



Timberlake Christian Schools

# Parent-Student Handbook K - 6 (2023-2024)

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## **INTRODUCTION**

### ***WELCOME***

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

## **IDENTIFICATION**

### ***MISSION STATEMENT***

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

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

### ***VISION***

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

### ***CORE VALUES***

Timberlake Christian School is founded upon the

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

### ***SCHOOLWIDE EXPECTED STUDENT OUTCOMES***

Timberlake Christian School’s’ goal is to graduate students who are

1. Responsible Learners who
  - a. understand subject content and skills,
  - b. use appropriate learning strategies, and
  - c. integrate principles into real-world living.
2. Discerning Thinkers who
  - a. use a biblical perspective,
  - b. solve problems, and
  - c. organize and use information to support conclusions.
3. Faithful Disciples who
  - a. are born again,
  - b. are committed to a personal relationship with Christ,
  - c. practice spiritual disciplines, and
  - d. are involved in a local church.
4. Servant Leaders who
  - a. develop leadership skills,
  - b. use gifts and talents to glorify Christ,
  - c. serve others in school and community, and
  - d. understand missions both locally and abroad.

### ***STATEMENT OF FAITH***

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

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

### **STATEMENT OF NONDISCRIMINATION**

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

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

## **EDUCATIONAL PHILOSOPHY & ACCREDITATION**

### **EDUCATIONAL PHILOSOPHY**

#### **Biblical Foundations**

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

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

#### **Purpose of Existence**

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

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

### Goal of Education

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

### Means of Accomplishing Goal

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

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

### **ACCREDITATION**

Timberlake Christian School is accredited by the Association of Christian Schools International (ACSI) and Cognia. These organizations certify our faculty.

### **ADMISSIONS**

#### **ADMISSIONS POLICY**

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

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

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

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

#### **PASTORAL RECOMMENDATION AND CHURCH INVOLVEMENT**

Since our program becomes progressively more focused on discipleship, students entering grade 6 ought to profess personal salvation in Jesus Christ and attend a Bible believing church regularly. Timberlake Christian School expects that all its students attend a church of like faith regularly. For enrollment or reenrollment, we require a yearly pastoral reference for each student in grade 6 (some temporary exceptions may be made for international students). A TCS faculty member will send a pastoral reference to a spiritual leader via email. This spiritual leader should know your child specifically and be able to provide insight into the student's spiritual condition and verify

local church involvement. A student may be denied enrollment if not involved in a Bible-believing church and attending regularly.

## DAILY OPERATIONS

### ***ATTENDANCE***

#### Excused Absences:

Excused absences include illness, death of a family member or close relative, medical or dental appointments, or an absence which has been excused at the discretion of the administration or student services. All prearranged absences (e.g., family trips) must be approved by the principal or student services in advance (requested via email or parent note) to be excused. Absences with valid reasons will be excused only after parent notifies student services by phone, written note, or email. If a student is absent due to a medical appointment, a doctor's note must be provided at the front desk for the absence to be excused. Absences due to illness lasting greater than 5 consecutive school days will require a doctor's note upon return to school. Work missed may be made up according to the information below.

#### Unexcused Absences:

A student is unexcused if he/she is absent for any reason other than for illness, death of a family member or close relative, medical or dental appointments or an absence which has been excused at the discretion of administration or student services. Students will be allowed up to 9 unexcused absences per semester before the case is reviewed by administration and action taken. Students who miss more than 9 unexcused days/semester other than hospitalizations, physician documented illness, funeral, or approved school related trip may receive a "0" in the subject area. Notes, emails, or phone calls must be received within 48 hours of absence. Absences with a doctor's note will be excused. Approved reasons for absences without a parent phone call, written note, email, or doctor's note will also be unexcused. Students may make up classroom work missed but letter grade will be lowered by one grade.

#### Excessive Absences (Excused and Unexcused):

Students will be allowed up to a total of 14 combined absences (excused and unexcused absences) per semester before the case is reviewed by the administration and action is taken. This includes both individual class absences as well as school day absences.

