



Timberlake Christian Schools

PARENT – STUDENT HANDBOOK

CAMPUS II

2010 - 2011



Timberlake Christian Schools

PARENT - STUDENT HANDBOOK CAMPUS II

<p><u>Campus I</u> 2 year olds-Preschool 21397 Timberlake Road Lynchburg, VA 24502 434-239-5219 Fax: 434-239-4676</p>	<p><u>Campus II</u> Grades K-12 202 Horizon Drive Forest, VA 24551 434-237-5943 Fax: 434-239-3319</p>
---	---

Office@tcs4u.org

www.tcs4u.org

Mrs. Rebecca Bowman

K-8 Principal

Mr. Brian Johnson

International Student Coordinator

Mr. Fred Heppding

High School Principal - Administrator

“A Solid Foundation—Academically and Spiritually”

TABLE OF CONTENTS

GENERAL

<i>Directory Page</i>	1
<i>Table of Contents</i>	2
<i>Welcome</i>	4
<i>Educational Philosophy</i>	4
<i>Vision</i>	6
<i>Mission Statement</i>	6
<i>Core Values</i>	7
<i>Statement of Faith</i>	7
<i>Accreditation</i>	7
<i>Academic Accommodations Policy</i>	7
<i>Admissions Policy</i>	8
<i>Band</i>	8
<i>Buildings and Grounds</i>	8
<i>Computer Use Policy</i>	9
<i>Daily Schedule</i>	9
<i>Demerit System</i>	9
<i>Discipline and Conduct</i>	11
<i>Dismissal-After School</i>	13
<i>Dress Regulations</i>	13
<i>Field Trips</i>	17
<i>Fire Drills</i>	17
<i>Grading System</i>	17
<i>Homework</i>	18
<i>Information Updates</i>	18
<i>Library</i>	18
<i>Lost and Found</i>	18
<i>Lunch</i>	19
<i>Medication Policy</i>	19
<i>Minimum Competency Testing</i>	19
<i>Music</i>	20
<i>Parent-School Relationships</i>	20
<i>Retention</i>	20
<i>School Closing</i>	20
<i>Student Records</i>	21
<i>Student Residence</i>	21
<i>Tardiness</i>	21
<i>Testing</i>	22
<i>Textbooks</i>	22
<i>Visitors</i>	22

ELEMENTARY

<i>Attendance and Absences</i>	23
<i>Bible and Chapel</i>	23
<i>Daily Schedule</i>	23
<i>Demerit and Discipline Policy</i>	24
<i>Homework Guidelines</i>	24
<i>Honor Roll</i>	24
<i>Kindergarten</i>	24
<i>Lunch</i>	25
<i>Make up Work</i>	24
<i>Parties</i>	25
<i>Probation</i>	25
<i>Progress Reports</i>	25
<i>Resource Classes</i>	25

SECONDARY

JUNIOR and SENIOR HIGH SCHOOL

<i>Athletics</i>	26
<i>Attendance</i>	27
<i>Awards and Recognitions</i>	27
<i>Booster Club</i>	28
<i>Daily Schedule</i>	28
<i>Demerit and Discipline Policy</i>	28
<i>Diploma</i>	28
<i>Dropping Subjects</i>	29
<i>Failed Courses</i>	29
<i>Graduation Requirements</i>	29
<i>Guidance</i>	30
<i>Homework</i>	30
<i>Lockers and Storage</i>	31
<i>Make Up Work</i>	31
<i>Marriage</i>	31
<i>Morality</i>	32
<i>Pastoral Recommendation</i>	32
<i>Promotion</i>	32
<i>Punctuality</i>	32
<i>Report Cards</i>	33
<i>Student Activities</i>	33
<i>Student Driving</i>	33
<i>Tardiness</i>	34

***Any changes to this year's handbook will be found in bold type.**

(Revised 4/10)

GENERAL

WELCOME

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

EDUCATIONAL PHILOSOPHY

Biblical Foundations

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

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

Purpose of Existence

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

loco parentis, or in the place of a parent, as an extension of and partner with the Christian home and church.

Goal of Education

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

Means of Accomplishing Goal

- A. For the students' spiritual development (I Samuel 2:26; Luke 2:52), the schools seek to see all students come to a saving knowledge of Jesus Christ. We then encourage students to strive to develop Christlikeness, resulting in holiness of character (1 Peter 1:16) and a Biblical worldview. The means by which these goals are accomplished are
- providing regular chapel services and special preaching times as well as student-led prayer groups;
 - maintaining daily Bible classes that include Scripture memory and personal application of spiritual principles;
 - offering mission emphases, trips, outreach opportunities, and other opportunities for students to use their abilities in service;
 - giving daily exposure to Biblically integrated teaching; and
 - providing godly examples through Christian faculty and staff.
- B. For the students' academic or intellectual development (I Samuel 2:26; Luke 2:52), the schools endeavor to maintain high academic standards and thorough instruction, not as ends in themselves but as a means of improving and equipping students as servants of God and as preparation to fulfill God's will for their lives, which may include successfully competing at higher levels of education and training. The means by which these goals are accomplished are
- providing quality instruction that includes a variety of teaching methods and an awareness of the individual needs of students;
 - challenging students to think critically;
 - offering college preparatory classes;
 - honoring students with strong academic records;
 - providing scholastic competitions in various subject areas; and
 - maintaining teacher certification and growth.
- C. For the students' personal and social development (I Samuel 2:26; Luke 2:52), the schools help the student to develop a proper understanding of himself or herself as a unique individual created in God's image as well as to refine God-given abilities. The means by which these goals are accomplished are

- providing a continual emphasis upon the goal of service and a provision in the program for instruction in skills and disciplines that equip for service (Mark 10:45);
- giving daily training in godly habits and personal responsibility;
- encouraging and requiring a mutual respect among all students, faculty, and administration;
- employing various systems of discipline to help students develop and maintain their own restraint and discipline; and
- offering various opportunities for social interaction among students.

D. For the students' physical development (I Samuel 2:26; Luke 2:52), the schools encourage the students to maintain physical fitness, good health habits and God-honoring use of the body as the temple of God. The means by which these goals are accomplished are

- providing regular and varied physical education;
- giving health instruction with principles based on God's Word;
- maintaining an athletic program with interscholastic competition at various levels;
- expecting and promoting sportsmanship and Christlike attitudes during physical activities of any kind; and
- offering a nutritious food service.

E. For each student's home (Deuteronomy 6:5-7), the school fulfills the role of reinforcing godly principles taught at home and at church, but not usurping the role of either. The means by which these goals are accomplished are

- cooperating closely with parents in every part of their child's development, particularly as it relates to the programs of the school;
- helping students to understand the mission and purpose of the school;
- aiding families in spiritual growth and building Christ-centered homes; and
- encouraging regular attendance and involvement in a local church.

