

# TEMPLE CHRISTIAN SCHOOL



## Teacher, Student, Parent Handbook

Updated August 2023

All policies and information are subject to correction and change as the administration and board see fit. It is impossible to put everything in a handbook for teachers, students and parents. Our goal is to have a guide book to ensure that our school is working under the policies to conduct good business.

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**TEMPLE CHRISTIAN SCHOOL**

982 Brower Rd.

Elementary (419) 227-1644 (Option 1)

High School (419) 227-1644 (Option 2)

FAX: 419-227-6635

***TCS Mission:***

*To Glorify God by providing students a Christ-centered education  
marked by excellence and grounded in Biblical Truth.*

On September 7, 1976, Temple Christian School opened as a ministry of the Lima Baptist Temple. It is currently a Pre-School through 12<sup>th</sup> grade institution which has strong curricular and extra-curricular offerings. Temple Christian School is dedicated to providing an educational program which upholds a standard of academic excellence with its firm foundation based on God's Word, the Bible. We strive to train our students spiritually, morally, and academically, and we feel that it is of utmost importance that we instill a patriotic spirit in each child.

It is the desire of the board of education, administration, and faculty to have a positive relationship built between the school and the home; therefore, the following handbook has been compiled in order to inform you as students and parents of Temple Christian School of the rules, regulations, policies, and procedures that will be important to you. Though at times some will disagree with the policies presented in this handbook, it is important that all realize their responsibilities to support and properly respond to those whom God has placed in leadership roles in this school. It is the prayer of the Temple Christian School leadership that we can work together to provide a well-rounded, Christian-centered education for our students.

**ADMINISTRATION**

Mr. Bruce Bowman, Superintendent & High School Principal

Mr. B.J. McPheron, Assistant High School Principal

Mrs. Erin Marshall, Elementary Principal

**BOARD OF EDUCATION**

Jason Szuch (Chairman), Tom Ahl, Brad Callahan,  
Robert Meyer, Lori Orndoff, Eric Smith, Matt Sutton,  
Dave Wierwille, Paul Schwartz, Timothy White

## **PHILOSOPHY**

The philosophy of Christian education at Temple Christian School (TCS) is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible, authoritative Word of God that contains this truth. TCS's mission, educational goals, statement of faith, scriptural, and overall operating principles are tied together with Jesus Christ at the head and are carried out in the following ways:

- TCS leaders try to seek out God's ways of thinking and acting with the promise that He will show us what to do. They will try to seek guidance, direction, and purpose from the Holy Spirit who lives in the hearts of believers.
- Education at TCS is Christ-centered with biblically integrated units, incorporating the Word of God into the content areas. (Prov. 1:7 says, "The fear of the LORD is the beginning of knowledge.") Our curriculum is grounded in biblical truths that integrate knowledge, faith, and experience.
- Our teachers ensure that the teaching environment is nurturing, challenging, and meaningful, and that it conforms to the educational philosophy of the school.
- All TCS personnel are accountable to God for their performance, Christian modeling, and walk with the LORD (Rom. 14:12). This is demonstrated in how their gifts are used for the LORD'S service. They are inspiring examples for the students they lead, who are committed to the children and families they serve.
- Parents are responsible for their child's education. The parent enlists the support of the school and entrusts the teacher for educational purposes as an extension of the home.
- Jesus Christ is the model, as students learn and study their Bible in the classroom. Teachers will teach from a Christian perspective and impart a Christian world and life view in all subject areas. All truth comes from the LORD.
- TCS constantly evaluates its instruction and classroom activities to ensure that they are pleasing to God, Christ-centered, and following the guidelines that Jesus has given us in His Word. Each student is challenged to achieve his/her full potential.
- The influence of a godly home, school, and church are vital essentials in a child's life and go hand in hand in their development.
- Teachers teach by instruction and example that a saving, personal relationship with Jesus Christ and the transforming power of the Holy Spirit will enable one to lead a life with purpose and that is pleasing to God.
- Summary: Temple Christian School strives to be the best school for your child in accordance with God's Word. Your prayers and involvement in your child's education are crucial, as you partner with us at TCS.

## **PURPOSE**

It is the purpose of Temple Christian School to provide a sound academic education integrated with a Christian view of God and the world. The Bible is specific in stating the principles which underlie Christian education. St. Paul presented a comprehensive principle when he wrote of Christ: "For by Him were all things created, that are in Heaven, and that are in earth...And He is before all things, and by Him all things consist." (Colossians 1:16-17). And the writer of the fourth Gospel said, "All things were made by Him; and without Him was not anything made that was made."  
(John 1:3)

There is an important difference between the Christian and the non-Christian viewpoints on any given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach to education can be entirely God-honoring; for parents and children, as is such an approach through the Scriptures.

Parents of children in Temple Christian School consider the Word of God clear in making Christian parents responsible for the education of their children; education not limited to the counsels of God revealed in His word, but also in the counsels of God revealed in His world. These parents want their children to be educated at home and at school with the consciousness that all truth is God's truth, including history and geography, science, music and the arts, and that Jesus Christ is to be central in all learning and living.

We believe that a Christ-centered school is essential in our world today. We realize the strength of our enemy, and need to equip our children with the tools to combat the enemy. We want our children to have an education which will prepare them mentally, physically, and spiritually according to the Scriptures.

## **STATEMENT OF FAITH**

The basis of Temple Christian School shall be the Word of God as interpreted by the following Statement of Faith:

1. We believe in the creation of man by the direct Act of God.
2. We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation.
3. We believe the Bible to be inspired and the only infallible authoritative Word of God.
4. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
5. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

## **OBJECTIVES**

We believe that the objectives of Temple Christian School are these:

1. To teach that God is the Creator of the universe and man.
2. To teach that the Lord Jesus Christ is the Son of God who came to earth to die for our sin.
3. To teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ.
4. To teach that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer, and service.
5. To teach that the Bible is the only Word of God. It is practical and important.
6. To teach the application of Biblical ethics and standards of morality to every part of life.
7. To teach students to manifest fairness, courtesy, kindness, and other Christian graces.
8. To stress the urgency of world missions.
9. To teach students to get along with non-Christians and with Christians who hold different views.
10. To relate the various subject matter areas with the truth of the Bible.
11. To teach students to apply themselves to their work to fulfill their various responsibilities.
12. To teach students to work independently and cooperatively.
13. To teach students to think for themselves and to stand up for their personal convictions in the face of pressure.
14. To develop the creative skills of the students.
15. To develop an appreciation for the fine arts.
16. To develop effective communication skills in the students.
17. To teach the knowledge and skills required for future study or for occupational competence.
18. To develop desire and discretion in wholesome physical and mental recreation.
19. To teach our American heritage and the current problems facing our country and world.
20. To show students their present civic responsibility and to prepare them for adult responsibility as citizens of our nation.
21. To develop the total student in relation to his place in the world, stressing the basic belief that through God, ALL things are possible.

## **CORE VALUES**

These Temple Christian Core Values represent some of the attributes of our Mission and Vision Statements:

- **To Glorify God:** by providing students a Christ-centered education marked by excellence and grounded in Biblical Truth. Acts 28:31 “Preaching the kingdom of God, and teaching those things which concern the Lord Jesus Christ, with all confidence, no man forbidding him.” (KJV)
- **Parent Partnership:** Faculty and staff serve as partners with parents, supporting one another in teaching and instructing their children. Parent involvement teams are encouraged for various school projects.
- **Excellence:** We are committed to excellence in all things, to continuous school improvement, to providing a royal education for the children of the King of Kings.
- **Nurturing environment:** We strive to provide a nurturing environment where the fruit of the Holy Spirit is modeled and encouraged, and to promote a meaningful relationship with, and a saving knowledge of our Lord Jesus Christ.
- **Building the Kingdom of God:** Christ calls us to leadership by servanthood, that is, to build the Kingdom of God by being the instruments of God’s grace by serving one another and serving God.
- **Image Bearer of God:** Every student, employee, and parent is a unique image bearer of God with equal value, worth, and respect.
- **Building Christian Families:** God-centered team building and personal relationships that build Christian families are encouraged in the church and the local community in order to impact the world for Christ.
- **Lifetime of Service:** We are committed to prepare and sharpen students for a lifetime of service in God’s world as a response to God’s love and salvation.
- **Eternal Life for those in Christ:** The Bible is the Word of God revealing the Good News of redemption and eternal life for those in Christ. Salvation is open to those who are drawn to the Lord through the working of the Holy Spirit.

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

As a non-public school, Temple Christian School is not under obligation to conform to FERPA. Even so, TCS values confidentiality, transparency and professionalism in the handling of student records and data.