#### Truancy:

Deliberate absence without the knowledge and permission of the parents will result in a grade of zero for each subject missed that day and suspension for the first offense.

A student must be at school in the classroom at least three hours to be counted as present for the full day. If a student misses more than three hours, it will be considered a half day absence.

#### Tardies:

Students are expected to be in their homeroom classroom by 8:20 AM each day. Students arriving in their homeroom classroom after the 8:20 AM bell will be considered tardy. Tardies will be excused for personal illness, illness or death in the family, dentist or doctor appointments, or a reason that has been excused at the discretion of administration or student services. Tardies with valid reasons be excused only after parent notifies student services by phone, written note, or email. If a student is tardy due to an appointment, a doctor's note must be provided at the front desk for the tardy to be excused. The work missed may be made up according to information below.

#### Grade K-3 Tardies

If a K-3 student accumulates 12 unexcused tardies, the student will serve a one day out-of-school suspension. The student will not be allowed to come to school on the next designated day after a parent is notified by the office. The office will notify the parent and make them aware when the student has reached 10 tardies and that a suspension is coming after 12 tardies. After a full-day suspension is served, the student's tardy total returns to zero tardies for penalties given but number of tardies is maintained through the whole semester.

Grade 4-6 Tardies

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

- Three unexcused tardies – Parents are notified via email of risk of future penalty at 6 unexcused tardies.
- Six unexcused tardies – Parents are notified via email. Student serves a 30 minute after-school detention on a day designated by TCS after 6<sup>th</sup> tardy is communicated to then parents.
- Nine unexcused tardies – Parents are notified via email. Student serves a 50 minute after-school detention on a day designated by TCS after the 9<sup>th</sup> tardy email is communicated to the parent.
- Twelve unexcused tardies – Parents are notified. Student serves a half-day in-school suspension on the next scheduled school day after the 12<sup>th</sup> tardy is communicated to parents.
- Eighteen unexcused tardies – Parents are notified via email. Student serves full-day out-of-school suspension on the next scheduled school day after the 18<sup>th</sup> tardy is communicated to parents.

After a full-day suspension is served, the tardy count returns to zero tardies for penalties given but the number of tardies is maintained through a semester.

Make-Up Work

The following are guidelines for making up homework/missed work:

1. When a student has an excused absence, it is the parent/guardian's responsibility to obtain and make up the work missed. The student will be given as many school days as he/she was absent to make-up work, up to 5 days. (For example, if a student is absent Monday—one day—and returns Tuesday, make up work is due Wednesday, one day later.) Work turned in by the time required will be graded at full credit.
2. If a student knows he/she is going to be absent (family vacation, etc.), it is the student's responsibility to get as many assignments as are available before leaving school. Faculty are not required to prepare all student work prior to a prearranged absence but may have it ready upon the student's return. All work given and assigned should be submitted upon return.
3. Make up work not turned in on time will result in a lowered grade or may not be accepted.
4. Special arrangements may be made in the case of an extended illness or emergency absence.
5. Homework/missed work will be due as scheduled for students who leave early due to athletics or illness IF they were present for the subject in which the work was assigned. If the student misses the subject with assigned work/homework, the student will be given 1 additional day to complete the assignment.
6. When a student has an unexcused absence, it is the *student's* responsibility to obtain and make up the work missed. Missed work turned in late will result in a lowered grade or may not be accepted.

Requesting Make-Up Work:

If your child will be tardy or absent from school, and you want to request make up work, please notify the school office no later than 8:45 am for pick up at the end of the school day. Requests received after 8:45 AM are not guaranteed for after school pick-up. You may also request make up work be sent home with a sibling or someone you designate. Do not go to the classroom for assignments during school hours. The personnel in the school office will be happy to assist you.

**DAILY SCHEDULE**

Classes begin at 8:20 AM and students are considered tardy if they arrive in their classroom after this time.