VISION

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

MISSION STATEMENT

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

- **educating their children to think and live consistently with a biblical world-and-life view (Genesis 1:1ff, Proverbs 1:7, 2:6-15, Romans 11:36, Ephesians 3:10, Philippians 2:5);**

- **discipling 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)**

A Solid Foundation—Academically and Spiritually

CORE VALUES

Timberlake Christian Schools is founded upon the

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

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. (John 6:37-40; 10:27-30, I Corinthians 1:4-8, and I Peter 1:5)

ACCREDITATION

Timberlake Christian Schools is a member of and accredited by the Association of Christian Schools International (ACSI). ACSI accreditation is recognized and accepted by the Virginia Council for Private Education and the Virginia State Board of Education. The Association of Christian Schools International certifies our teachers.

ACADEMIC ACCOMODATIONS POLICY

The academic program at Timberlake Christian Schools is structured to minister to the average and above average student. All new students may be required to take academic placement tests to assess their ability to be successful at TCS. We reserve the right to consider the feasibility of all parental or student requests for any type of academic accommodation for the student. TCS is not obligated to modify

instruction to accommodate special student needs, but we will carefully examine options available and work with the parent and student *within the framework of our program*.

ADMISSIONS POLICY

Timberlake Christian Schools admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the Schools. The Schools do not discriminate on the basis of race, color, or national and ethnic origin in the administration of their educational, personnel, hiring, or admissions policies, or their scholarship, loan, or other school-administered programs. As a Bible-believing institution, this policy of nondiscrimination does not extend to areas of religious conviction, beliefs, or moral life style contrary to Scripture (Romans 1:21-27; I Corinthians 6:9-20).

In the elementary grades (1 – 5) we accept students who may or may not have personally made a profession of salvation in Christ. However, since our program becomes progressively more focused on discipleship, students entering grades 6 – 12 ought to profess personal salvation in Jesus Christ.

Enrollment information and forms are available in the school office. The academic program at Timberlake Christian Schools is structured to minister to the average and above average student. All new students may be required to take academic placement test to access their ability to be successful at TCS. Explanations of the current school fees are available at the school office.

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

ESL Students: There are specific requirements for *English as a Second Language* students that differ from domestic students. Placement tests to determine ability to read, write, and comprehend English at a level needed for success at their grade level are administered, and an I-20 form must be filled out. The office has international student forms.

BAND

A band/music lesson program is available at an additional fee to the parents. The program is conducted by an independent organization.

BUILDINGS AND GROUNDS

Timberlake Christian Schools are God's property, having been dedicated by Christian people to provide Christian education. Therefore, respect for the appearance and care of the buildings and grounds are expected of all students as a part of their Christian testimony. Any student who damages property or the buildings in any way, or is part of a group that does, will be required to pay for damages or replacement. If the damage is willful, discipline will also result.

COMPUTER USE POLICY

The goal of Timberlake Christian Schools in providing Internet and computer services is to promote educational excellence by facilitating research resource sharing, innovation, and telecommunications. This policy lists procedures governing computer (personal or school) use for educational purposes or legitimate school business. Students may have a personal laptop on campus for classroom use (taking notes, etc.) We ask that every student in grade 4 and above and the parent/guardian of each student read this policy and sign the Acceptable Computer Use clause in the enrollment packet. Any student not following the TCS computer use policy may be subject to school discipline, including suspension or dismissal.

Students shall not

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

DAILY SCHEDULE

Supervision is provided for students on Campus II beginning at 7:45 a.m. Classes begin at 8:20 a.m. and students are considered tardy if they arrive after this time. Campus II is dismissed at 3:05. Early dismissal or half-days end at 12:00 p.m. with no lunch served. Please see yearly schedule for lunch times

DEMERIT SYSTEM – GRADES 4 – 12

ADVANTAGES

1. The advantage is clear in that teachers and students know what penalty each infraction will bring.
2. It provides a system whereby parents are informed of their children's behavior and discipline when certain demerit plateaus are reached.

MECHANICS

1. Teachers record student name and offense on the demerit slip. The student must sign the demerit slip. (Refusal to sign slip does not prevent the demerits and could increase demerit total.) The teacher turns in demerit slips to the office daily. (Demerits turned in over 3 days old will not be counted against the student).
2. A record for demerits is kept in the office and demerits are recorded and tabulated weekly. The secretary notifies the appropriate teacher(s) and the principal when plateaus are reached.
First Plateau – 10 demerits: The principal is responsible to set up a conference with all teachers who gave the demerits, student, and parent(s), to discuss problem areas and make plans for improvement.
Second Plateau – 15 demerits: The principal sets up a second conference with teachers, student and parent(s). The student serves a half -day in-school suspension.
Third Plateau – 20 demerits: The principal sets up a third conference with teachers, student, parent(s), and principal. The student serves a full-day in-school suspension.
Fourth Plateau – 25 demerits: The parents and student meet with the principal. The student serves a full-day out-of-school suspension. The student is also placed on disciplinary probation for the remainder of the semester; two semesters on disciplinary probation may mean denial of re-enrollment or dismissal.
Fifth Plateau – 30 demerits: The parents and students meet with principal to discuss possible dismissal if 40 demerits are reached. Three-day suspension follows.
Sixth Plateau – 40 demerits: Probable expulsion or denial of re-enrollment.
3. Demerits are canceled at the end of the first semester and begin from 0 for the second semester following the same pattern.
4. No demerits are removed during the semester. No demerits carry over from one semester or one year to the next.
5. No work missed during in-school or out-of-school suspension will be allowed to be made up. The student will receive *F* grades for all work missed.

OFFENSES

TC	Tardy to Class
GR	Ground Rules (teacher specific rules)
CD	Classroom Disturbance
GC	Gum Chewing
DS	Dress Code Violation
H	Hair (second warning)
R	Rowdiness in Room/Hall

DEMERITS GIVEN

1 demerit
1 demerit
1 demerit
1 demerit
1 demerit
1 demerit
1 demerit

The following could also lead to suspension or dismissal

LA	Improper Language	1 – 10 demerits
ISD	Inter-student Discourtesy	5 demerits

DD	Direct Disobedience	5 demerits
DT	Disrespect to faculty/staff	5 demerits
DP	Destroying or Misusing School Property	5 demerits
L	Lying	5 - 10 demerits
C	Cheating	5 - 10 demerits
F	Fighting	5 - 10 demerits
ST	Stealing	10 demerits

DISCIPLINE AND CONDUCT

The school, home, and church must be in unity in disciplinary objectives for moral training to be effective in the life of a young person. Philosophy and practice based on the Word of God are the basis for TCS standards. It is our goal to help students endeavor to develop their whole person with an integrated Christian lifestyle. We seek to avoid the commonplace situation in which students act one way at school, but another on their own time. We ask and expect that students honor Christ in all behavior and activities *24/7/365*.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in flagrant, immoral, illicit, illegal, and/or other unacceptable behavior which reflects adversely on Timberlake Christian Schools, on campus or off campus, when school is in session or in recess, the school reserves the right to suspend or expel the student immediately. The administration may give parents the option to withdraw the student. In doing so, the discipline issue will not be discussed in the student's records.