## **COMMITMENTS FOR PARENTS**

We hereby invest authority in the school to discipline our child as necessary. We further agree that we will cooperate in the discipline of our child in the home as needed.

Proverbs 13:24; 19:18; 22:6; 23:13-14; 29:15,17; Ephesians 6:1,2; Colossians 3:20;  
Hebrews 12:6

We pledge to keep all doctrinal controversy out of the school at all times. The basis for Temple Christian School's Statement of Faith and teaching shall be the Word of God as interpreted by the Statement of Faith included in the application.

We agree that if our child should become involved in any trouble at school, or we disagree with any policy set by the school, we will in no case complain to any parent, but in love of Christ and with prayer, we will register only necessary complaints with the teacher or principal.

We understand that assessments will be made to cover damage to school property (including breakage of windows, abuse of books, etc.) and to private property of others while on school premises (torn shirt, broken glasses, etc.)

## **PAYMENT OF TUITION**

The tuition prices are listed in the application packet. The registration fee is for each student enrolled in Temple Christian School and is non-refundable. The fee is due upon completion of the application form. The fee is used for paper supplies, etc., for the student during the year. A re-enrollment fee is also charged for each student each year.

Tuition can be paid in advance by the year or semester, or by monthly payments. Parents must submit an application to FACTS. FACTS handles all tuition accounts and invoices.

## **LUNCHESES**

(Online ordering through FACTS is available for TCS Families.)

Students may bring a lunch or order a school lunch. Microwave ovens are provided (1<sup>st</sup> – 12<sup>th</sup>).

Students are not permitted to leave the school complex during the lunch period unless permission has been granted in advance by the building principal.

Elementary students must bring their money and order choice to their classroom teacher. Teachers will be responsible for getting money and orders to the office by 9am every day.

High School students must give their orders to their homeroom teacher.

Parents can order lunch ahead via FACTS.

- MONDAY, WEDNESDAY, THURSDAY (See Menu via TCS Website)
- TUESDAY & FRIDAY- Pizza Day  
Students may order cheese or pepperoni pizza at \$1.00 per slice.

## **ADMISSIONS POLICIES**

The final approval or disapproval of a child to be admitted to Temple Christian School is governed by the school's Board of Education. The administrator at the school screens each student prior to final acceptance.

The natural parents or legal guardians must subscribe to the Statement of Faith and rules governing dress code and discipline procedures.

Though we desire for each student to have the opportunity to receive a Christian education, we are unable to admit students who fall into any of the following categories:

- Has emotional or disciplinary problems
- Has a juvenile court record
- Failed the most recent grade level prior to application
- Shows low academic performance as indicated by their transcript from the previous school
- Is married or has been married
- Has given birth to or fathered a child

Children applying for first grade must be six years old on or before August 1

Children applying for admission to Kindergarten must be five years old on or before August 1

Children applying for admission to K4 must be 4 years old on or before August 1

TCS is a faith-based institution providing an education in a distinct Christian environment, and it believes that its Biblical role is to work in conjunction with the home and church to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home or by a particular student is counter to or in opposition to the Biblical lifestyle 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 limited to, being convicted of a felony, living together without being married, condoning or supporting sexual immorality, practicing a homosexual lifestyle or alternative gender identity or espousing beliefs that promote such practices, or otherwise having the inability to support the moral principles of the school.

(Gen. 1:27-28,• 2:15-24,• Lev. 18:22; 20:13; Matt. 19.•4-6; Rom 1:26-27; 1 Cor. 7:14)

TCS reserves the right to deny admission to a student if his or her ability in behavior or emotional development indicates that he or she could not be best served by our school program. TCS reserves the right to deny students who Temple cannot serve in our academic setting. Testing for readiness for the student's entrance is required before acceptance. TCS reserves the right to deny admission to any family/student whose beliefs and lifestyle are not in harmony with the stated philosophy and purpose of the school.

## **Statement of Non-Discrimination**

Temple Christian School (TCS) admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. TCS does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

# **Academic Information**

## **HOMEWORK PHILOSOPHY**

We believe that homework is an integral part of the school program, and each teacher is at liberty to give homework to aid students in advancing their studies. It is requested that parents cooperate with the school in seeing that the assignments are completed. We want parents to be aware of their student's progress, and we urge them to cooperate with the teacher in any way possible, especially in the matter of homework. Homework is given for the following purposes: drill, progress, remedial activities, advanced work, and special projects. Teachers might need to assign work on Wednesday for purposes of test preparation, drill and projects. We are attempting to allow students that want to attend church on Wednesday to do so.

## **PRINTERS**

One printer will be set up for students to print assignments required by teachers. Printing must be approved by teachers. Students or parents making personal copies will be billed at \$.10 a copy.

## **SCHOOL TEXTBOOKS**

The majority of our textbook materials are purchased from Christian textbook publishers which we feel helps to present a true picture of the subject matter. Some textbook materials are purchased from the standard companies that provide books to public schools. We are not bound, however, to one particular required list of adopted texts, but we are free to choose from among the many textbooks which present the material most interestingly and effectively.

The key to presentation and use of materials in Christian schools are Christian teachers. The teachers' deep involvement in the study of God's Word equips them with the discernment necessary to teach all subject matter in harmony with the principles clearly presented in the Bible.

## **REPORT CARDS**

Report cards are issued every nine weeks during the school year. In addition, there will be a day set aside for parents to make appointments to privately meet with the teachers for Parent-Teacher Conferences.

Midterm reports will be sent to you midway through each grading period. Report cards for the students whose parents have delinquent tuition accounts with the school will be held in the office until the accounts have been paid.

## **COMMUNITY SERVICE**

Students in high school are encouraged to earn 30 hours of community service each year. Students in middle school are encouraged to earn 20 hours of community service each year. Elementary students are encouraged to take advantage of community service opportunities when available and appropriate. Students who meet this criteria are awarded at the end of the year awards assemblies.

## **WEIGHTED SCALE**

Temple Christian has instituted a weighted scale for those classes which are considered upper level courses. The intent is to recognize the increased difficulty of these courses in relationship to the alternative basic courses that are offered. No required course is weighted. Examples of weighted courses are Physics, Pre- Calculus, College Credit Plus Courses, and Honors Courses.

In order to figure the weighted G.P.A., a formula will be applied to the grades of students in weighted courses to slightly increase their final G.P.A. for the course.

The TCS grading scale is located on the following page. Most courses figure into students' G.P.A.'s. However, non-academic courses such as Choir, Band, Art, P.E., and Yearbook do not.

## **Grading Scale**

*Adopted 2010*

<u>Grade</u>	<u>Percentage</u>	<u>Standard</u>	<u>Advanced</u>
A	93-100	4.0	4.5
A-	90-92	3.7	4.2
B+	87-89	3.4	3.9
B	83-86	3.0	3.5
B-	80-83	2.7	3.2
C+	77-79	2.4	2.9
C	73-76	2.0	2.5
C-	70-72	1.7	2.2
D	65-70	1.2	1.7
F	00-64	0.0	0.0

## **GRADUATION POLICY**

Temple Christian School is a chartered, non-public school. Students who attend Temple Christian School must meet all Ohio graduation standards. TCS students must acquire twenty-four (24) course credits over a four (4) year period, plus meet additional Ohio Graduation Standards for their respective class as outlined by the Ohio Department of Education.

## **GRADUATION REQUIREMENTS**

Students who attend Temple Christian School must acquire twenty-four (24) course credits over a four (4) year period in order to graduate with a high school diploma. Some of the credits a student earns toward the total of twenty-four (24) course credits can be from elective courses, but the following courses are required:

1. Bible -- 4 credits (Grades 9-12)
2. English -- 4 credits (Grades 9-12)
3. Social Studies -- 3 credits (Grades 9-12)
4. Math -- 4 credits (Grades 9-12)
5. Science -- 3 credits (Grades 9-12)
6. Health -- ½ Credit (Grades 9-12)
7. P.E. -- ½ Credit (Grades 9-12)
8. (2) Semesters of Fine Art (Grades 7-12)

## TEMPLE CHRISTIAN COURSES OF STUDY

Temple Christian School's course of study concentrates on a core curriculum in the traditional liberal arts. Students may choose a general education course of study, a college preparatory course of study or a combination of the two. Many courses are available as honors courses as well as standard courses. All students must complete 24 credits including 4 Bible credits.

### *All Temple students must take the following Courses:*

**English:** All students must take 4 years of English. (1 credit each)

**Mathematics:** All students must take 4 years of Mathematics. (1 credit each)

**History:** All students must take 3 years of History. (1 credit each)

**Science:** All students must take 3 years of Science. (1 credit each)

**Bible:** All students must take 4 years of Bible (1 credit each)

**Health:** All students must take a semester of Health (1/2 credit)

**P.E.:** All students must satisfy P.E. Requirement (1/2 credit). Playing two sports seasons meets P.E. requirement but no credit is earned.