Dismissal is at 3:05 PM and all students need to be picked up by 3:30 PM or they will be taken to Extended Care and charged accordingly (the only exception to this is athletic practices where they are under the direction of their coach, or when the student is receiving help from a faculty member).

- Drop Off 7:40 AM - 8:20 AM
- Tardy Bell, School Begins 8:20 AM
- School Day 8:20 AM - 3:05 PM (see yearly schedule)
- Dismissal 3:05 PM
- **Early Dismissal Days:**
- After School Pick Up 12:00 PM - 12:30 PM

**DROP OFF AND AFTER SCHOOL PICK UP (K-6 Grade)****Drop Off:**

- Before 7:40 AM All students must enter through the main office doors. Parents must pull into a designated parking spot. Students should not routinely be dropped off prior to 7:40 AM without permission from administration unless they are enrolled in extended care. Students should report to Extended Care upon arrival.
- Between 7:40 - 8:20 AM All students must be dropped off in the elementary drop zone in the playground area (7-12 grade students may be dropped in the elementary drop zone if they have a sibling in K-6).
- After 8:20 AM All elementary students must enter through main office doors, obtain a tardy pass, and report to homeroom. Parents must pull into a designated parking spot.

**Pick Up:**

- Before 3:05 PM All students must be signed out in the main office by a parent, guardian, or designated individual on the pick-up list.
- Between 3:05 - 3:30 PM All elementary students must be picked up in the elementary drop zone (7-12 grade students should come to elementary student waiting area if they have a sibling in K-6). Students in grade 6 participating in an athletic practice or game may report to the gym area/stage and remain there until their coach/supervision arrives. They may not go elsewhere in the complex.
- After 3:30 PM Any student not picked up by 3:30 PM must go to Extended Care and parents will be charged accordingly. Older siblings in grades 9–12 may come to the elementary waiting area or Extended Care to pick up an elementary student after school to attend a home game, at the appropriate game time. Elementary students must remain in the care of the high school student while they remain at school, and the high school student may not be involved in a practice or playing a game.

**INFORMATION UPDATES**

The school calendar is posted on the school's website [www.tcs4u.org](http://www.tcs4u.org). School information updates are sent regularly informing families of official announcements, schedule changes, and/or general school information to parent email addresses. Schedule changes and announcements that are made the day of the activity/event will be sent to parents via text message and email. In the event of a school emergency, parents will be alerted via text and email when it is safe to do so. TCS offers parental access 24/7 to student records and progress through the FACTS Family Portal.

**SCHOOL CLOSING INFORMATION**

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

**LOCKERS (Grade 6)**

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

Lockers and hooks are provided for student items (book bags, lunches, books, etc.) during the day. Any student items that are found in the hallway, not on hooks, during or after the school day will be placed in the lost and found area. Lockers are not to be written on or have permanent or difficult to remove decals or stickers placed on them.

**MEDICATION/ILLNESS POLICY**

If your child has evident signs of illness such as fever, nausea, vomiting, rash, conjunctivitis, etc., please do not send the student to school. Students must be fever free (without the aid of medication), free from vomiting and/or diarrhea, or if other specified treatment needed for 24 hours before they may return to school. Parents will be contacted for early pickup in the event a student has a fever (greater than 100.0 degrees), vomiting, multiple



episodes of diarrhea or signs of other viral illnesses while at school. Regarding head lice, students found to have an active case will be sent home from school for treatment. Students will be allowed to return to school once their hair has been treated but should continue to have their hair checked for nits and combed daily at home until all recommended treatments have been given. There may be instances not listed above which, at the school's discretion, we will require you to pick up your student early.

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

Whenever possible, medications should be given to students at home. When medications must be given or stored at school, the medication must be brought into the school office by the parent or guardian. All medication must be provided in the original bottle and packaging; contain all instructions for administration, and not be expired. No medication will be given to students without parent or guardian permission. All long-term prescription medication, including epi-pens and inhalers, must have the appropriate medication administration request forms on file in the school office including a physician signature. These forms may be picked up at the school office or through the [tcs4u.org](http://tcs4u.org) website.