Because of the school's Christian testimony, use of coarse or vulgar language, and practices detrimental to a Christian's character, such as use of tobacco, alcohol, narcotics, etc. are not permitted on or off campus. Social dancing presents potential problems to the Christian young person and is not sponsored by the school nor allowed at any school-related functions. Exposure to movies, music, television, and literature should be carefully chosen and supervised by the parents in accordance with Philippians.4:8.

Electronic music or recording devices, earphones or earbuds, all types of electronic games, trading or playing cards, comic books, toys, or other distracting materials are not to be brought to school (Extended care, after-school activities or indoor recess may allow a broader range of materials). Electronic devices will be confiscated and taken to the principal's office. The principal will contact the parents to ask them to pick up the item from the office. Depending on the nature or content of what is found, the principal may request a parent conference.

Cell phones and beepers must remain turned off and out of sight and may not be used during school hours except with permission of a teacher or principal. The first

use of a cell phone during school, including text messaging or taking pictures, without permission, will result in confiscation of the phone. The student may pick up the phone after school from the principal. For the second violation, the cell phone will be confiscated and kept for 24 hours and only the parent/guardian may pick it up from the principal. The third violation will result in the student's loss of the privilege to carry a cell phone on campus at all. Text messaging in order to cheat on school work will be dealt with according to the TCS cheating penalty listed earlier.

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

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

In light of current incidents in schools today, and due to the possible serious nature of such language, any student using verbal or written language 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.

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

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

We try to avoid problems by clear, consistent classroom rules and procedures, a program geared to the needs of the age group, teachers who are well prepared with effective and interesting presentations, good classroom management, and biblical instructions. Corporal punishment is not used in TCS discipline.

Teachers are the parents' first avenue for contact regarding consistent student problems at school. The teacher will contact parents if the child's behavior is detrimental to others or himself. Each problem and child will be dealt with on an individual basis. If a student reveals information that in the teacher's opinion raises concerns for the safety or emotional stability of the student, that information will be revealed to appropriate officials and the student's parents. If, after counsel, the

problem persists and does not improve, the school reserves the right to dismiss or ask for the withdrawal of any child not cooperating with its program and purposes.

DISMISSAL - AFTER SCHOOL

All students must wait in their designated pick up area. Any student in grades K-8 not picked up by 3:30 must go to Extended Care and parents will be charged appropriately. Any student in grades 9 – 12 must go to a silent work study hall and parent will be charged appropriately. (Extended care and study hall close at 5:45.)

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. The elementary student 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. Students attending a home game must remain in the *immediate gym area* and may not go elsewhere in the complex. Team members participating in games or after-school practices must be supervised by a coach and must remain in the immediate gym area where the coach is.

DRESS REGULATIONS ELEMENTARY AND SECONDARY

SCHOOL DAY DRESS

TCS employs a uniform system of dress for grades K - 12. First and foremost, we want to help the students focus their attention on the most important issues before them—their spiritual well being and academic progress. Regulations listed here do not imply that those who disagree with these rules are sinful or wrong. These are institutional standards that TCS authorities believe are necessary to maintain a healthy learning environment as well as a positive Christian testimony.

In light of the counter culture represented, tattoos (including temporary ones), and body piercing of any kind (other than ears for girls) is not permitted.

All TCS Students

- Must wear TCS uniform shirt from TCS uniform vendors.
- May wear an extra tee shirt or turtleneck *underneath* their uniform shirt that does not have the TCS logo as long as only the collar and/or sleeve areas show, and the shirt is of a solid color, like a uniform shirt, with no printing.
- May wear any official TCS jacket, fleece, sweatshirt, or sweater over uniform shirt. Students may also wear a *solid color* fleece, ***full-zippered*** sweatshirt (**no pullovers**), jacket or sweater over the uniform shirt but these items **must have no writing, printing, or pictures. Jean jackets are not acceptable for classroom wear.**
- All oxford style shirts must be worn tucked into the pants, slacks, or skirt with no shirttails hanging out.

- No hats, caps, sweatbands, sunglasses or visors are to be worn in the school buildings.
- No extreme hair styles or unnatural or extreme hair colors.
- Shoes with laces must be tied.
- No flip-flops, shoes with wheels in/on them, or bedroom shoes may be worn.

Elementary Boys (K-5)

- May wear classic, traditional pants including a neat, conservative cargo style (no oversized pockets). Younger boys may wear an elastic waist. Acceptable colors are khaki/sand/stone, navy blue, gray, brown, and black. Elementary boys may also wear plain style jeans (no carpenter, painter, cargo, etc. styles, nor bleached out, extremely faded, sandblasted, or indigo looks). Jeans must be in good condition.
- Grades 2 – 5 must wear shirts tucked in and a belt if pants have belt loops.
- Must wear regular shoes. Tennis shoes must be clean and in good condition. Socks are to be worn at all times. No sandals are permitted.

Elementary Girls (K-5)

- May wear solid navy, khaki/sand, white, brown, gray, or black skirt or jumper or a denim jean skirt that is in good condition (no patches, no “destroyed,” bleached out, or extremely faded fabric). Jumpers must be worn over a TCS shirt. These items must come at least to the top of the kneecap (grades 3-5). Skirts must have *straight* hems—no diagonal or handkerchief hems are permitted.
- May wear slacks in khaki/sand/stone, white, brown, navy, gray, or black (*no jeans* or denim pants). These must be classic, traditional pants (no warm up or sweat pants). Capri’s, gauchos and culottes are not permitted for regular school day dress.
- May wear casual shoes—flats, loafers, sandals, conservative boots, tennis shoes in good condition, etc. No athletic-sandals, shower/water sport shoes, slippers, or combat-style boots. Girls may not wear any backless shoes/sandals or shoes with heels over 1 inch.
- May not wear make up.

Secondary Boys (6-12)

- Must wear classic, traditional style pants or may wear a neat, conservative cargo style (no oversized pockets). The following pant styles are not acceptable: denim jeans of any color, carpenter, painter, overalls, wide-legged, low-rider, oversized, leather, zippered legs, warm-up or sweats. Pants must be neat without frayed hems and must not drag on the floor or be worn pulled down at the waist. Belts must be worn with pants that have belt-loops.
- Must wear regular shoes. Tennis shoes must be clean and in good condition. Socks are to be worn at all times. No sandals are permitted.

- Shirts are to be kept buttoned (with the exception of the top button only) and must remain tucked into pants.
- Boys' hair must be combed neatly, well-groomed, and worn above the collar (as measured by a dress shirt); above the eyebrows and trimmed above the ear so that it is not over any part of the ear or tucked behind the ear. Boys' hair may not be colored or highlighted. If blocked in the back, hair must not be bushy. Boys must be clean-shaven with the exception of neatly trimmed mustaches for juniors and seniors. Sideburns may not come below the bottom of the ears.

