



# **TENNESSEE CHRISTIAN PREPARATORY SCHOOL**

2024-2025 STUDENT/PARENT

# HANDBOOK



Dear Families,

Welcome to Tennessee Christian Preparatory School. On behalf of the Board of Trustees, the administration, the faculty, and staff, it is my distinct honor to welcome your family to our family.

At Tennessee Christian, we pride ourselves not only on academic excellence but also on fostering a culture that nurtures each individual within our community. Our commitment to nurturing goes beyond the classroom; it permeates every interaction, every lesson, and every aspect of our school life. We aim to provide an environment where every student feels seen, heard, and valued as a son or daughter in Christ.

Kindness lies at the heart of our ethos and core values. We believe in the transformative power of kindness, understanding, and empathy. By embracing these values, we not only strengthen our school community but also prepare our students to be compassionate leaders, equipped to make a positive impact for the Kingdom of God.

Central to our mission is our Christ-centered approach. We endeavor to integrate faith into all aspects of learning, guiding our students to understand the significance of their beliefs in shaping their character, values, and actions. Through teaching rooted in Christ's love and compassion, we aim to inspire a greater sense of purpose and moral direction in our students.

As families of believers, let us join together and commit to be constant ambassadors seeking God's will through prayer for Tennessee Christian Preparatory School.

In Christ,

Jared D. Tilley  
Head of School

## TABLE OF CONTENTS



### SCHOOL BELIEFS

School Information	4
Parent Code	5
Statement of Faith	7
Objectives of Christian Education	8
Foundational Principles of Education	9
Policy Statements	11

### SCHOOL PROCEDURES

Academic Accommodations	14	Sexual Harassment/Harassment/Bullying	51
Admissions	15	Social Media Policy	54
Attendance	16	Student Drivers	57
Care of School Property	19	Student Evaluation	58
Cell Phones/Technology	20	Student Leadership Policy	59
Chapel	21	Substance Abuse	60
Community Service	22	Visitors and Volunteers	61
Computers and Networks	23	Weapons	63
Cooperation with Other Agencies	24	Withdrawal Procedure	64
Curriculum	25	Middle & Upper Dress Code Detailed	65
Custody Issues	26	Lower School Dress Code Detailed	69
Daily Schedule	27		
Disciplinary Policies	28	<b>LEARNING COTTAGE</b>	
Dress Code	31		
Academic Req. for Dual-Enrollment	32	Learning Cottage Information	
Emergency Closings and Delays	33	and Procedures	71
Extra-Curricular Eligibility	34		
Field Trips	35		
Financial Policies	36		
Fire Drills/Tornado Drills	37		
Grading Scale	38		
Graduation	39		
Health	41		
Honor Code	43		
Lockers	45		
Lost and Found	46		
Marriage, Gender, and Sexuality	47		
Part-Time Student Policies	48		
Promotion/Retention/Honors	49		
School-Sponsored Dances	50		



**TENNESSEE  
CHRISTIAN  
PREPARATORY  
SCHOOL**



### School Name

Tennessee Christian Preparatory School

### School Colors

Red, Black, and White

### Mission Statement

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

### Vision Statement

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

### Professional Affiliations and Accreditation

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



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

I (the parent) understand the importance of:

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

- I agree to support TCPS, its standards, regulations, philosophy, and mission statement.
- I understand that if my account is past due, no report card or transcript will be sent until my account is paid in full.
- I understand that TCPS reserves the right to release any student whose account becomes 30 days past due.
- I understand that should my child fail to comply with the rules, regulations, and standards of the school, TCPS retains the right to dismiss my child.
- I understand that no allowances or deductions are made should my child be absent. Should I withdraw my child or if he/she is dismissed, there will be no refund of any tuition or enrollment fee.
- I agree to pay for any school property my child destroys or damages.
- I agree that should my child have difficulty adjusting to school, I will make every attempt to work with the school staff in a Christian manner so as to resolve the conflict.
- I agree to keep all doctrinal differences out of the school.
- I give to TCPS the responsibility of helping my child achieve academic excellence, and I pledge to assist the school by encouraging my child to be on time, complete his/her assignments, and provide training at home.
- I agree to help TCPS to the best of my ability with financial and/or volunteer support.
- Earnestly praying for TCPS.
- Fully cooperating in the educational functions of TCPS and doing my best to make Christian education effective in the life of my enrolled child (ren) so that he/she/they may love and serve the Lord Jesus Christ.