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

### ***PARTIES***

For birthdays, parents may send refreshments for the class which may be shared during lunch or snack time. Please provide napkins, plates, cups, etc. if appropriate. Party invitations (for a party other than at school) may be distributed by the student or the faculty member may put them in student folders if all the boys or all the girls or the entire class is invited. The following parties have been designated for the school year for grades K-6: Thanksgiving, Christmas, Valentine's Day, and Easter. Timberlake Christian School does not promote Halloween.

### ***VISITORS***

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

## **DISCIPLINE & CONDUCT**

### ***BEHAVIOR 24/7***

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

**BULLYING POLICY**

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

**DISRESPECT**

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

**INAPPROPRIATE ITEMS**

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

**LIFE PRACTICES**

Any student using verbal or written language including electronic media that suggests possible violent action or threats to another person or to him/herself may result in suspension or dismissal as determined by the administration. The fact that a student protests that he/she was "only teasing, kidding, saying it in jest," etc. may not be reason to excuse such language.

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

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

**DEMERIT SYSTEM (Grades 4-6)****MECHANICS**

1. Faculty record student name and offense on the demerit slip. The student must sign the demerit slip (Refusal to sign slip does not prevent the demerits and could increase demerit total). By signing the demerit, the student is acknowledging receipt of the demerit, not agreement. A student may then appeal the demerit with faculty or appropriate principal as necessary. The faculty member turns in demerit slips to the Student Services office.
2. A record for demerits is kept in the office and demerits are recorded and tabulated weekly. Student Services notifies the appropriate principal when plateaus are reached.
3. All demerits are entered into FACTS as received in the Student Services office and emailed to parents.

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

First Plateau – 4 demerits: When a student reaches 3 demerits, the parent is notified. If a student reaches four demerits, the student will serve a 30 minute after-school detention on a day designated by TCS after the fourth demerit is posted.

Second Plateau – 8 demerits: When a student reaches 7 demerits, the parent is notified. If a student reaches eight demerits, the student will serve a 50 minute after-school detention on a day designated by TCS after eighth demerit is posted.

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

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

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

Sixth Plateau – 30 demerits: When a student reaches 29 demerits, the parent is notified. If a student reaches thirty demerits, the student serves a three-day out-of-school suspension on days designated by TCS after thirtieth demerit is posted.

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

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

<u>OFFENSES</u>	<u>DEMERITS GIVEN</u>
<b>TC</b> Tardy to Class	1 demerit
<b>GR</b> Ground Rules (faculty specific rules)	1 demerit
<b>CD</b> Classroom Disturbance	1 demerit
<b>R</b> Rowdiness in Room/Hall	1 demerit
<b>NPC</b> Not Prepared for Class	1 demerit
<b>CP2</b> Deliberate/Continuous Cell Phone Use	3 – 5 demerits
<b>MT</b> Misuse of Technology	3 - 5 demerits
<b>DS</b> Dress Code Violation	1 demerit

*The following could also lead to suspension or dismissal*

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

### ***DISCIPLINE (K-3)***

In grades K-3, faculty establish and maintain classroom grade level rules, procedures, and consequences as is appropriate. If a student has repeated difficulty in cooperating, the principal and/or parents will be consulted in addition to classroom consequences.

### ***DETENTION***

Should a student in grades 4-6 need to serve a detention, this time will be completed at the conclusion of the school day on a day designated by TCS. It is the student's responsibility to report on time to the designated location. Detention time will be supervised by a faculty or staff member and may coincide with other scheduled practices and/or games. This will be a quiet study hall and is to be used for reading, studying, or completing homework. Cell phone use and sleeping during detention is always prohibited. The faculty member may at their discretion, have students use this time serving TCS. This service may include picking up trash, sweeping floors, or other projects as deemed appropriate by the supervising staff member.