Secondary Girls (6-12)

- May wear solid navy, khaki/sand, white, brown, gray, or black skirt or jumper or a denim jean skirt that is in good condition (no patches, no “deconstructed,” bleached out, or extremely faded fabric). These items must come at least to the *middle* of the kneecap while standing. Skirts must have *straight* hems—no diagonal or handkerchief hems are permitted.
- **May wear slacks in khaki/sand/stone, white, brown, navy, gray, or black (no jeans or denim pants). These must be classic, traditional pants (no warm up or sweat pants).** “Jean cut” pants (which are usually identified by their rivets and back patch pockets) are not acceptable. The following styles are not acceptable: jeans of any color or fabric, carpenter, painter, overalls, low riders, oversized, leather, zippered legs, warm-ups or sweats. Pants must be neat without frayed hems or holes and must not drag the floor or be low-waisted. Pants may not be tight and form-fitting. Capri's, gauchos and culottes are not permitted for regular school day dress.
- May wear casual shoes—flats, loafers, sandals, conservative boots, tennis shoes in good condition, etc. No athletic-sandals, shower/water sport shoes, slippers, combat-style boots, or *backless* through-the-toe style footwear (e.g. flip-flops) may be worn.

No personal adornment of questionable association or origin will be allowed, including items such as jewelry, clothing, book-bags, etc. Black nail polish is not allowed.

Whether an item is “questionable” is an administrative decision.

DRESS FOR EXTRACURRICULAR ACTIVITIES

Girls as athletes (traveling to and from the game) or spectators at home or away games may wear non-school uniform clothing. Slacks must be in good condition and fit properly and modestly. Tops should be modest, not low cut or sheer, and should not “ride up” or show the midriff area. Shorts are not acceptable except for fall and spring outdoor sports. Shorts' length must be *no shorter* than mid-thigh (half way between kneecap and bend of thigh). Shorts cannot be “skin tight,” but must be loose fitting to be modest in appearance. Cheerleaders may wear their uniforms during school on designated days, as well as to and from games.

For special occasions when formal dress is worn, dresses must be modest in the neckline, fit, and length. The shoulder width of a young lady's sleeveless top/bodice must be at least the width of the student's hand, must go over the shoulder (no halter styles) and the neckline must not be lower than the width of the hand from the base of her neck to the top of the neckline. Dresses should cover at least half of student's back. Any strapless dress or dress with straps that do not meet the above criteria may be worn if the student wears a sweater, jacket, or "shrug" which must remain in place during the entire banquet, including picture-taking.

Boys as athletes (traveling to and from the game) or spectators at home or away games may wear non-school uniform clothing. Non-collared shirts are permitted. Shorts are not acceptable, except for fall and spring outdoor sports. Shorts' length must be *no shorter* than mid-thigh (half way between kneecap and bend of thigh). Boys on athletic teams are required to wear ties with appropriate TCS logo oxford shirts on game days.

For special occasions when formal dress is worn, boys must wear a collared shirt and tie, and pants must be at least as "dressy" as and follow the guidelines from regular school dress code pants.

Any TCS student on campus between 7:30 a.m. and 3:30 p.m. must be in acceptable school attire. This includes students leaving early and returning to school during these times. At all times, students should avoid extremes in dress, "fads" or anything possibly immodest. TCS reserves the right to prohibit any clothing item or style at any time while on campus or at school sponsored events that we feel does not meet the requirements outlined here or that compromises the Christian modesty testimony of TCS. If you have any questions, please call the school office. If you have a hesitation or doubt about the acceptability of an item, please wait and check on it.

"DRESS DOWN DAY" DRESS CODE

Students may wear pants or jeans. Girls may also wear capris. No pants or capris should be tight, overly baggy (jeans), frayed, or patched and should be neat and clean. No warm-ups or sweats, wind suits, or shorts (6 – 12) may be worn. Students may wear tee shirts or jerseys, but these may depict only sports teams or logos, or name brand athletic or clothing company names. Girls may not wear tank tops, crop tops, or tops that allow the midriff area to be seen.

PHYSICAL EDUCATION AND ATHLETIC DRESS CODE

1. Boys may wear school clothes for P.E. classes in grades K – 5.
2. Girls in grades K – 5 are to wear shorts under their skirts/jumpers or wear/change into slacks (no jeans). These shorts are not available from TCS for grades 1 – 5.
3. All students are required to wear tennis shoes that do not mark the gym floor.

4. Girls in grades 6 – 12 are required to wear regulation school shorts and shirts for all P.E. classes. Tops should be modest—not tight or revealing.
5. Students are to wear P.E. and practice clothes in the gym or practice area only.
6. If a student does not dress out properly, his/her grade will be lowered.
7. All students must be back into proper school dress on their way to and before leaving the locker room or gym. Example: belt on, shirt tucked in, etc.
8. On game days male athletes are required to wear ties during the school day. One day a week, with coaches' permission, both boys and girls can wear their team jerseys on a game day. The coach will decide which game they will dress for each week.
9. Players participating in school practices can not have writing on the seat of the any pants, shorts, or any practice clothes.
10. Shorts' length must be *no shorter* than mid-thigh (half way between kneecap and bend of thigh).

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

FIELD TRIPS

Student classes may take field trips to interesting and educational places from time to time as a part of the instructional program. Parents will be notified in advance and must sign a permission slip. The Medical Release Form must be on file in the office before your child may participate in a field trip. A fee may be charged to cover expenses.

FIRE DRILLS

Campus II is equipped with fire alarm systems, and fire drills are held regularly according to state regulations. Students are expected to follow teachers' instructions and to leave and re-enter the building in an orderly and quiet manner.

GRADING SYSTEM

A grade is an indicator of the student's knowledge but does not necessarily serve as a gauge for the extent of learning. A student's academic grade should reflect the teacher's most objective assessment of academic achievement. Students have the responsibility to maintain reasonable standards of academic performance as developed by each teacher. For grades 9 – 12, if a student obtains an A each marking period (93+) during the semester, the student may be exempt from the final exam (not including advanced classes) at the teacher's discretion as specified in the course syllabus.

Academic grades are reported on a 9-week basis by letter grade. In addition, parents may access their child(ren)'s grades by using TCS RenWeb software. Contact TCS office for details.

The grading scale 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

Weighted Grade Point Value: Weighted grade point value for Advanced Biology and Advanced Calculus classes and any fourth year language course is as follows:

A	B	C	D	F
5.0	4.0	3.0	2.0	0.0

HOMEWORK

Homework is an integral part of the school program, and each teacher is at liberty to give homework to aid each student to advance in his/her studies. The amount of homework will vary with each grade level. Each student is expected to complete his/her assignments within the time limit set by the teacher.