- Supporting the school by gifts, in addition to my tuition payments and fees, as the Lord enables.
- Undertaking volunteer duties and responsibilities for TCPS as opportunities arise and as God provides time and strength.
- Recommending TCPS to other Christian families as opportunities arise.
- Attending meetings and parent functions of the school regularly, even though I may not be able to achieve perfect attendance.
- Seeking to resolve any dissatisfaction with the school by resolving the matter with the person or persons involved rather than spreading criticism or holding a negative attitude in my heart.
- Seeking, when possible, the advancement of TCPS in all areas of its program.



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

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

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



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

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

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

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





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

### God

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

### Mankind

Man, being created in God's image and enlightened by the Holy Spirit, is able to gain knowledge of God and God's creation. Because the God-given spiritual nature of man is inseparable from his emotional, intellectual, and physical nature, the school is committed to the total development of our students.

### Faith and Learning

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

### Christian Calling

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

### Academic Pursuit

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

### Parents and Church

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

### The Christian School and Teachers



### The Christian School and Teachers

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



### Policy Statement on Diversity within the TCPS Community

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

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

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

### Policy Statement Regarding Controversial Issues

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

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

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



Grades 6-8: In the Upper School, curriculum will not address the controversial aspects of any issue. Questions that may be generated by class discussion should be answered from a Biblical base with appropriate explanation (following the above-mentioned guidelines) regarding the diversity of thought within the Christian community.

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

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

### Policy Statement on Creation

The creation of the universe, the earth, and mankind is one of the mighty acts of God. At TCPS we believe that every word of the autographs (originals) of Scripture are without error in any way and that valid and reasonable interpretations of relevant Scripture passages can argue either for a very ancient creation or a more recent one.

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

### Policy Statement on Appropriate Communication within the TCPS School Community

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

Often a parent has a question or issue that requires conversation with a teacher or administrator. The parent should call for an appointment with the teacher or school Principal. If questions remain after meeting with the teacher and then the Principal, the parent should schedule a meeting with the President of the school. These administrators are the



appropriate channels for accurate information regarding curriculum matters, disciplinary issues, and staff issues. Parents are urged to seek information in an appropriate manner, beginning with the faculty and then the school administration. This process prevents rumors and misinformation from developing. FTO (Family Teacher Organization) meetings are an appropriate place for discussions of community-wide issues (i.e., those issues that are not personal in nature and that do not reflect upon an individual in a negative way).

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

### Policy Statement on Parental Involvement within the TCPS School Community

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

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

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



Although we do not receive federal or state funding to provide special education services, we do admit some high functioning students who we feel could be successful in our classes. When appropriate, we are willing to make academic accommodations to serve the individual needs of our students with special needs in order to help them succeed.

### Request

The first step to receive accommodations for a student is to make a parental request to the building principal. Requests should be made in writing (email or letter) stating the reason for the request.

### Documentation

In order to approve and provide academic accommodations, we must have official documentation from a medical, psychological, or educational professional that demonstrates a need for academic accommodations. Once documentation is on file, parents and administration will meet to discuss the need and evidence for accommodations.

### Official Accommodation Plan

Once documentation has been provided for academic accommodations, the building administration will sit down with the parents to create an official accommodations plan that best meets the needs of the student. Please note that accommodations are changes in the educational environment such as quiet testing space, shared teacher notes, or extended time. We will not reduce the amount of work or change the type of work a student is required to complete as that would be a modification.