**Fine Arts:** All Students must complete two semesters of fine arts taken any time in Grades 7-12.

**Econ/Finance:** All students must receive instruction in economics and financial literacy in grades 9-12.

**Electives:** All students must take 5 credits of electives. May include any combination of Foreign Language, Fine Arts, Business, Technology, English, Mathematics or Science courses not otherwise required.

### *High School Required Courses (Basic Schedule)*

<u>Freshman</u>	<u>Credit</u>	<u>Sophomore</u>	<u>Credit</u>
Bible 9	1	Bible 10	1
English 9	1	English 10	1
Algebra 1 or 2	1	Geometry	1
Physical Science	1	Biology	1
World History	1	U.S. History	1
P.E.	1/4	P.E.	1/4
Elective	1	Health	1/2
		Elective	1
<u>Junior</u>	<u>Credit</u>	<u>Senior</u>	<u>Credit</u>
Bible 11	1	Bible 12	1
English 11	1	English 12	1
Algebra 1 or Pre-Calculus	1	Physics or Science Elect	1
Govt/Economic s	1	Social Science Elective	1
Chemistry/Science Elective	1	Pre-Calc/Math Elective	1
Elective	1	Elective	1

## *Middle School Courses of Study*

### **6<sup>th</sup> Grade**

Science 6  
6<sup>th</sup> Grade Mathematics  
Bible 6  
English 6  
Reading 6  
World Studies 1  
Technology 1  
Band or Choir or Both  
Art or PE or Both

### **7<sup>th</sup> Grade**

Earth Science  
7<sup>th</sup> Grade Mathematics  
Bible 7  
English 7  
Reading 7  
World Studies 2  
Technology  
Band or Choir or Both  
Art or PE or Both

### **8<sup>th</sup> Grade**

Life Science  
8<sup>th</sup> Grade Mathematics  
Bible 8  
English 8  
Reading 8  
American History  
Technology  
Band or Choir or Both  
Art or PE or Both

## **FINAL EXAM POLICY**

-Students are exempt from final exams if they meet the following requirements:

- 1) Have an "A" Average in the course
- 2) Attend 95% of the classes in the course

Special Circumstances such as physicians health excuses are considered

- 3) Must not receive a "C" average in any of the four marking periods.

## **TRANSPORTATION RULES FOR OFF-CAMPUS TRIPS**

NOTE: The Temple Christian leader in charge is to give a copy of the following rules to each of his/her drivers for each event, and to be certain that each driver reads, understands, and follows them.

- 1) Vehicles used in transporting students must, according to the TCS activity leaders and driver's best knowledge, be in safe operating condition.
- 2) Each occupant of the vehicle, regardless of age, is to properly be in his/her own seat belt.
- 3) Children 12 years old and under must ride buckled up in a rear seat if the vehicle is equipped with front passenger air bags. It may be necessary to require the same of smaller children older than 12 depending upon height. The TCS activity leader will make that determination. Parent drivers may not override the air bag seating rules.
- 4) If airbag equipped, driver and front seat passenger seats should be moved back as far as practical to allow the airbags room to inflate.
- 5) Drivers must be at least 18 years of age with a valid driver's license and insurance card on file, and must to the TCS leader's knowledge, be a safe driver with a safe driving record.
- 6) Roll must be taken in each vehicle by each driver before departure, before leaving on the return trip, and before leaving any facility.
- 7) Speed limits are to be carefully obeyed.
- 8) Vehicles are to travel together to and from the event. If stops are made en-route, roll must be taken by all vehicles before you leave the area.
- 9) After any activity, the TCS leader in charge must stay with the students until the last student has been picked up by the individual having authority to do so.
- 10) The TCS leader in charge must make sure that each driver is aware of and understands the transportation rules. For convenience, copies of this sheet may be distributed to drivers. The TCS leader may establish additional transportation rules that may be needed for a specific activity

## **TRANSPORTATION RULES FOR BUS TRIPS**

- 1) All buses must be in safe operating condition and driven by properly licensed drivers.
- 2) All drivers must carefully follow all traffic laws.
- 3) Occupant of the bus must remain seated during the entire bus trip.
- 4) There will be no horseplay, screaming, or throwing of objects on the bus.
- 5) Roll must be taken on the bus by each driver or coach before departure, before leaving on the return trip, and before leaving any stop.
- 6) All students should ride the bus to and from an event unless the administration has approved a parental permission slip for a child to ride home with his or her parent after the event. The permission slip must be approved one day before the event.
- 7) After any activity, the TCS leader in charge must stay with the students until the last student has been picked up by the individual having authority to do so.

## **WITHDRAWAL-DISMISSAL POLICY**

Withdrawals from the school must be made through the office. All tuitions continue until the withdrawal is complete. Students may be dismissed from Temple Christian School at any time that they or their parents are found to be out of harmony with the philosophy, policies, and rules of the school. Dismissal will occur only by the action of the administrator and after a conference has been held between the administrator and parents. The school reserves the right to determine circumstances which might warrant dismissal.

## STUDENT ATTENDANCE POLICY

In order to be in compliance with the state laws relative to attendance and to help build character quality of responsibility in each student, the following attendance policy has been established:

- 1) Students must attend each class at least  $\frac{3}{4}$  of that class in order to receive full credit. (For example: approximately 133 days out of the 177 days of class time). Special circumstances for health with a physician's note can be extended for further actions.
- 2) Students who miss class or come to school late the day of a test, and as a result they miss taking the test:
  - A) Those students who are in the junior and senior high must make up the test/quiz with the teacher within a maximum of 24 hours if late to school. It is the responsibility of the student to make arrangements with the teacher; it is not the teacher's responsibility to track down students to make up their work.
  - B) Those students who are in the elementary school must make up the test/quiz with the teacher within 48 hours if late to school.
  - C) Please review the final exam policy for further information on how attendance can affect final exam exemptions.
- 3) **PARENTS:** WE ASK THAT WHEN YOU DROP OFF YOUR CHILD TO BE MINDFUL OF THE JOB OUR TEACHERS DO. IF YOU NEED TO SPEAK WITH YOUR CHILD'S TEACHER MORE THAN A FEW SECONDS, PLEASE SET UP A TIME TO DO THAT. OUR TEACHERS MUST GET STARTED ON TIME, SUPERVISE THE STUDENTS; THEREFORE, WHEN DROPPING OFF YOUR CHILD, PLEASE DO NOT WAIT UNTIL YOU CAN SPEAK WITH THE TEACHER. THEY ARE AT WORK AND MUST BE ABLE TO WATCH THE STUDENTS.

## EXCUSED ABSENCE POLICY

***A student absent for the following reasons will have their absence excused:***

- 1) Illness (student must have note from parent; **after 5 days** student must have physician note) Please review chart for days missed from illness to make up work.
- 2) Death in the immediate family  
(student will work with cooperating teachers on time to make up work)
- 3) Medical or dental appointment  
(student has 48 hours in junior and senior high to make up work missed)
- 4) Emergency (by administrative discretion)
- 5) Prior administrative permission (Example: College visitation, vacation)
- 6) Absences due to COVID-19 will be excused.

Students who are absent from school for one of the above excused reasons will be given two days in which to complete any work that was missed due to the absence. Teachers and/or the principal may extend the time permitted for make-up work at their discretion if special circumstances arise.

**Remember:** It is the student's responsibility to contact the teacher at the teacher's convenience to receive make-up assignments to be completed. Work which is not completed in the prescribed amount of time will receive a zero for each assignment missing.



## EXCUSED ABSENCE AND MAKE UP WORK SCHEDULE CHART:

<u>Days Absent</u>	<u>Homework Made Up &amp; Turned in</u>
1 Day	2 Days
2 Successive Days	2 Days
3 Successive Days	3 Days
4 Successive Days	4 Days
5 Successive Days	5 Days

\*If a student needs additional time they may request this with the teacher.