While parents may assist in seeing that the work is done and explaining work when necessary, the work must be done by the student. There will be no homework assigned in grades K – 8 (except high school credit classes) on Wednesday nights to allow and encourage families to attend church services. High school homework is normally reduced but at times may be necessary on Wednesday nights.

INFORMATION UPDATES

School information updates will be sent home regularly advising families of any schedule changes, official announcements, and/or general school information. Please consult your school calendar for important dates and if in question, call the school office for correct information. Also, the TCS web page, www.tcs4u.org, is available with up-to-date announcements and activities, as well. TCS also offers parental access 24/7 to student records and progress through our *RenWeb* program. Please contact the office for further information.

LIBRARY

Students (1 – 5) have a library period each week with the librarian and may check out books at this time, or at their convenience. If a book is lost, there will be a replacement charge. Renewal of books is allowed according to demand. Back issues of periodicals may be checked out; recent issues of periodicals and computer stations set aside for research work are also available in the library.

LOST AND FOUND

Unclaimed items are placed in the lost and found area located across from the school office. Please check for lost items and encourage your child to be responsible for personal belongings by labeling them with student's name or initials. If lost

items are not claimed, they may be given away after a reasonable amount of time, usually at the end of each marking period.

LUNCH

Lunch may be purchased along with snacks, chips, milk, drinks, hot dogs, and ice cream on any day. Menus are posted for each month. The prices vary depending on the menu. Microwaves are available to heat food. Students may pay daily or pre-paid lunch accounts may be set up with the lunchroom. Charging is discouraged except for emergencies. Students may also bring their own food from home.

MEDICATION POLICY

If your child has evident signs of illness such as fever, nausea, vomiting, a rash, etc., please do not send the student to school. In case of accident or serious illness, school personnel will call the telephone number provided by the parent. If the school is unable to reach the parent, the school will be authorized to call the physician and to follow his instruction. If it is impossible to contact the physician(s) listed, the school will make whatever arrangements are deemed necessary to obtain prompt medical care for the student.

No medication may be given to students without signed permission and instructions from the parent or guardian. In the event of minor illness at school, permission may be obtained orally via telephone. All medications must be in the original container with the label affixed. A suggestion for prescription drugs is to ask the pharmacist to give you two identical bottles, one to send to school and one to keep at home. All medication will be dispensed from the school office. No medication (including vitamins) shall be carried, or dispensed by students. All medications must be checked into the office immediately upon arrival at school.

If your child needs Tylenol or cough drops, please send these to the school office via your child along with a note giving instruction and permission to the office personnel.

MINIMUM COMPETENCY TESTING

To insure the quality of instruction for all students and a minimum level of student proficiency in core areas of language arts and math, TCS uses Minimum Competency Tests (MCT) in select grades. Teachers will give cumulative tests during the school year to help students and parents track student progress in these subjects each of the first three marking periods. If a student is struggling with subject matter, limited tutoring may be available before, during, or after school. Parents may obtain additional tutoring if they so desire. At the year's end, students will take a final cumulative test in language arts and mathematics. If a student fails the test, he or she may have to do remedial work (tutoring or summer school) during the summer and take the test again *before the following school year* starts **or** follow another appropriate course of action as designated by the teacher. If an elementary student or middle school student (grades 1 – 8) fails to make a passing score the second time the test is given, the student will need to continue with

remedial help and maintain a C- average in that subject. If a secondary student (grades 9 – 12) fails to achieve a passing score after taking the test a second time, he or she will have to *retake* the class that fall or follow another appropriate course of action as designated by the teacher.

MUSIC

Timberlake Christian Schools considers listening to music to be an important part of the spiritual, moral, and intellectual life of a young person. Therefore, the students of Timberlake Christian Schools are strongly encouraged not to listen to music that is contrary to the godly principles taught at TCS. Listening to improper music on school property and/or at school functions will be considered an infraction of rules. Please see “Discipline and Conduct” section for more details.

PARENT-SCHOOL RELATIONSHIPS

Our teachers invite your inquiries about the progress of your children. While there are scheduled Parent-Teacher Conferences during the school year, we urge you to communicate with the teacher at any time if you have any questions or concerns regarding your child's schoolwork. Please make an appointment with the teacher through the school office or through the teacher's TCS email. Parents who come to the school during normal school hours for any reason are asked to go to the school office first for a visitor's badge before going to the classroom.

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

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

RETENTION

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

SCHOOL CLOSING

If school is to be closed or the schedule altered because of inclement weather or a special emergency, an announcement will be put on the TCS website at

www.tcs4u.org. The school will also notify local radio and TV stations. If no announcement is made, it is understood that school is in session and operating on the regular schedule. If school is on a two-hour delay, half-day kindergarten will not meet.

STUDENT RECORDS

Accurate and complete individual, permanent, and cumulative records shall be maintained for each student. All data (cumulative and confidential) maintained on an individual student shall be considered the student's official school records and will be filed in the school office. The administrative, teacher, and office scholastic records shall be limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational development and in his/her educational and vocational placement.

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

STUDENT RESIDENCE

If a student's physical custody changes during the school year (e.g., a student moves to live with a different family member, legal guardian or any other situation in which the student leaves the custody in which the student began the school year), school administration must be notified and grant permission for the student to continue at TCS. Timberlake Christian Schools retains the right to deny continued enrollment to the student if the administration believes it to be in the best interest of the student or the student body.

TARDINESS

Parents are strongly encouraged to make sure their children are at school and on time. Students coming in late to school disrupt teaching of classes and contribute to loss of valuable instructional time. It is our desire to train students in all areas of their lives, including punctuality. Chronic tardiness requires administrative action.

Students who are tardy must report to the office. Tardies will be excused only for personal illness, illness or death in the family, dentist or doctor appointments with a note from the professional's office, or a reason which has been approved by the administration. Parents must send a note or call the school stating reasons for *any* tardy. Parents have 2 school days to send in a written note or doctor's excuse or call regarding an excused tardy.

Three unexcused tardies count as one absence. We notify parents of repeated tardies and their consequences (grades 6 – 12). Students who are absent more than

25 days cumulative (including sets of tardies) are subject to summer school, retention, or dismissal.

TESTING

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

1. *Otis-Lennon School Ability Test* (grades 1, 3, 5, 7, and 10). This test is taken periodically to provide for assessment of general school ability or scholastic aptitude.
2. *Stanford Achievement Test*. 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 Stanford is generally given in April.
3. *Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test*. This test is generally for sophomores and juniors.
4. *Scholastic Aptitude Test*. This test is required or accepted by many colleges. It is offered at various localities and different times throughout the year.
5. *ASVAB*. This test is a military test that measures scholastic aptitude and career strengths. It is given to all juniors.

TEXTBOOKS

All textbooks should have book covers on 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 to school owned textbooks, beyond normal usage.