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

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

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

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

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



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

School administration shall be responsible for ensuring that:

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

### Tardies

The school doors open at 7:30AM. Students arriving after 8:00 AM must be signed in by a parent/guardian (excludes student drivers) and need a tardy slip from the office to enter class.

### Excused Tardiness

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

### Chronic Tardiness

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

### Excused Absences

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

### Excuse Notes

If a student is unable to attend school, parents must send an email to the front office within a day of the absence, explaining the specific reason for the absence in order for the absence to be excused. If a child is under the care of a doctor, please obtain a note and turn it into





the front office. Notes to explain any absence or tardy, whether excused or unexcused, must be emailed or turned in to the office within 3 days of the student's return to school.

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

### Unexcused Absences/Tuancy

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

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

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

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

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

### Extra Curricular Participation

To attend, practice or play, a student must attend more than half of that school day. All exceptions must be approved by the Principal, Athletic Director or Fine Arts Director who will determine whether or not the absence is excused. As a general rule, if the student is too sick to attend school for any part of the school day, the student is deemed too sick to participate.

### Retention Due to Absences

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



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

### Chronic Absenteeism

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

### Make-Up Work

Students who are tardy or absent and have an excuse note may make up all school work missed. It is the responsibility of the student to find out what he or she missed during the absence. All make-up work must be completed within 3 days of returning to school. If a student was absent on the day of a test, then he or she is expected to make it up upon return to school. Other arrangements may be made with the teacher or principal with prior approval.

### Administrative Note

The school reserves the right to require a doctor's statement before re-admission if a student has been out of school for more than three consecutive days. A student who knows in advance that he/she will miss class is expected to turn in assignments or take tests on the day assignment or test is due. If that day has passed, the assignment or test will be due on the day of return. (Special cases must be approved by an administrator in advance or as soon as possible, if absence is due to an emergency.) For the purpose of attendance reporting, students are considered absent if they arrive after or check out of school prior to 11:30 a.m. A student must be present at school for at least half of the academic school day to be counted present.



All students are expected to use the building(s) as carefully as they would any other public or private building. Any abuse of any building, its equipment, or its fixtures requires immediate correction. Parents are responsible for damages to the school property caused by their children.



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

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

1. Teacher authorized classroom use

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

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

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

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



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



One of the earmarks of an education rooted in the Biblical principles includes a dedication to serving others. TCPS faculty encourage and direct various service projects throughout the academic year. Because of our campus commitment to community service, Upper School Tennessee Christian students will be required to annually serve a minimum of 30 hours in approved-service ventures. Documentation as well as specific parameters will be provided annually at student orientation.

Lower School and Middle School will have annual opportunities to engage in service projects. Students in these two divisions are not required to fulfill 30 hours of approved service.



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

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

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

### Computer, Network, and Internet Rules

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

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



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





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

### Textbooks

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



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

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

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

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



### Normal Schedule

7:30 Doors open  
7:50 Announcements, Pledges, and Prayer  
8:00 Classes begin  
3:10 Dismissal

### Wednesday Schedule

7:30 Doors open for Early Bird  
8:50 Announcements, Pledges, and Prayer  
9:00 Classes begin  
3:00 Dismissal

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

Students should not stay past 3:30 unless they are involved in an after-school activity on campus or receiving academic assistance from a teacher. Parents will be called at 3:15 if a child is not picked up, and appropriate arrangements must be made.

### Abbreviated Schedule

8:00 - 11:30 AM

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



Our model of discipline is a redemptive one that is based on biblical principles to equip students to grow spiritually, emotionally, socially, psychologically, and academically. The purpose of our discipline policy is to train students up in the way they should go, teaching them to conform themselves to the image of Christ and to desire to conform to a Christian model of living where self-discipline, admittance of guilt, and repentance for sins is natural and second-nature. Our discipline model is scripturally-based, positionally-focused, and grace-oriented. All teachers, coaches, and administrators always maintain the position of authority and control to enforce rules when needed, but also have the right to exercise mercy and justice in the administering of those rules. Tennessee Christian does not engage in corporal punishment of students.