**COMPUTER USE POLICY**

Any student not following the TCS computer use policy may be subject to school discipline, including suspension or dismissal.

Students shall not:

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

**CELL PHONE & TEXTING**

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

Students may not use their cell phones to post negative statements about students, faculty, or staff via text message or social media. Students may not use cell phones to take, or post pictures/videos of any kind on school grounds including selfies.

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

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

**ELECTRONICS**

Electronics are to be used for educational purposes only during the school day (7:45 AM - 3:30 PM). Electronics are not to be used for music, streaming, or gaming during the school day. (Extended care, indoor recess, or after-school activities may allow a broader range of materials). TCS is not responsible for lost, stolen or damaged electronics.

**TELEPHONE USE**

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

## DRESS REGULATIONS

### *SCHOOL DAY DRESS*

TCS employs a uniform system of dress. First and foremost, we want to help the students focus their attention on the most important issues before them—their spiritual well-being and academic progress. Regulations listed here do not imply that those who disagree with these rules are sinful or wrong. These are institutional standards that TCS believes are necessary to maintain a healthy learning environment. Visible tattoos and body piercings of any kind (other than ears for girls) are not permitted. Under no circumstances should these be visible, including during athletics, spring formal, or any school sponsored event. No personal adornment of questionable association or origin will be allowed, including items such as jewelry, clothing, book-bags, etc. The school reserves the right to make final decisions regarding any areas not specifically covered in the following dress code.

### **All TCS Students**

The school reserves the right to make final decisions regarding any areas covered or not specifically covered in the following dress code.

- Must wear TCS shirt from an approved uniform vendor.
- May wear solid colored shirt underneath their TCS shirt.
- May wear a solid-colored sweater, fleece, or sweatshirt over their uniform shirt **if the item is open front, button down, or full zippered. (This is not a revision, just rephrased)**
- Any denim pants or shorts must be in good condition (no patches, no holes, no “destroyed,” bleached out, or extremely faded fabric).
- No hats, caps, sunglasses, or visors are to be worn in the school buildings.
- Shoes with laces must be tied.
- No flip-flops, shoes with wheels in/on them, or slippers may be worn.

### **Elementary Boys (K-6)**

The school reserves the right to make final decisions regarding any areas covered or not specifically covered in the following dress code.

- May wear classic, traditional style pants as well as shorts and blue jeans. Shorts must have at a 9” inseam. Younger boys may wear an elastic waist. Acceptable colors are (solid) navy, khaki/sand/stone, white, gray, black, or blue denim.
- May wear casual shoes including tennis shoes but must be clean and in good condition. Sandals and crocs are acceptable if they have an ankle strap. No shower/water sport shoes or slippers.
- Hair should be neat, above the collar and eyebrow.
- **No extreme hair coloring (i.e., full head of blue/pink hair, etc.).**

### **Elementary Girls (K-6)**

The school reserves the right to make final decisions regarding any areas covered or not specifically covered in the following dress code.

- May wear (solid) navy, khaki/sand/stone, white, gray, black, or blue denim skirt/skort or jumper. Jumpers must be worn over a TCS shirt. TCS uniform dresses are also available. These items may be no more than 1 inch from the top of the kneecap.
- May wear slacks, jeans, capris, or shorts in (solid) navy, khaki/sand/stone, white, gray, black, or blue denim. Pants or shorts must be classic, traditional style (no warm-up or sweatpants). Shorts must have at least a 9” inseam. Leggings do not qualify as pants.
- **May wear (solid) navy, khaki/sand/stone, white, gray, black leggings under dresses, skirts, and jumpers.**
- Girls may not wear any shoes/sandals with heels over 1 inch.
- May not wear make-up.
- No extreme hair coloring (i.e., full head of blue/pink hair, etc.).