VISITORS

TCS maintains a closed campus. All doors besides the main office door are locked after student arrival and checked regularly throughout the school day by teachers. Visiting students from other schools are not allowed on campus. Prospective student(s) visiting the school must receive approval from the principal or superintendent at least one day in advance of the visit. All visitors must enter through the main entrance, sign in, and obtain a visitor's badge before being allowed past the front entry. Upon leaving they must sign out. Visitors are not permitted to come on school property to eat lunch with a TCS student, unless the visitor is a close family member, out of town relative, or TCS alumni. Visitors must follow TCS dress code requirements.

ELEMENTARY

ATTENDANCE/ABSENCES

A student must be at school over 3 hours in the classroom to be counted as a full day. If a student is in attendance less than three hours, it is considered as a half-day absence. Three tardies count as one absence. Ten tardies in a nine-week grading period will result in a conference with the student, parent, and principal.

If your child will be tardy or absent from school, and/or if you want to request make up work, please notify the school by *8:45 a.m.* If the school is not notified, we will attempt to contact you to inform you of your child's absence. You may also request that make up work be sent home with someone you designate or that it be sent to the office for parent pick up. Do not go to the classroom for assignments during school hours. The personnel in the school office will be happy to assist you.

Prearranged absences are permitted under certain circumstances by permission of the administration. The parent is responsible to contact the principal prior to the absence.

Students who are absent more than twenty-five days during the school year (including accumulated unexcused tardies) are subject to summer school, retention, or dismissal.

Students are not to leave the campus during school hours without being signed out at the office by a parent. Students should be signed out only if absolutely necessary, such as a doctor's appointment. The student must present a request from the parent to the teacher before school starts on the morning of the requested early dismissal. Parents are asked not to interrupt classes but to go to the school office to pick up the students.

BIBLE AND CHAPEL

Bible classes are taught four times a week for generally a period of approximately thirty minutes each morning with chapel conducted generally one day a week. The King James Version or New King James Version of the Bible are used in class and for memory work. Bible is an academic subject and students are graded for their work.

DAILY SCHEDULE

Classes begin at 8:20 a.m. and students are considered tardy if they arrive after this time. Dismissal is at 3:05 p.m. at Campus II and all students need to be picked up by 3:30 p.m. or they will be taken to Extended Care and charged accordingly.

Tardy Bell, Class Begins	8:20 a.m.
Lunch	Please consult yearly schedule.
Dismissal, Parent Pick up Begins	3:05 p.m.
Early Dismissal Days	12:00 - 12:30 p.m. parent pick up

DEMERIT AND DISCIPLINE POLICY

Teachers strive to treat each disciplinary instance as a “counseling” opportunity to help the students with right choices. We also have a demerit system in effect for grades 4 and 5. Please refer to “Demerit System” in the General section.

Timberlake Christian Schools does not use corporal punishment.

HOMEWORK GUIDELINES

1. Homework is given for several purposes: drill, practice, remedial activity, special projects, Bible memory, and test preparation.
2. Homework assignments prepare students for independent study and should not be used for *instruction* which causes frustration and misunderstanding for parents and students. If a topic has not been thoroughly taught in class, it is *unacceptable* to have homework on that topic.
3. 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 grade 1, *an average* of ten minutes nightly increasing with each grade level is reasonable (e.g. grade 5 would *average* 50 minutes nightly).
4. In order to encourage students to attend church services, no homework is assigned on Wednesday night. This includes assigning a test for Thursday or making an extended assignment due Thursday.
5. *Moderate* weekend assignments may be made in the upper elementary.
6. Students should answer in complete sentences when appropriate. Short answers, fill in the blank, listing of items, etc. are acceptable when called for by the structure of the homework questions/assignment.

HONOR ROLL

TCS has an Honor Roll for grades 3 - 5 that is published after every report period and comes out the day after report cards are published. The *A* Honor Roll consists of students receiving all A's in major academic areas (Bible, Reading, Language, Math, Spelling, Social Studies, Science/Health). The *A-B* Honor Roll consists of students receiving all A's and B's in major academic areas. The *Honorable Mention* allows students to maintain all A's and B's and only one C balanced by an A in an academic area. Students may not have a *D*, *F*, or *U* in any subject to be on any honor roll.

KINDERGARTEN

Children entering kindergarten must turn 5 by September 30th of the year enrolling.

LUNCH

Elementary students may not use the soda machines or purchase soda at school except on pizza days; however, canned drinks may be brought from home. No glass-

bottled drinks should be brought to school.

MAKE UP WORK

The following are elementary (1 - 5) guidelines for making up homework:

1. Please call the school office by 8:45 a.m. to request homework when your child is absent.
2. The student will be given as many school days as he/she was absent to make up work, up to 5 days. Special arrangements may be made in the case of an extended illness or emergency absence.
3. Teachers are not required to collect all student work prior to a prearranged absence but will have it ready upon the student's return.

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 teacher 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 1-5: Thanksgiving, Christmas, Valentine's Day, and Easter. Timberlake Christian Schools does not recognize or promote Halloween.

PROBATION

A student may be placed on academic probation during the school year or for the next school year if he or she receives two or more *D*'s in reading, language, or math, or has very poor work and study habits, if he/she is below grade level in some area., or if the student fails any benchmark minimum competency test. Special tutoring may also be required. Disciplinary probation may be considered if a student displays constant behavior or attitude problems at school. If improvement is not seen during the nine-week period, the student may be suspended and/or eventually asked to withdraw from the school.

PROGRESS REPORTS

TCS utilizes a software program (RenWeb) that enables parents to check their own child's grades at any time on the Internet. In addition, generally a student's work and tests will be sent home weekly to keep parents informed of academic progress. Report cards from each marking period are available at the end of each grading period on RenWeb. Please contact the office if you do not have Internet access.

RESOURCE CLASSES

In order to have a well-rounded education, physical education, computer, music, art and foreign language classes are provided for our students. Students receive a grade of O, S, N, or U in grades 1 – 5.

SECONDARY

JUNIOR AND SENIOR HIGH

ATHLETICS

Athletes and cheerleaders must maintain passing grades (D or above) in all subjects and an overall average of C- or above to remain eligible to play/practice. Eligibility is determined at the end of each nine-week grading period. Semester grades do not count toward eligibility. If a student must be suspended from a team for academic reasons he/she can be reinstated at three-week intervals of the nine-week grading period if he/she has an overall average grade of C. The player may continue to practice with the team during this time but should stress academics in place of practice as needed. If a student drops a course he/she is failing, he/she will have to sit out for a three-week period before being eligible to participate in games.

Middle School sports consist of grades 6 – 8. Students may play Junior Varsity sports in grades 6 – 10 and Varsity sports in grades 8 – 12.