- **Total Days excused:** Students are permitted to miss up to **16 days per year** for excused absence; after 16, the parent is responsible for sending in a doctor's excuse after the 16th day; this applies to elementary as well as high school. After sixteen days a letter of warning will be sent home. Once a student reaches 17 plus days without a doctor's excuse, the student's name will be sent to the Truancy Officer of Allen County. The student/parents will be notified after the 10<sup>th</sup> day and again on the 13<sup>th</sup> day.
- For students going on vacation or other trips, arrangements can be made with the school principal. Any days over 5 successive days will be worked out with the student, principal, and teacher in regards to getting work made up.
- We ask all parents to give a courtesy call in the morning by 9:00am to let us know their child will be out that day. This helps with organization and knowing who is not in the building. You can leave messages on the phone system at any time of day or night.
- TCS administration will take COVID-19 absences into consideration

## UNEXCUSED ABSENCE POLICY

Unexcused absences include, yet are not limited to the following:

1. Oversleeping
2. Shopping, personal day (Haircuts, beauty appts, etc.)
3. Suspension from school
4. Truancy
5. Excessive family vacation days (at administrator's discretion)
6. Not wanting to come to school
7. Skipping days without parent or school notice
8. Work (When doesn't fall under excused policy) Needed at home; personal reasons

Students whose absences are unexcused may receive a "zero" in all classes that day whether there were quizzes, tests, or just homework that was graded.

## ABSENCE VERIFICATION

Students absent for any reason for any part of the school day must bring a note to the school office by the morning of the second day after returning to school, or the absence will be considered unexcused. Students in the middle school and high school who do not bring back a note will have lunch detention that day and will continue to have lunch detention until absence verification is brought in the school. The note must be signed and dated by at least one parent, and must supply the reason for the absence as well as the date or dates of the absence in order for the principals to determine if the absence is excused: notes such as "Absent for Personal Reasons" will not be accepted, and the absence will be considered unexcused.

## **SCHOOL AND PARENT COMMUNICATION FORMS**

*(DETENTION NOTICES, MID-TERM REPORTS, PERMISSION SLIPS, ETC)*

1. In order for the school to have proper organization and planning, students are expected to return permission slips at the time that is stated on the school permission slip. Students who do not return it at the prescribed time will not be permitted to attend the event.
2. If a student does not return detention notices, mid-term reports, or any behavior communication between teacher and parents, it will result in lunch detention as the first offense; if it is still not returned on the second day, it will result in after school detention as the second offense from 3:05 to 3:45 the day after the infraction, or on the assigned detention day. Failure to return by the third day will result in lunch detention and after school detention as the third offense. This will continue until note is handed in. Students may not participate in sports or travel with their teams if they have detention until their detention is successfully completed. The parent may pick the student up after detention and take them to their game.

## **TARDY TO SCHOOL**

Students will be considered tardy to school if they are not in their homeroom when the 8:00 bell rings. If students are tardy to school, they **must sign in on the list in the school office, and provide the secretary with the reason for being tardy.** The students in the junior and senior high that are tardy without a good excuse will have lunch detention that day. The principal will determine if the tardy is excused or unexcused. Work missed due to an unexcused tardy may not be made up for credit. Excessive tardiness (4) during a marking period will result in detention after school. Unexcused tardiness includes over sleeping, not leaving home on time, extra stops to school, etc. However, students who are driven by car, or drive themselves will be counseled by the school principal about I-75 driving, weather related driving, waiting for trains, etc. Road related conditions can be excused after speaking with the principal. Our goal is for parents and students to leave early enough to make it to school on time. Students/parents are not to rush to school because they drive on I-75 (congestion/work areas) or come from 20 miles or more and want to beat the clock by 8:00am. Leave early enough to make the time for school. Our doors are open as early as 7:30am for students not in the daycare.

## **TARDY TO CLASS / IN SCHOOL TARDY**

Students have a three minutes between classes. A student who is not in his assigned room when the bell rings, will be considered tardy. The student may be sent to the office to record the tardy with the secretary, or the teacher may record the tardy with the secretary after class in order to conserve class time. The principal will determine if the tardy is excused or unexcused. Work missed due to an unexcused tardy may not be made up for credit. Excessive school day tardiness (4) will result in detention after school. Principals can assign lunch detention for any tardy for a student who misses a class for more than 2 minutes.

## **PARTICIPATION IN SCHOOL ACTIVITIES**

MS/HS Students who arrive at school after 11:30am, will not be permitted to participate in extra-curricular or co-curricular activities that day unless permission is granted by the principal. These activities may include, but are not limited to the following: Athletic events or practices, concerts, field trips, etc. Students who leave school for the day due to sickness may not participate in after school activities. Administration may take special circumstances into consideration. *(This does not apply to Elementary)*

## **SIGNING IN AND OUT**

**Any student** arriving at school after 8:00am must sign in at the school office before attending class. Students leaving school before 3:00pm for any reason must sign out at the school office, and sign in upon returning to school. Students who fail to sign in will be given an unexcused tardy. Students in the junior and senior high will have lunch detention. Students who fail to sign out when leaving school will receive an unexcused absence for all classes missed and/or detention.

## **STUDENTS LEAVING THE BUILDING DURING SCHOOL HOURS**

MS/HS Students are not permitted to leave the building without permission from the office. This includes but is not limited to going to vehicles for items left or needed. Permission can be granted for specific needs but the office is not required to grant permission if the privilege or need is abused.

## **EXTENDED ABSENCE**

In case of extended excusable absence, parents may contact the school office by 11:30 a.m. and the secretary will collect the student's assignments. These assignments may be picked up by the parent or another student between 3:00 - 3:30pm. Many assignments can be obtained through online platforms (i.e. FACTS or Google Classroom).

## **FAMILY VACATIONS**

Those families wishing to take a family vacation during the school year should contact the school office. However, vacations during school should be avoided if at all possible. Students are responsible to collect all assignments. Tests and quizzes must be completed within a reasonable amount of time after returning to school. This time will be determined by the teacher and the principal. (Students may make other arrangements with their teacher as deemed necessary by the teacher)

## **VISITORS TO SCHOOL (Students Shadowing at TCS)**

At various times during the school year, students who wish to bring visitors to T.C.S. for shadowing purposes may only make arrangements through the Superintendent's office. In order to avoid disruption of regular school activities, students must secure the permission of the Superintendent at least 24 hours prior to bringing a visitor to school. The Superintendent reserves the right to deny permission to any visitor for any reason. Visitors must register in the school office upon arriving at school, and they must supply the school office with the phone number of a parent that may be reached in case of an emergency. Visitors are expected to abide by the same standards of conduct and dress as a T.C.S. student. TCS reserves the right to limit visitors during the COVID-19 pandemic.

## **HEALTH AND SAFETY POLICY**

The Allen County Health Department requires each school to maintain up-to-date health records in order to protect not only the individual student, but also the community at large. We try to always have our student records up-to-date. The Temple Christian School Board of Education's policy concerning completed health records is as follows:

- 1) All students' immunizations must be current or a waiver signed, and records must be provided to the school by the 15th day of school per Ohio Law.
- 2) New students' physicals must be completed by the 30th day of school, or the 30th day after a student is admitted as a student to the Temple Christian School system.
- 3) If the records are not complete, the student cannot continue to attend classes until the records are brought up-to-date and considered complete.
- 4) Students will also be given an Emergency Procedure Form which must be completed and returned to the school office within the first two weeks of school (preferably the first week of school). The information on this form is vital for school officials to have in the case of an emergency at school in which the child requires medical attention.
- 5) Notices will be sent to each family who is not in compliance with this regulation, informing them of the items which are needed to complete the student's health file.

## **COMMUNICABLE DISEASES**

When students have the following diseases, they must have a written consent to return to school from either a physician or the health department: measles, mumps, whooping cough, scarlet fever, "strep" throat, "pink" eye. A physician, health department official or school nurse may re-admit a student to school after having the following diseases: chickenpox, foot and mouth disease, common cold, influenza, pneumonia, pinworms, skin diseases (scabies, ringworm, and impetigo).

## **ADMINISTERING MEDICINES**

No medicine shall be sent to school with the student unless special arrangements have been made with the office. Medicines are to be administered by the school nurse. If the school nurse is not available, medication may be administered only by staff trained in Medication Administration.

## **SCHOOL NURSE**

A nurse will be present to complete student health records and to administer health screenings (sight, hearing, and scoliosis) and medicines.

## **ACCIDENTS**

If your student is involved in an accident, we will try to contact you at the phone number you have provided on the Emergency Procedure Form. In the event that you cannot be reached, we will see that proper medical care is secured.

## **FIRE DRILLS**

Several times throughout the year, fire drills will be held. Teachers and students must take them very seriously. An appropriate bell will signal a fire drill, which requires rapid, quiet, orderly, mass evacuation of the building. Anyone who fails to carry out the teacher's orders at such times will be disciplined. Use exit routes as posted in each classroom. Students may re-enter the building upon direction from administrators and teachers. Students should remain approximately 100 feet from the building and should remain quiet during these drills.