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

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

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

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

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

### Specific Behavioral Guidelines

Guidelines for the students:

- Model, encourage, and support academic integrity in one another.
- Treat all individuals and property with respect, courtesy, and dignity.
- Respond honestly when asked about issues of justice for themselves and others despite peer pressure and fear of not being loyal or compassionate.



- Cultivate and model respect through regular attendance, punctuality, and preparedness.
- Follow school policies when responding to dishonesty.
- Prepare and submit their own work, including citations of others' work, if necessary.
- Hold others accountable to these commitments.

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

### Discipline Hierarchy

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

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



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



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

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

- All clothing should be clean, pressed, and in good repair.
- No rips, tears, or frays (purchased or created) are permitted.
- Clothing must not contain any derogatory comments or offensive advertisements.
- Sleeveless, spaghetti straps, low necklines, see-through materials, bare-midribs, or too tight clothing are not allowed.
- Clothing should fit appropriately, neither too loose nor too tight.
- Sagging pants, large chains, or excessive jewelry are not allowed. No piercings are allowed except for girls' earrings.
- Shirts must be long enough to tuck in all the way around the student.
- Suspenders and hats, including kerchiefs or other head coverings, are not allowed.
- No jogging suits, sweat pants, athletic pants/shorts, leggings (except under uniform).
- Shorts or skirts above the width of a dollar bill from the knee are not acceptable.
- Tennis shoes are the only acceptable footwear. (Lower School)
- Tennis shoes, dress shoes, or shoes with a heel 1" or lower are the only acceptable footwear.
- All shirts must be worn in their “original” form without rips, tears, or sewn modifications.
- Only the Tennessee Christian approved logos will be permitted on uniform clothing.

### Options for Purchasing TCPS Logo Dress Code Clothing

Land's End School

[www.landsend.com/school](http://www.landsend.com/school)

Tennessee Christian preferred number: 90000-4298-7

Educational Outfitters

2273 Gunbarrel Road, Suite 107

Chattanooga, TN 37421

(423) 894-1222



Students demonstrating strong academic ability and motivation may be permitted to take dual-enrollment courses as a part of their academic curriculum. Students who are interested in taking these courses must be on track to meet all standard graduation requirements as well as the minimum requirements listed below. Enrollment in these rigorous courses is a privilege and will be left to the discretion of the school and administration. All dual-enrollment classes are an extension of Tennessee Christian's curriculum, not a replacement.

### Requirements to be considered for AP courses

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

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

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

\*Note that the university requirements may be greater. Also, the dual-enrollment grant funding requires an ACT composite score of 21 in order to enroll in two courses in a given semester.





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



To be eligible to participate in athletic contests and extra-curricular groups such as chorus, drama, or other activities during any school year, the student must maintain a “C” or above in all classes (or any classes that are taken at TCPS by a part-time student).

Further, eligible students with a grade below a “C” in any classes may only leave classes for extra-curricular activities with the permission of the school’s administration.

## FIELD TRIPS

---



Field trips are to be used as supplements to the academic program on campus. All adults attending the trip are expected to be chaperones. Parents sign a permission form for each individual field trip. Details of each particular field trip will be emailed by faculty sponsor. Parents have the right to refuse for their child(ren) to attend field trips.



### Enrollment Fee

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

\*No refunds will be given on the enrollment fee

### Tuition

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

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

If an account falls 30 days past due, unless prior arrangements have been made with the Finance Department and at the sole discretion of Tennessee Christian, the parents and/or guarantor may be contacted and the student may not be allowed to attend classes until the tuition is paid. Tennessee Christian reserves the right to release any student whose account becomes 30 days past due. All tuition must be current in order for a student to begin a new semester. There are no refunds.