At present, the ladies' teams are members of the Virginia Association of Christian Athletics (VACA). Ladies' sports are fall volleyball (MS, JV and Varsity), winter basketball (MS and Varsity), spring softball and soccer (Varsity only).

At present, the men's teams also play in the VACA. Men's sports are fall soccer (Jr. High and Varsity), winter basketball (MS, JV and Varsity), spring golf and MS spring soccer.

The cheerleading squads cheer for winter sports. There are two squads of cheerleaders: JV - grades 6-10 and Varsity - grades 8-12.

An athletic fee is charged to each athlete for each sport in which they participate in order to offset the cost of officials and other expenses related to the sport.

Any late or outstanding financial obligations to the school must be paid before a student may participate in athletics, including practices.

Each student must get a physical and fill out the VHSL sports physical form (available in office) and turn it into the school to be kept on file before he/she can participate in a sport. This has to be done on a yearly basis.

A student must be in school for at least one-half of his/her daily class schedule in order to participate in games or practice that day. Unusual circumstances may be appealed for consideration to the athletic director or school administration.

Part time students must attend at least two classes to be eligible to play Junior High or JV sports. A student must be full time (at least four classes) to play Varsity sports.

ATTENDANCE

Excused Absences: Excused absences include illness, death of a family member or close relative, medical or dental appointments or an absence which has been excused by the administration.

Unexcused Absences: Students are not excused by the school if the reason is not valid. All absences must be prearranged (e.g. family trips) with the attendance secretary in order to be excused. Credit may not be given for work missed during an unexcused absence or make-up work for such absences may not be allowed.

Prolonged Absence: Ten days per semester will be allowed for absences before the case is reviewed and action taken. If a student is absent for twenty-five (25) days during the school year, he/she may be subject to failure for the subjects or courses in which he/she is enrolled and may be requested to withdraw or be dismissed.

Truancy: Deliberate absence without the knowledge and permission of the parents will result in a grade of zero and suspension for the first offense. The teacher may require the student to make up the work missed without credit.

AWARDS AND RECOGNITIONS

Grades earned during the last four years of high school are used in compiling honors awards for graduation. The Valedictorian and Salutatorian are selected on the basis of highest grade point average at the end of the third nine-week period.

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

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

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

Each grading period the Honor Roll is composed of students meeting these same requirements, and a D in any subject is not permitted.

The satisfaction that a student has done his best is a reward in itself. However, there are external awards given at the Awards Assembly held at the end of the school year or at graduation exercises:

1. Scholarships: Public recognition of scholarships or grants received by graduates is given.
2. Nominations: The faculty nominates students to membership in Who's Who among American High Schools, Distinguished High School Students of America, National Honor Society, and other organizations of similar nature.
3. Subject Area: Excellence in academic success is publicly recognized.
4. Activity Awards: Participation in activities is encouraged by rewarding excellence.
5. Character, Leadership and Christian Citizenship: Timberlake Christian School rewards excellence in the above, worthy of appreciation.
6. Academic Excellence: The Valedictorian, Salutatorian, members of the National Honor Society and Honor Graduates are rewarded.

7. Transfer Students: All transfer students must establish the required grade point average to receive honors in the National Honor Society, TCS Academic awards, and Valedictorian/Salutatorian. A student must be at TCS for at least $\frac{3}{4}$ of a school year to be considered for these honors.

BOOSTER CLUB

The Booster Club is organized to help provide support to the TCS Athletic Department. The purpose of the TCS Booster Club is to stimulate good Christian fellowship and sociability within the Athletic Department, and to promote and provide assistance to each sport. To help accomplish their goals, the Booster Club assumes responsibility for concessions at the games, engages in money raising projects, and helping to plan the sports portion of the Annual Awards Banquet at the end of the year.

DAILY SCHEDULE

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

0 Period – High School Choir	7:30
Tardy Bell, Homeroom Begins	8:20
Seven Class Periods and Lunch	8:20 - 3:05 (see yearly schedule)
Dismissal	3:05 - 3:30
Early Dismissal Days	12:00-12:30 pm parent pickup

DEMERIT AND DISCIPLINE POLICY

Teachers strive to treat each disciplinary instance as a “counseling” opportunity to help the students with right choices. We also have a demerit system in effect for grades 6 through 12. Students receive demerits for various infractions. A demerit is always signed by the student and given with his/her knowledge. Accurate records are kept of each demerit given. Please refer to “Conduct and Demerit” in the General section.

DIPLOMA

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

General Diploma - 22 credits plus Bible

Advanced Diploma - 25 credits plus Bible

See “Graduation Requirements” for specific credits requirement.

A senior who fails to graduate with his class may earn necessary credits from a summer school or tutorial program approved by Timberlake Christian Schools. However, they will not be allowed to participate in graduation ceremonies. After the designated credits are earned the student will then be awarded the diploma.

A junior or senior may earn up to two credits toward high school graduation from colleges or universities if Timberlake Christian Schools approves the program in advance.

The requirements for admission to colleges and Bible institutes vary, but most require 18 credits in the last four years of high school. It is wise to choose two or three prospective colleges or Bible Institutes at least two years before graduation. Become thoroughly acquainted with the entrance requirements of those institutions so that sufficient preparation may be made to meet the entrance conditions. Help will be given in this area by the TCS Guidance Department.

Vocational Course: Students may earn six (6) units in vocational training, 3 units each in the junior and senior year in a chosen vocation field. Courses are available at the Vo-Tech Educational Center.

DROPPING SUBJECTS

A subject may be dropped within two weeks of the beginning of the semester without penalty. A course dropped within the first grading period will carry the grade of Withdrawn, Passing or Failing. A drop slip must be signed by the parents, teacher, and guidance counselor before the course is officially dropped. The student must remain in the classroom for the remainder of the school year, unless an alternative class or supervised placement can be found.

FAILED COURSES

Students who fail the following courses must make them up before proceeding to the next higher course: English, Mathematics, Foreign Language, and Science. (See “Minimum Competency Testing”).

Students who fail the following courses may go on to subsequent courses without makeup, but if the course failed is required for graduation, it must be made up before graduation: History, Bible, Chemistry/Physics, and Physical Education.

GRADUATION REQUIREMENTS

To graduate with a standard diploma, a student must have accumulated **22** High School credits (grades 9-12), including a course in Bible for each year enrolled at TCS. **In addition, any student applying to TCS must not turn 19 years of age prior to graduating in the normal course of grades 9-12.**

The credits must include:

Bible.	4 credits
English.	4 credits
Mathematics.	3 credits
Science.	3 credits
History and Government.	3 credits
Economics	1 credit (beginning with class of 2014)
Health and Physical Education.	2 credits

Twenty-five credits, including Bible, are required to obtain an advanced diploma and are listed as follows:

English	4 credits
Mathematics.	4 credits
(At or above Algebra I level)	
Science.	4 credits
(Including Chemistry and Physics or Advanced Biology)	
History and Government	4 credits
Economics	1 credit (beginning with class of 2014)
Foreign Language.	3 credits
(Same language)	
Health & P.E.	2 credits
Electives.	3 credits

A minimum of one Advanced Placement Course is required of those receiving the advanced diploma. The program covers credits received through high school. The grade point average **grades 9 - 12** must be 3.00 or above to receive the Advanced Diploma.