## **SAFETY DRILLS**

TCS will hold a minimum of three safety (lock-down) drills throughout the year to prepare for any situation where we would need to protect students from some type of dangerous situation that may present itself.

## **TORNADO DRILLS**

For tornado protection, students will move to designated interior rooms and hallways, where they will kneel placing their head as low as possible with their hands and arms over their heads.

## **AFTER SCHOOL ACTIVITIES**

The only students who are permitted in the high school complex after 3:30pm are those students who are with an organized team. All other students must leave the school by 3:30pm unless they have secured permission by a teacher or the building principal.

## **STUDENT DRIVING PRIVILEGES**

Students who have an operator's license may drive to and from school with the permission of the principal and a TCS driver's vehicle registration form on file. Students are not permitted in the car during the school day unless they have permission from a staff member. Students are not to sit in their cars with other students or friends during school functions unless one of their parents is with them. Students should park their vehicle on the east side of the high school building and should exit the parking lot by Burden Road in accordance with traffic flow guidelines. While entering or leaving the school property a student is not to drive fast and should never "peel out" or drive recklessly. Students may have their driving privileges revoked or face other discipline for driving violations.

## **SCHOOL CLOSINGS AND DELAYS**

School closings, delays and emergency weather information will be announced on the following local radio/television stations: WIMA AM 1150 WLIO TV

The "FACTS ALERT" system will also be used. You can expect a text in the morning as soon as we know delays or cancellations. We generally coordinate with Elida Local Schools since TCS is located in the Elida Local School District. Therefore, we will get the information to you as soon as possible.

Temple also posts on our Web Site, Twitter and Facebook for weather emergencies.

## **NON-DISCRIMINATORY POLICY**

The Temple Christian School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternate to court or administrative agency ordered, or public school district initiated desegregation. The Temple Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

## **DAILY CAMPUS WEAR POLICY**

*(All dress code violations: one warning and thereafter will result in corrective action after the first warning; however, the student may need to change clothing that day.) These guidelines apply from K-4 through 12<sup>th</sup> grade.*

The goal of the Campus Dress Code Policy is to provide a professional dress environment aligning to the school's mission to create a climate in which every student learns.

### **I. Daily Campus Wear Policy**

#### **Males and Females:**

**Pants:** (Colors) Khaki, Black, Navy or Gray (Fabric) Cotton or Twill

(No Jeans, Denim, Corduroy, Sweat or Wind Pants, No side zippers; No leg pockets; Standard front and back pockets only) Length – cannot drag on the floor. No student may wear yoga pants/spandex pants. Furthermore, all pants must have a front zipper for both genders.

#### **Females:**

**Skirts/Jumpers:** (Colors) Khaki, Black, Navy, Gray or Navy/Plaid . Cotton or Twill (No Jeans, Denim, Corduroy, Sweat or Wind Pants) Length – Should not be more than 3 inches above the knee; straight or pleated. Capris for girls may only be worn if not skin tight. In addition, all pants, skirts, and jumpers will be fitted and hemmed, and may not be altered in any way except to fit properly.

#### **Males and Females:**

**Daily Campus Wear Shirts:** (Colors) Navy, Gray, White, Light Blue, Red or Burgundy (Solid Colors Only, No Denim) All shirts must have collars and buttons. Shirts must be buttoned, excluding the top button. Tailed shirts (Oxfords) must be tucked in. Any brand emblem/logo may not exceed approx. 1" in diameter. Students who wear hoodies over shirts: all students must have a campus wear polo shirt during Daily Campus Wear if wearing a hoodie.

**Under Layering** – Long and short sleeve T-shirts, turtlenecks, camis, or tank tops are permitted to be worn under Daily Campus Wear Shirts for comfort, modesty and warmth. (Solid Colors Only, no lace embellishments, no logos showing through) Long sleeve t-shirts, long sleeve thermals and compression shirts sold in the Spirit Store that have TEMPLE or PIONEERS on the sleeve are permitted to be worn under Campus Wear Shirts or Spirit Store Fleece Vests.

**Over Layering Sweaters/Sweater vests** – (Colors) Navy, Gray, White, Light Blue, Red or Burgundy (Solid Colors Only, No Denim) – V-neck, Crew Neck or Cardigan; Campus Wear Shirts (listed above) must be worn under all sweaters. Any brand emblem/logo may not exceed approx. 1” in diameter. **Sweatshirts** – (Colors) Navy, Gray, White, Light Blue, Red or Burgundy (Solid Colors Only) – Crew Neck Only (No hoods) – Campus Wear Shirts (listed above) must be worn under all sweatshirts. Any brand emblem/logo may not exceed approx. 1” in diameter. The only Fleece vests approved are the ones sold in the Spirit Store and contain a Temple Logo. Fleece vests are to be worn with a long sleeve under layer or any Campus Wear Shirt. If a Fleece vest is worn with an under layer, then it must be kept zipped up  $\frac{3}{4}$  or more.

**Temple wear** is any item in this section that includes a TCS Pioneers or TCS Activity logo on the upper right or left chest or sleeve, which is 2.5”H x 3.25”W or less. Temple wear is allowed at all times. In addition to campus wear the following are approved (**must be purchased from Temple Booster Spirit Store**):

- 1) All TCS hoodies bought through the TCS Booster store or through Team Spirit packs can be worn so long as they are TCS colors.
- 2) Under Layering: Compression shirts from the Spirit Store with Temple or Pioneers on the sleeves
- 3) Underlaying: Long sleeve T-shirts with Temple or Pioneers on the sleeves
- 4) Fleece vest and Fleece jackets sold by the Booster store with Temple Logo
- 5)  $\frac{1}{4}$  zip TCS pullovers with small logo are permitted  
*(Sold only by Booster store)*

**\*\*\*\*\* Students wearing hoodies/pullovers are required to wear a school polo shirt in an approved color underneath.**

**Shoes** – Standard shoes or tennis shoes. No open-toed shoes– No flip-flops–No slippers. Any open heeled shoe must have a back strap for safety purposes. Shoes with closures must be worn as intended. Tie shoes must be tied.

**Socks** – Socks are required. Female students may wear tights or hose in flesh tones or solid colors. Solid color leggings such as all black, gray, white, navy, maroon (uniform colors) can be worn underneath uniform (dress code) Skirts.

**Belts** - Belts are optional unless necessary to keep your pants up.

**Head Gear** – No head gear (hats, caps, sweatbands, curlers, sunglasses) are to be worn indoors. Ladies can wear head bands, flowers, etc... in their hair. Males: no type of comb or other objectives of that nature are to be visible in their hair.

**Jewelry** – No heavy metal or heavy chains allowed. Students are not permitted to wear facial piercings or tongue rings during the school hours/activities.

**Tattoos** – No visible tattoos are permitted.

## II. **Spirit Wear Days Policy**

- a. To be assigned by the grade level principal who will include Ohio State vs. Michigan days, etc... and the grade level principal will also send notes home or communicate in the Newsletter for those days.

## III. **Casual Dress Days Policy/DRESS DOWN PASSES** are given as awards. Students must have an award slip presented and handed into the homeroom teacher to be validated.

- a. Jeans, ANY Temple School Spirit Wear, Temple Wear, Temple Spirit T-shirt Wear, etc....\*This includes TCS school colors w/ no writing\*
- b. Approved campus wear shorts may be worn (See Section VI "Shorts for School" below); flip flops are not permitted.
- c. Homeroom teachers are to collect Casual Dress Passes

## IV. **Witness Wear Days Policy**

- a. Jeans, Witness Wear shirt of the current school year. No jackets, hoodies, dry fit, or fleece should be worn over the Witness Wear shirt. Witness Wear shirts are the primary top clothing item and should not be worn underneath over layering.

## V. **TCS Team Wear Policy**

- a. Coaches, in cooperation with the school principal, may have their team wear designated attire during one game day each week while in-season. Coaches are to do this on game days (once per week) and communicate 24 hours in advance with the school principal.

## VI. **Shorts for School**

- a. During the months of August, September, October, April, and May: the school principal will inform the school body that students may wear shorts of the appropriate length (no more than 3 inches above the knee approximately) as a school uniform. All other uniform policies (i.e. Colors) stay the same.