### Tuition Assistance

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



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

## GRADING SCALE AND POLICIES

---



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

Each teacher will outline individual grade policies and weights in the class syllabus. Unless otherwise stated, a 10 point deduction (on 100 point assignment) or 10% deduction per day late will be applied for late work. The weekend or a break will count as only one day. Excused absences do not apply to this late policy; they will have two days to make up work. See absences section for details on excused late work.



### Graduation Requirements

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

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

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

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

### Dual Enrollment

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

Students wishing to dual-enroll should first speak with the school counselor about requirements and options. Once given administrative approval, it is upon the student and family to apply for the dual-enrollment grant online through TSAC. All dual-enrolled students must also request grades/transcripts from the college or university to be sent to TCPS in order to apply credit and grades for coursework completed each semester. Failure to comply with this requirement will make any student ineligible to dual-enroll the following semester.

### Other Requirements for Graduation

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

- Take ACT and/or SAT



- Apply to three colleges/universities
- Complete community service requirements

### Graduation Exercises

Students are expected to attend all graduation exercises including practices, commissioning, etc. Graduation ceremonies are approximately two weeks prior to the conclusion of the school year. Students who owe a balance to the school will not be permitted to take part in graduation exercises.

### Graduation Honors

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

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

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





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

### Health Forms

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

### Medications

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

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

### Illness

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

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

### Head Lice Procedures

When a case of head lice is found:

- Parent/Guardian of the student with live lice or nits within ¼ inch of the scalp will be called and must pick the student up from school immediately.
- Information on head lice will be given to the family.
- An email will be sent to families in the classroom notifying the families that a case of lice has been found in the classroom.
- The student will be readmitted into school after treatment and examination by school designated personnel. If, upon examination, the school designated personnel find no



- live lice or nits, the child may reenter school.
- An excused absence will be given for the day of school missed for treatment.

TCPS policy for re-admittance into school requires no live lice or nits within ¼ inch of the scalp for the following reasons:

- Prevents continuing infestations caused by the surviving and hatching of nits.
- Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Eliminates confusion – Were these eggs here before or do they represent a new infestation?
- Enhances uninterrupted group time for the majority of the children and prevents lost days at work that can be costly for parents.



### Community of Honor

As a Christian community, we at Tennessee Christian Preparatory School are committed to the principles of truth, honesty, and mutual respect in all that we do. As faculty and students in this Christian community, we are called to conduct ourselves in an honorable manner in word, thought, and deed. Each TCPS student, faculty and staff member are to create an environment of trust, honesty, and mutual respect through authentic actions and speech, holding one another accountable for upholding the honor code.

### Academic Dishonesty

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

### Honor Pledge

For each assignment, paper, project, or test, students will pledge their honor by writing, “I have neither given nor received help on this assignment” followed by the student’s signature. This may be shortened on assignments with the word “Pledge” and the student’s signature.

### Peer Accountability

In the case of a student or faculty member witnessing a peer breaking the honor code, peers are encouraged to confront the offender to provide peer accountability. Peers should support one another by encouraging the offender to admit their wrong to the appropriate teacher or administrator. If the offender refuses to admit their wrong, then the peer may bring it to the attention of the representative teacher or administrator to be handled.

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

### Plagiarism Policy

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



Tennessee Christian Preparatory School.

### Definition of Plagiarism

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

### Examples of Plagiarism

Examples of plagiarism include: presenting the work or ideas of others as your own original work, not properly citing the source of another’s work or ideas (ranges from word phrasing to wholesale, complete copying of another’s work), not properly paraphrasing another’s work (if the wording is too close to the original source), copying and pasting another’s work into your coursework, using summaries or analyses in place of your own ideas (Spark Notes, Cliffs Notes, or other online sources), or presenting copyrighted graphics, images, music, or other media without proper documentation.