GUIDANCE

Guidance is that part of the educational program which assists the student in developing a realistic self concept consistent with the Word of God and achieving goals consistent with his/her potential.

Counseling is available to all students regarding personal, educational, and career choices. Students and parents are encouraged to schedule an appointment to talk to the Guidance Counselor for answers to specific questions.

HOMEWORK

Purposes for Homework

1. Drill – We believe that most students require solid drilling to master material essential to their education progress.
2. Practice – Following classroom explanation, illustration, and drill on new work; homework is given so that the material will be mastered.
3. Remedial Activity – As instruction progresses, various degrees in a student’s grasp of subject matter becomes evident. Homework, following instruction, is given to overcome such difficulties.
4. Special Projects – Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention due to lack of class times for these types of activities.
5. Bible Memory – Students are generally required to memorize one to three Bible verses a week and additional study time at home may be necessary to accomplish this.
6. Test Preparation – In addition to class review, teachers assign homework that will help the student to study and prepare for a test.

Important Guidelines

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

Homework information may also be accessed by parents or guardians using our RenWeb system. Please call the office for details.

LOCKERS

Student lockers are the property of the school and are provided as a service for students to store their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the discretion of the school authorities, they deem it necessary to do so. Homeroom teachers must approve pictures inside lockers before being placed there. No pictures of movie stars, rock stars, Christian rock or country singers, or entertainers are allowed.

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

The office will rent locks for all lockers for students in grades 6 – 12 for \$3.00. Locks will be optional, however NO locks are to be brought from home (all unauthorized locks will be removed). The student will be charged \$10.00 to replace any lost school- lock.

MAKE- UP WORK

The following are secondary (6 – 12) guidelines for making up homework:

1. When a student has an excused absence, it is the student's responsibility to make up the work missed. The student will be given a reasonable amount of time to make up the work missed which should not exceed twice the number of days missed. For example, if he was absent one day, the work must be made up within two days. Work turned in by the time limit set by the teacher will be graded at full credit. Work assigned previous to absence should be submitted upon return and tests assigned taken upon return.

2. Work not turned in on time could result in a lowered grade. This holds for both regular homework and make-up work.
3. If a student knows he/she is going to be absent (family vacation, etc.), it is his/her responsibility to get all assignments before leaving school.
4. Make-up work will be left entirely to the teacher's discretion and may not be permitted if this procedure is not followed.

MARRIAGE

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

MORALITY

Any student found to be involved in illicit sexual activity, whether school is in session or in recess, is subject to dismissal from TCS.

PASTORAL RECOMMENDATION AND CHURCH INVOLVEMENT (Grades 6 – 12)

Timberlake Christian Schools requires that all of its students attend a church of like faith regularly. Beginning with students in grade 6, for enrollment or re-enrollment, we require a yearly pastoral recommendation for each student. In addition, we are asking for parental written authorization to contact the pastors listed on the recommendation form, to verify that the student is attending church regularly throughout the school year. This authorization form is included on the reverse of the pastoral recommendation form.

In addition, each new applicant is interviewed by the secondary principal. This is a mandatory part of the application process.

PROMOTION

A student who fails two academic courses (English, Math, History, Science, and Bible) may proceed to the next grade on probation if the academic failures are made up during summer school. A student who fails three or more academic courses must repeat the entire grade. A student who repeatedly fails classes may be asked to leave TCS.

Class Standing and Homeroom Placement:

- 9th - must have accumulated 4 credits
- 10th - must have accumulated 7 ½ credits
- 11th - must have accumulated 11 ½ credits
- 12th - must have accumulated 15 credits and have tentative plans to graduate in immediate year or following summer

PUNCTUALITY

Pass System: During a class or study hall, students need a pass before leaving their assigned class or before going to another location.

Tardiness to Class: There are four minutes between bells. Students who are not in their rooms when the bell rings are considered late. If tardiness is due to involvement with another teacher, a pass from that teacher will remove the tardy violation.

Tardiness to School: Students who come in late after the homeroom teacher has taken attendance should go to the office and submit a written excuse signed by a parent or guardian. A tardy slip will be given to them to take to the teacher.

REPORT CARDS

Report cards for each nine weeks are available after every grading period via RenWeb. Please contact the school office if you do not have Internet access.

STUDENT ACTIVITIES

Social relationships are very important to Christian youth and are an expression of a relationship to God as well as to oneself. Students learn through various clubs and activities how to work with others for the accomplishment of a mutual purpose.

Student Council: This organization is formed to develop cooperation among students, faculty and administration, promote a wholesome Christian atmosphere, see more satisfactory ways of serving students, and encourage expression in Christian activities:

1. Student Body Benevolent Projects
2. Recreational Activities
3. Spiritual Emphasis Week
4. Spirit Week
5. Homecoming Activities
6. Student Body Elections

Class Functions: Each class will organize and elect among its class officers, representatives to serve on the Student Council. Class advisors will be appointed by the Administration who will advise the classes as necessary. The Administration must give final approval to any change in activity or policy.

Each class will consider itself a part of the Student Council in implementing that which is decided by the council.

Class activities are as follows:

1. Student Body Elections
2. Recreational Activities
3. Class Projects
4. Spiritual Participation

All class activities are to be approved by the class advisor and the Administration.

STUDENT DRIVING

Students must have a valid driver's license and proper insurance as well as their parent's permission to drive to school. At the beginning of each school year or

whenever they start driving, students must stop by the school office to register their vehicles. All vehicles driven to school must be registered in the office. Infractions will be handled by the administration and may include punishment up to and including suspension of driving privileges.

Vehicles are to be driven on the school grounds at no more than 15 miles per hour. Drivers are not to engage in any tire spinning or other improper driving.

No student shall be in or around the parking area, except for arrival and departure, without permission from the office.

Student parking is provided in the parking lot at Campus II. Students are not to park along the side of or behind the school building or in the teachers' parking area.

TARDINESS

Please refer to *Tardiness* in the General Section. Three unexcused tardies to school equal one absence. In addition, any student in grades 6 – 12 who accumulates tardies to class or to school will be assigned the following.

First set of three unexcused tardies (three class tardies or three tardies to school) – Student is warned. Principal notifies parent.

Second set of three unexcused tardies – Principal notifies parent. Student serves a before-school or after-school detention.

Third and above sets of three unexcused tardies – Principal notifies parent. Student serves a half-day in-school suspension. Principal sends follow-up letter.

If tardies continue to accumulate, the student may be required to serve full-day suspension(s) or may be denied re-enrollment.