## **General information on uniforms**

- Excluding Temple Wear, no school or sports team logos permitted.
- Clothing should be neither excessively tight nor excessively oversized.
- No tattered, dirty, or torn clothing permitted. Solid colors only
- No profanity, offensive language, illustrations, sexual innuendos or references to alcohol, drugs, or tobacco are permitted.
- Proper under-garments must be worn and shall not be exposed or seen through clothing.
- No portion of the midriff or backside shall be exposed at any time.
- No outerwear shall be worn indoors. (i.e Jackets, winter coats, etc.)
- Any special needs and/or variations to the Campus Wear Policy requirements must be approved by the administrator.
- Final interpretation and enforcement of the Campus Wear Policy is at the discretion of the Administration.
- **All female clothing such as shorts and dresses should not be more than three inches above the knees.**



## **VII. Students and Temple Fans Dress Code for Athletic Events**

As a spectator, TCS students are permitted to wear the following types of clothing to fall and spring athletic events provided modesty is maintained: shorts, sweats, wind pants, jeans, Capri pants, T-shirts, polo shirts, tennis shoes, and sandals. This includes students coming from practice, provided the practice-clothing meets the noted criteria. As in previous years, team uniforms may also be worn when coming from different athletic events. We would also like to encourage the students to show school spirit by wearing Temple colors and logo clothing to sporting events.

- No halter or tank tops are permitted
- T-shirts, polo shirts, tops, etc., are to be of sufficient length to cover torso and may not have offensive wording or pictures.
- Sweat pants, wind pants, shorts, and capris may be worn, but may not have wording or designs on the backside (bottom area).
- Shorts must be at least mid-thigh length.

Students can wear blue jeans or jean capris; but the jeans or jean capris must conform to the dress code. (No bib, baggy or frayed/torn jeans) \*See attached description of the new jeans policy below.

## **VIII. Jeans Policy**

- Jeans must be fit modestly and have no wording or designs on the backside.
- Jeans should have no holes, patches, tears, or lacing.
- No jeans or pants should be spandex.

## **IX. Hair Policy**

In an effort to provide more flexibility in hair styles, the following revised hair policy will be observed.

### **Young Men/Boys:**

- Hair shall not be longer in the back than the top of the school uniform shirt collar
- Ear lobes must be visible and hair must not be longer than the eyebrows
- Only natural shades of hair color are permitted
- No Mohawks or wild style haircuts are permitted.
- Hair shall be neatly groomed.
- Boys are not permitted to wear earrings or have facial piercing. No facial hair permitted.

### **Young Ladies/Girls:**

- Girls are permitted to wear short and long feminine styled haircuts
- Only natural shades of hair color are permitted
- Hair shall be neatly groomed

\*(Elementary ONLY) The teacher or principal will send a note home to the parents if a student needs to get a haircut or fix a dress code problem.

\*(Middle and High School ONLY) A reminder will be given to the student. If the student's hair does not meet school policy within the time allotted, the student will receive an after school detention.

Note: The administration may deem a particular haircut, style, or color inappropriate at its sole discretion, and may require immediate corrective action. As with any other policy in relation to appearance, it is our expectation that students present themselves in a modest fashion.

## **X. Dress Code Disciplinary Actions:**

### **Junior and Senior High Corrective Actions: Dress Code Violations will result in:**

Given by the School Principal:

- First Offense: Written warning and reminder of standard
- Second Offense: Two lunch detentions
- Third Offense: Two lunch detentions and one after school detention.
- Fourth Offense: Two lunch detentions and one Saturday school
- Fifth Offense: Student may lose any dress down privileges other than Daily Campus Wear as determined by the school principal.
- Sixth offense: Eligible for a one day suspension from school.

### **Elementary Corrective Actions: Dress Code Violations will result in:**

Given by the Teacher:

- First Offense: Reminder of standard, corrective verbal action, and the opportunity to change clothes, if available.
- Second Offense: Recess time taken away
- Third Offense: Same as second offense
- Fourth Offense: Student may not have any privileges other than Daily Campus Wear for the remainder of the marking period or until determined by the school principal.

## **SPECIFIC STANDARDS OF CONDUCT**

Listed below are specific standards of conduct which all TCS students are expected to follow:

### **CHEATING/PLAGIARISM**

- (a) Cheating on a homework assignment requires a "0" and a detention.
- (b) Cheating on a quiz requires a "0" and a detention.
- (c) Cheating on a test requires a "0" and a detention.
- (d) Cheating on a final exam requires a "0" on the final exam.
- (e) All cheating/plagiarism can include referral to HS Principal and/or teacher for further counseling.

### **HEADPHONES**

Students who demonstrate honors by earning a 3.5 to 4.0gpa on their report card may use headphones within the Homework Labs. Other students must have and show proper work that is finished before being allowed to use headphones. Students below a 2.0gpa are not permitted to use headphones, unless it is specifically required by a teacher to complete a school project. THE ADMINISTRATOR OR TEACHER RESERVES THE RIGHT TO PROHIBIT ANY STUDENT FROM USING HEADPHONES DUE TO DISCIPLINARY OR ACADEMIC ISSUES.

### **DEFACING PROPERTY**

Requires payment for the damage and can include Saturday schools, after school detentions, or suspensions (depending on the circumstances and severity of the offense)

## **DIRECT DISOBEDIENCE AND DISRESPECT TO A TEACHER OR STAFF MEMBER**

Requires a public apology and the student may serve detentions, Saturday school, suspension or expulsion based on the severity of the offense.

## **ALCOHOLIC BEVERAGE AND DRUG USE**

Drinking of alcoholic beverages or the taking of drugs not prescribed by a doctor will not be tolerated at any time or any place. This includes school, school functions, home, or while out in the community. The use of illegal drugs and alcoholic beverages can result in a student being expelled permanently from Temple Christian School. (Illicit drugs will be handled based on a one-on-one corrective action to include expulsion/suspension with the Superintendent)

## **IMMORAL ACTIVITIES**

Participating in immoral activities at any time or any place may result in expulsion from Temple Christian School.

## **SMOKING, VAPING, USE OF E-CIGARETTES OR USE OF TOBACCO PRODUCTS**

First offense can result in Saturday schools, or detentions. Second offense will result in suspension or expulsion from Temple Christian School.

## **FIGHTING OR HORSEPLAY**

Can result in Saturday school, detentions, suspension, or expulsion from Temple Christian School depending on the severity of the specific offense (this is left to the administrator's discretion).

## **DETENTIONS**

Lunch and After School Detentions for Middle School & High School Students:

- Detentions are given to students for misbehavior, incomplete homework assignments, excessive tardiness, talking without permission, and other infractions which are too many to list in the student handbook. Detentions are held Wednesdays after school for 40 minutes (3:05 to 3:45pm). Students will be provided with an assignment to complete during the detention. Students must stay in the detention room for 40 minutes from the time they arrive. Any student arriving more than 5 minutes late to detention will receive a 2<sup>nd</sup> detention.
- Students who miss homework will automatically attend lunch detention for that day or the next (if the class is in the afternoon). Teachers are to turn the students' names into the office, and the secretary will compile a list for the school principal. Any student who is late for lunch detention will serve an additional lunch detention. Regulations for student lunch detention: NO talking, music, or computers. Students can finish homework but must stay in lunch detention.

## **ELEMENTARY DISCIPLINARY ACTIONS**

In lieu of detentions, elementary students will receive "time off" of recess or loss of other privileges for minor offenses/ misbehavior. Such consequences are based on teacher/principal discretion, and will be based on the offense and the number of occurrences of the offense. Please see "Minor, Major and Severe Offenses" for other violations. If a student's behavior does not change, the administration can and will use other methods of detention, missing fun activities, etc... until the student learns to follow instructions.

## **SEARCH AND SEIZURE AT TCS**

Although a student and Temple Christian School may have joint control of lockers, desks, or other school property, the student never has exclusive control of his/her property. With respect to lockers, desks, and other school property, the following rules and standards shall be recognized and applied:

- 1) Student lockers, desks, and similar property are the property of Temple Christian School. They are provided solely as a convenience for students to use.
- 2) Student lockers, desks, and similar property (computers) are to be used only for the purpose of storing textbooks, school supplies, clothing, daily lunches and information.
- 3) Students should not consider the lockers, desks, or similar property to which they have been assigned as a private place.
- 4) Student lockers, desks, and similar property (computers) are subject to search by the school administrator, along with one other professional employee at any time and without notice.
- 5) At the discretion of the administrator, or his designee, with or without the student being present, a search of a student's property including his/her locker may be undertaken.
- 6) Students should be keeping valuables locked in lockers and no other place.

## **LOCKING UP PERSONAL ITEMS**

All valuables, electronic devices, clothing, etc... should be locked in a locker. No items are to be kept in restrooms or other places. All students must keep valuable items locked up. Students who do not follow this policy risk the liability of missing items.