**“DRESS DOWN DAY” DRESS CODE**

No warm-ups, sweats, wind suits, leggings, or athletic shorts may be worn. Students may wear tee shirts or jerseys, but these may not depict any questionable content. Girls may not wear tank tops, crop tops, or tops that allow the midriff area to be seen.

**PHYSICAL EDUCATION AND ATHLETIC DRESS CODE**

1. Boys may wear school clothes for P.E. classes in grades K–6.
2. Girls in grades K–6 may wear their slacks, jeans, capris or shorts, with shorts underneath any skirt or dress.
3. All students are required to wear tennis shoes that do not mark the gym floor.

**ACADEMICS****ACADEMIC ACCOMODATIONS AND RESOURCE PROGRAM**

Academics at Timberlake Christian School is generally structured for the average and above average student, and we reserve the right to consider the feasibility of all parental or student requests for any type of academic accommodation for the student. TCS maintains an Elementary Academic Resource Program at extra cost to the parent to address accommodations and modifications needed by the student. We will carefully examine options available and work with the parent and student within the framework of our program.

**GRADING SCALE**

The grading scale for K-3 grade is as follows:

<u>Letter</u>	<u>Percentage</u>	<u>Scale</u>
A	93 – 100	4.0
B	85 – 92	3.0
C	75 – 84	2.0
D	68 – 74	1.0
F	Below 68	0

The grading scale for 4-6 grade is as follows:

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

**REPORT CARDS/PROGRESS REPORTS**

Academic grades are reported on a 9-week basis by letter grade and reported to parents electronically (grade 1-6) and paper (grade K). In addition, parents may access their child(ren)'s grades (grade 1-6) through their FACTS Family Portal. Progress reports will be sent to parents via email for grades 1-6 at the midterm of each marking period. Students receive a grade of O, S, N, or U in grades 1-6 for elective classes.

**HOMEWORK**

Homework information should be accessed by parents or guardians using their FACTS Family Portal.

Though it is expected that primary grade children will have light assignments such as silent and oral reading and verse memorization, other outside assignments are not regularly given until the third grade. The “ten-minute rule” is helpful in determining the length of homework assignments. Starting with Kindergarten, an average of ten minutes nightly increasing with each grade level is reasonable (e.g. grade 5 would average 50 minutes nightly). Moderate weekend assignments may be made in the upper elementary. Homework assignments are given to prepare students for independent study.

**HONOR ROLL**

TCS has an Honor Roll for grades 3-6. The A Honor Roll consists of students receiving all A's in every subject. The A-B Honor Roll consists of students receiving all A's and B's in every subject.

**PARENT-SCHOOL RELATIONSHIPS**

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

Lunches, homework, books, and other items are to be left at the school office to be delivered to your student.

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

**RETENTION**

Retention is decided on an individual basis. Retention will be considered if a student receives *D*'s and/or *F*'s in two or more core subjects (math, science, history, and English) and/or if he/she is not able to do grade level work without continual frustration. The administration of the school has final responsibilities for the grade placement of the students.

**STUDENT RECORDS**

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

**TESTING**

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

***Iowa Achievement Test (grades K-6)*** This is a series of comprehensive achievement tests developed to provide measurement and assessment of learning at different levels of the educational process. It is designed to measure the important understanding, skills and abilities that are desirable outcomes of the curriculum. The Iowa Achievement Test is generally given in April.

**TEXTBOOKS**

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

**ATHLETICS/EXTRACURRICULAR (Grade 5 & 6)**

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

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

An athletic fee is charged to each athlete for each sport in which they participate to offset the cost of officials and other expenses related to the sport. Each student must get a physical and fill out the VISAA sports physical form (available on the school's website) and turn it into the school to be kept on file before he/she can participate in a sport, including practices. This must be done on a yearly basis.

A student must be in school for at least three hours of the school day to participate in games, practice or other extracurricular activities that day. If a student goes home sick, they may not return to school for games, practices, or activities that day. Unusual circumstances may be appealed for consideration to the Athletic Director or School Administration.