **PROMOTION/RETENTION/AWARDS**

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. Middle school students may be considered for retention if they fail two or more core courses (any English, Math, History, Science). High school students will not receive credit for courses failed as determined each semester.

### **Awards**

TCPS recognizes academic achievement through a highly-competitive annual awards ceremony at the end of the school year. Content-specific awards as well as honor roll (all As and Bs) as well as perfect attendance and other awards may be issued at that time.

### **SCHOOL-SPONSORED DANCES**

The following criteria must be met for all dances:

- All dances must be chaperoned by approved adults assigned by administration with at least one staff person present.
- Music must not contain vulgar, profane, or sexually explicit language.
- Appropriate attire, as determined by the faculty members in charge, must be worn.
- No style of dance is allowed that may endanger anyone (e.g., slam dancing) or that is otherwise inappropriate (i.e. grinding, etc.). The faculty members in charge determine appropriateness.
- A student who voluntarily leaves, or is asked to leave the building where a dance is being held, may not re-enter and must leave the campus or any other location of the dance.
- All dates or friends attending the dance that are not TCPS students must be pre-approved by the administration. A TCPS student who has been placed on probation or who has been suspended during the grading period may not bring a non-TCPS student to the dance. The only exception to this is at the Junior-Senior Prom, when the student may bring a pre-approved date.
- Any alumni or TCPS parent is allowed to attend dances with prior administration approval.
- TCPS is responsible for students at these events from time student arrives at the facility until they leave the facility.
- All dates/friends must be of the opposite sex.

**Additional Prom Dress Guidelines:**

Prom, being a school-sponsored dance, is subject to the above guidelines as well as the specific following guidelines regarding dress.

Dresses may either be pre-approved (show photo of the student wearing the dress) or fit the following guidelines:

- No slit higher than mid-thigh
- No plunging backless
- No plunging necklines
- No exposed midriff (two piece dresses must cover midriff with solid fabric)

**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.

**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.

**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 publicly available on the Internet and therefore publicly 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, Snapchat, Twitter, 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 audio or 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 DRIVERS**

Students driving motor vehicles to school are expected to adhere to the following driving regulations:

All vehicles must be registered with the Upper School office. Students must provide proof of insurance and a driver's license to drive on school property.

Each student driver will be issued a TCPS-issued parking decal. It is required to be placed on the car in a visible location. Any car not able to be identified can be subject to towing.

Student vehicles are to be parked immediately when arriving at school and the occupants are to leave the vehicle promptly and enter the school building. Loitering in the parking lot is prohibited. Students are not to enter their vehicles during the school day without permission from an administrator.

Students are not allowed to leave campus without official notification from parents, verbal or written, to the school office. No one is allowed to check himself/herself out of school without parent contact.

Only seniors (in good standing) may occasionally leave campus for lunch providing there is written parental consent on file in the office. If the student returns late to school for class, off-campus lunch privileges may be revoked. TCPS is not responsible nor liable for any driving infraction (i.e., ticket, accident, etc.) a student may incur.

If a student chooses to violate any driving policy, the consequences will be administration intervention that may include, but is not limited to, suspension and/or loss of driving privileges for 9 weeks. Student drivers are not allowed to transport other students (even on campus), other than a sibling(s), unless written permission is given to the school by both sets of parents.

## **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 sent home each quarter at the four-and-one-half week mark. The progress reports are distributed in duplicate; one copy is to be signed by a parent/guardian and returned to the school within one week.

### **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 distributed electronically each 9 weeks.

### **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.

## **STUDENT LEADERSHIP POLICY**

Upper school students may be elected into one officer/leader position for a student organization per year. While service as an officer is limited to one organization each year, the student may join or serve in as many student organizations as the student and his/her parents choose. Student leadership positions are limited to full-time students.

The basis for this policy is as follows:

1. Allow a greater focus on academic coursework, extracurricular activities, community outreach and athletics.
2. Allow more students the opportunity to develop leadership ability.
3. Provide more effective leadership by those who serve.

In order for a student to be eligible for a student leadership/officer role in any club or organization, he/she must:

1. Maintain good academic standing, including no failing grades in core subject areas (English, History, Science, Math, and Bible) at the semester's end.
2. Adhere to all expectations outlined in the student handbook (i.e. academic integrity, uniform, attendance, social media, etc.).
3. Meet the specific requirements set forth in each club/organization's bylaws.

Failure to meet any of the above requirements may result in suspension or dismissal from a leadership role. In matters of judgment, administrative decision is final.

### **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.

### **Volunteer 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.

### **Volunteer 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.

### **Volunteer 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.

### **Volunteer 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.

### **Volunteer Falsification of Information**

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

### **Volunteer 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.

### **Volunteer Absenteeism**

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

**Volunteer 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.

**Volunteer 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.