## **DISCIPLINE OFFENSES RESULTING IN DISCIPLINARY ACTION**

*Note: These lists are representative and are not meant to be conclusive.*

### **MINOR OFFENSES / RULE VIOLATIONS:**

When these offenses occur in the classroom, the teacher will handle them according to their individual classroom plan. Repetition of these or similar offenses indicate a basic disrespect for authority and will be referred to the principal, and could result in parent involvement, detention, disciplinary probation and/or after multiple fractions, could also result in the loss of privileges at TCS. (Attending games, participating in sports, etc... at the discretion of the principal) If this continues, the student will receive the following corrective actions:

- 1) First offense: Warning
- 2) Second offense: Lunch Detention
- 3) Third offense: Two Lunch Detentions
- 4) Fourth offense: After School Detention
- 5) Fifth offense: Two After School Detentions
- 6) Sixth offense: School Principal Disciplinary Actions can include any combination of the items above and can include suspension, suspension from extracurricular activities, or other corrective actions deemed necessary by school administrators.

**Examples of Minor Offenses include but are not limited to:**

1. Improper use of class time.
2. Unprepared for class without a valid excuse.
3. Consuming food or drink outside the lunchroom or designated area.
4. Disturbing a class in session or being disruptive.
5. Unexcused tardiness to class. (See specific guidelines)
6. Any violation of a teacher's classroom guidelines.
7. Failure to return forms requiring a parent's signature. (See specific guidelines)
8. Being in unauthorized areas of the building or grounds.
9. Horseplay at inappropriate times or places.
10. Being out of class without a pass.
11. Line jumping in the lunchroom.
12. Chewing gum in class, food in the classroom,
13. using headphones without authorization,
14. Littering
15. Use of electronic equipment not designated as school use.

**INTERNATIONAL STUDENTS**

All regulations apply to International students as well as American students. Students who are International students are here for the cultural experience, and are not permitted to talk in their native tongue. Students who refuse to abide by this will follow the normal conduct of detentions and other forms of corrective action. Students who are with the SEVIS program must speak in the English language.

**MAJOR OFFENSES**

Major Offenses will be referred immediately to the principal and in turn to the parents by the principal. The offense can result in disciplinary probation, immediate suspension and possible expulsion from Temple Christian School. Ultimately YOU must decide whether your experience here will be a success or a failure. No one else can make that decision for you.

1. Defiance or disrespect toward ANY school personnel.
2. Repetitive violation of the classroom rules/deliberate disobedience to a teacher.
3. Improper boy/girl relationship behavior (any such public display of physical touch could be deemed inappropriate).
4. Use of profane or obscene language or gestures.
5. Skipping class/classes or school.
6. Any action, whether thoughtless or on purpose that could cause physical harm to another.
7. Taking or using the personal property of another without permission.
8. Failure to report for a detention or an appointment required by a teacher or administrator.
9. Frequent critical or derogatory statements toward an individual or the school.
10. Leaving school without permission and/or following proper checkout procedures.
11. Reckless operation of a motor vehicle on or adjacent to the school.

## **SEVERE OFFENSES**

Severe offenses will be referred immediately to the principal and in turn to the parents by the principal. Any of the following severe offenses can result in immediate expulsion from Temple Christian School:

1. Cheating
2. Stealing
3. Destruction of school/church property
4. Sexual immorality as defined in the Bible
5. Use, possession, sale or distribution of alcoholic beverages, tobacco products, drugs, pornography, or explosive devices
6. Fighting and/or physical abuse of another student
7. Verbal abuse, intimidation, or threatening of another student
8. Use or possession of any kind of weapon, such as a gun, knife, etc.
9. Lying to a staff member
10. Setting fires, false alarms, or bomb threats

## **CELL PHONES OR OTHER ELECTRONIC DEVICES / CELL PHONE VIOLATIONS**

Students are permitted to use their cellular phones at school from the hours between 8:00am and 3:00pm with the permission of a teacher or administrator on school days. That permission is given to a student to talk with a parent and must be used in the high school office. Students may use their phones before and after school. Phones will not become a distraction at school. Therefore, the following restrictions apply:

- Students may keep their cell phone in their locker to avoid it being a distraction, or it may be kept on themselves as long as it is set to be on silent and not on vibrate and should not be seen while carrying it.

### **Consequences for improper Cell Phone Use:**

Students who have their phone out or are in the process of using it will have the phone taken, and the phone can be picked up by the student at the end of the day.

**\*\*\*See Addendum for Specific consequences for violations\*\*\***

\*Remember, students who need to use the phone to call must ask permission from a teacher or administrator. During a Lockdown, students may use their phones to communicate with local authorities.

## **TECHNOLOGY OFFENSES**

Any student who misuses technology at Temple will receive disciplinary action from lunch detention to dismissal from school depending on the measure. These would include playing computer games, writing/sending personal emails, being on Facebook, Twitter, Skype or other social media sites, hacking, or any other inappropriate measures used by the student.

**\*\*\*See Addendum for Specific consequences for violations\*\*\***

## **PIONEER STUDENT DAYS FOR GOOD BEHAVIOR:**

**High School Only:** Students who continually follow the regulations of the school, and have no more than one lunch detention will receive at the end of each marking period the following:

- A) High School students will be able to attend an off campus lunch. The bus will take the students, with teachers, for 60 minutes to a restaurant area designated by administration. Students may purchase their own lunch and enjoy a time away from school as a positive reward. The date will be determined at the end of the marking period by the school principal.
- B) Students will also be given a dress down pass from HS Office.

**Middle School/Elementary Only:** Students who continually follow the regulations of the school, and have no more than one detention will receive at the end of each marking period the following.

- A) Middle School students will be able to attend a special on-campus activity and receive a dress down pass.
- B) Elementary students will be able to have a special day which can include ice cream sundae parties, pizza parties, or extra recess (to be decided by the school principal or the school superintendent).

## **FINAL EXAM POLICY**

1) Students are exempt from final exams if they meet the following requirements:

- A) Have an A average (93-100) in the course.
- B) Attend 95% of the classes in the course.  
(Special circumstances such as a physician health excuse maybe considered by the Principal)
- C) Must not receive a "C" grade in any of the four marking periods.

## **SPORTS ELIGIBILITY POLICY**

1) Students are eligible to play Jr High/High School sports for Temple if:

- A) All OHSAA sports eligibility requirements are met.
- B) Students are taking and paying for a minimum of one Temple class (academic or non-academic) during the full school year for which they are playing sports, earning at least one credit.  
Please refer to the Athletic Handbook for further information.

## **Jon Peterson Special Needs Scholarship Program and Services**

The Jon Peterson Special Needs (JPSN) Scholarship Program provides scholarships to students who are eligible to attend kindergarten through 12th grade and have an Individualized Education Program (IEP) from their district. Below are examples of the services provided by TCS or our contracted educational partners:

**Intervention Support-** Using a student's IEP as an educational guide, the intervention specialists ensures that goals are met through a variety of accommodations and modifications based on students' needs. Intervention support is provided in the classroom setting, small group sessions, as well as one to one support.

**Aide Support-** Our aides provide tutoring to students during homework labs, study halls, and within the classroom. They work with students one on one and in small groups to help support students academically.

**Occupational Therapy-**Occupational Therapy is provided for students that qualify according to their ETR/IEP. We subcontract our occupational therapist from Allen County Educational Service Center. Our OT provide services based on students' goals on their IEP.

**Speech Therapy-** Speech Therapy is provided for students that qualify according to their ETR/IEP. We subcontract our speech therapist from Allen County Educational Service Center. Our SLT provides services based on students' goals on their IEP.

**Educational Services-** Educational Services are provided to all students. Elementary services are provided within their self-contained classroom with their homeroom teacher. Middle school/high school educational services are provided by various teachers based on students' individual schedules.

## **Quarterly Progress Reports**

Student's progress reports are updated quarterly on each child's Jon Peterson Scholarship account as required by the state of Ohio. Parents/guardians are able to access their child's account by setting up an OH/ID account. Hard copies of the quarterly progress reports can also be made available to parents/guardians upon request.



# MIDDLE SCHOOL/HIGH SCHOOL POLICY ADDENDUM

## *Temple Christian High School/Middle School*

Please take the time to read over this summary of our high school/middle school policies. There are several items regarding attendance, tardies, final exams, computer technology, cell phones, dress code, detentions, lunch detentions, etc. that are important for each student and parent to read and become familiar with.

### High School/Middle School Office Phone Number:

419 227-1644 Option 2

### Office Emails:

Mr. Bruce Bowman - H.S./M.S. Principal/Superintendent

[bowmanb@tcspioneers.org](mailto:bowmanb@tcspioneers.org)

Mr. B.J. McPheron - Assistant Principal

[mcpheronbj@tcspioneers.org](mailto:mcpheronbj@tcspioneers.org)

Mrs. Corrine Rone – Administrative Professional

[ronec@tcspioneers.org](mailto:ronec@tcspioneers.org)

### Student Attendance Policy

- Students are only permitted to miss 16 days per year for excused absences.
- After 16 days, the student must have a physician's excuse.
- Students must attend  $\frac{3}{4}$  of a course's classes in order to receive full credit.
- Principals may address special circumstances in both of the above areas.
- Parents are asked to call the school by 9:00 a.m. with notice of their student's absence.
- Students are required to bring a note verifying their absence by the morning of the second day after returning to school.
- Students must be at school by 11:30 a.m. in order to participate in extra-curricular activities.
- Administration will take COVID-19 absences into consideration when reviewing attendance.

### Tardies

- Students must bring a note of explanation for late arrivals to school. With the exception of doctor appointments and emergencies, including adverse weather conditions, tardies will not be excused. Students and parents must allow enough time for any unforeseen delays such as trains, buses, etc. We want to instill in the students proper work ethics that will carry over into the workplace. When students are late for school, it may harm their academic progress or disrupt class. Students will be given 1 free late pass per quarter to account for a day of unforeseen circumstances.
- Students who arrive late to school must report to the high school office and sign in. The office will provide a tardy slip for the student to take to class. Students who have an unexcused tardy in the morning will receive a lunch detention.
- Students who arrive late to class during the school day will receive a tardy
- 4 school day tardies in a marking period will result in an after school detention.

## **Signing In and Signing Out**

Students arriving at school after 8:00 a.m. must sign in at the H.S./M.S. office before attending class. Students leaving school before 2:55/3:00 P.M. for any reason must sign out at the school office, and sign back in upon returning to school the same day.

## **Students leaving the building during school hours**

MS/HS Students are not permitted to leave the building without permission from the office. This includes but is not limited to going to vehicles for items left or needed. Permission can be granted for specific needs but the office is not required to grant permission if the privilege or need is abused.

## **Early Dismissals**

If students need to be dismissed early from school for a scheduled appointment, they are to bring in a note of explanation before homeroom the day of the appointment. Students will be given early dismissal forms to give to their classroom teacher at the time of the dismissal. Students need to sign out in the office and check in at the office upon returning. Students may not leave the school without permission.

## **After School Detentions**

- Held from 3:05-3:45 P.M. after school on Wednesdays.
- Detentions received on Wednesday will be served the following week.
- Students must return a signed detention slip on or before the designated detention date.
- Time starts when the student arrives. If student arrives more than five minutes late or skips the detention, they receive an additional detention.
- Three detentions in a semester earn a Saturday school.

## **Lunch Detentions**

- Students may receive lunch detentions for failing to complete homework and a variety of other policy violations.
- Students who arrive late to lunch detention will receive an additional lunch detention.
- Students must eat lunch/work on homework without talking or being on computers.

## **Saturday Schools**

- Held on designated Saturdays (usually the last of the month) from 8-10 A.M.
- Cost is \$20.00 Students should bring cash or a check to Temple Christian School.
- Students wear regular school uniforms and work on homework; No technology
- Students must return a signed Saturday School slip by designated date.
- If a student arrives more than 5 minutes late to a Saturday School, they will receive an additional Saturday School.

## **TCS Rules Violations and consequences by Category**

### **Dress code violations (Reset 2<sup>nd</sup> Semester)**

- 1) 1<sup>st</sup> Offense - Written warning and reminder of standard.
- 2) 2<sup>nd</sup> Offense - Two lunch detentions
- 3) 3<sup>rd</sup> Offense – Two lunch detentions and one after school detention
- 4) 4<sup>th</sup> Offense – Two lunch detentions and one Saturday school
- 5) 5<sup>th</sup> Offense – Loss of dress down privileges for the year.
- 6) 6<sup>th</sup> Offense - Eligible for one day suspension

*\* Parents may be called to bring appropriate change of clothes if deemed necessary. We reserve the right to send a student home if the violation is one that interrupts the educational process.*

### **Computer and laptop policies (Reset 2<sup>nd</sup> Semester)**

Please review technology policies. Standard offenses include: computer games, personal emails, Facebook, Twitter, or other social media sites, being off task during class, etc. Discipline ranges from a lunch detention to suspension/expulsion depending on the offense.

#### ***Standard offenses will earn the following discipline:***

All Technology violations include the removal of the technology device for the remainder of the class/lab plus one of the following:

- 1) 1<sup>st</sup> Offense – Written Warning and Standard Reminder
- 2) 2<sup>nd</sup> Offense – 1 Lunch Detention
- 3) 3<sup>rd</sup> Offense – 2 Lunch Detentions
- 4) 4<sup>th</sup> Offense – 2 Lunch Detentions and One After School Detention
- 5) 5<sup>th</sup> Offense – 2 Lunch Detentions and One Saturday School /// Loss of Computer personal computer privilege must sign out in office and cannot take home.

### **Cell Phones and Other Electronic Devices (Reset 2<sup>nd</sup> Semester)**

Students may keep cell phones on their person or in their lockers. However, cell phones cannot be seen, heard, or used without permission. Students may request permission to use their cell phones in H.S. office.

#### ***Cell phone offenses will result in the following discipline:***

All cell phone violations include the removal of the device for the remainder of the class/lab plus one of the following:

- 1) 1<sup>st</sup> Offense – Written Warning and Standard Reminder
- 2) 2<sup>nd</sup> Offense – 2 Lunch Detentions
- 3) 3<sup>rd</sup> Offense – 2 Lunch Detentions and 1 After School Detention
- 4) 4<sup>th</sup> Offense – 2 Lunch Detentions and 1 Saturday School
- 5) 5<sup>th</sup> Offense – TBD by school principal/assistant principal

## **CHEATING/PLAGIARISM**

- (a) Cheating on a homework assignment requires a “0” and a detention.
- (b) Cheating on a quiz requires a “0” and a detention.
- (c) Cheating on a test requires a “0” and a detention.
- (d) Cheating on a final exam requires a “0” on the final exam.
- (e) All cheating/plagiarism can include referral to HS Principal and/or teacher for further counseling.

## **Minor Rules Violations (Reset 2<sup>nd</sup> Semester)**

Students who receive written notifications for various minor rules violations will be subject to the following progressive discipline actions: (Examples: Chewing gum, food in classroom, being in the hall without a pass, headphones without authorization, exchange students using native language, etc.)

- 1) 1<sup>st</sup> Offense – Warning
- 2) 2<sup>nd</sup> Offense – Lunch Detention
- 3) 3<sup>rd</sup> Offense – 2 Lunch Detentions
- 4) 4<sup>th</sup> Offense – After School Detention
- 5) 5<sup>th</sup> Offense – TBD by School Principal/Assistant Principal (Examples: 2 detentions, Saturday School, Removal from extra-curricular activities, Suspension.)

## **Lunch Period**

No student may leave the school building without permission. Students may not leave to go out and buy lunch. Students cannot “order out” for lunch unless approved by an administrator.

## **Medication**

Any medication, prescription or over-the-counter, must be administered by designated school personnel. Please complete the appropriate Medication Authorization Form for Prescription or OTC medication. This ensures the safe administration of medication at school in accordance with Ohio law. Students are not allowed to self-administer any medication or give medication to another student. This is for the safety of your child and to conform to Ohio law. Medication must be brought to school in the original pharmacy or store bottle or package. Your pharmacist will give you two bottles for a prescription, one for school and one for home, if you ask. Please do not send medication in an envelope, baggie, or other container. It is important to have the prescription orders and/or package directions to safely administer medication.

## **Report Cards**

Report cards are emailed from the high school office. A parent/guardian’s response is required for any student with a “D” or “F” in any class.

## **Final Exam Policy**

Students are exempt from final exams if they meet the following requirements:

- A) Have an A average (93-100) in the course.
- B) Attend 95% of the classes in the course.  
(Special circumstances such as a physician health excuse maybe considered by the Principal)
- C) Must not receive a “C” grade in any of the four marking periods.

## **Charges**

Office charges will not be permitted.

## **Emergency Medical Forms**

Emergency medical forms must be in the school office no later than two weeks after the beginning of the school year. Fall sports athletes must have emergency medical forms in the office before they can participate in their respective sport.

## **Locking up Personal Items**

All valuables, electronic devices, clothing, etc. should be locked in a locker. NO items are to be kept in restrooms, hallways, or other places. Students must keep valuable items locked up. Students who do not follow this policy risk the liability of missing items.

## **Contacting Teachers**

Teachers may be contacted by email. Teachers’ emails are their last name followed by their first initial (lower case, no space) followed by @tcspioneers.org Example: [bowmanb@tcspioneers.org](mailto:bowmanb@tcspioneers.org)