### Consequences of Plagiarism

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

## LOCKERS

---



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

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

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

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

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

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

## LOST AND FOUND

---



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

Lost and found items will be removed from campus at the beginning of each semester.



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

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

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

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

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

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



Tennessee Christian Preparatory School admits students on a part-time basis (considered up to 4 classes), using a-la-carte class selection. Students must follow the same application procedures as other students. Tuition and fees are prorated based on the number of classes a student enrolls in. Please check the website or call for current pricing.

### Part-Time Extracurriculars

Part-time students are welcome to participate in extracurricular activities such as dances, school events, athletic games, field trips, clubs, chapel service, counseling, service projects, and other activities as desired. However, part-time students may not hold a leadership position in a club or organization due to limited availability.

### Part-Time Awards and Recognition

Part-time students may receive honors and awards such as perfect attendance, A/B honor roll, and scholar-athlete awards.





The decision to promote or retain a student at the end of the school year is based on the child's ability to function adequately at the next grade level. Lower school students may not be considered for promotion due to the following reasons:

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

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

### Awards

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



The following criteria must be met for all dances:

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

### Additional Prom Dress Guidelines

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

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

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



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

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

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

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

### Guidelines

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

#### Step 1

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

#### Step 2

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

#### Step 3

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

#### Step 4

If a complainant is not satisfied with the decision at Step 3, he/she may submit a written



appeal to the TCPS Board of Trustees. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall, within 30 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

### Purpose/Principle/Definitions

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

### Guidelines

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

### Definitions

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

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

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

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

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



### Retaliation/False Charges

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



As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Tennessee Christian Preparatory School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in TCPS-sponsored sites and social media.

### TCPS Social Media Comments and Participation Policy

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

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

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

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

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



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

### Faculty Use of Social Networking Sites

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

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

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

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

### Creating and Maintaining Official TCPS Social Networking Sites

All "official" TCPS social networking sites must be approved by the Webmaster and Director



of Communications and should adhere to the following standards:

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

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

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

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

### Student Use of Social Media

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

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

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

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





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

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

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

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

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



### Conferences

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

### Assignments Outside of School

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

### Progress Reports

To maintain communication with parents regarding students' grades, a Mid-Quarter Progress Report is sent home each quarter at the four-and-one-half week mark. The progress reports are emailed to the parents or legal guardian(s) via RenWeb. If a parent chooses to have a hard copy, they may print at home or request a copy in the front office.

### Report Cards

Parents are provided an accurate indication of the progress or lack of progress made by each student. The student is evaluated in academics and conduct. The academic grade reflects the actual work done on all assignments, homework, quizzes, and exams. The conduct grade is based on the student's attitude, willingness to work, cooperation, and conduct. Report cards are distributed electronically each 9 weeks. Parents may choose to print report cards from the RenWeb link for hard copies. TCPS will print a hard copy of the final end-of-the-year report card for report card pick up.

### Standardized Testing

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

### PRE-ACT

Students in grades 8-10 will take the PRE-ACT summative test each April/May. PRE-ACT reports are not ready until the end of the summer and will be available for pick up the first week of August.



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

The basis for this policy is as follows:

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

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

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

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



Student/parent use, possession, or distribution of tobacco (in any form), alcoholic beverages, or illegal drugs (including the use of prescription drugs or legal substances as intoxicants) is not allowed at TCPS (or at any school function, activity, sponsored trip, or excursion). Violation by any student enrolled at TCPS is cause for immediate suspension and/or recommendation for expulsion.

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



### Visitors

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

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

### Volunteering at Tennessee Christian

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

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

### Volunteer Representation of TCPS

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

### Volunteer Confidentiality

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

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

### Volunteer Dress Code

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

### Volunteer Criminal Records Check

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



background check may be refused assignment.

### Volunteer Falsification of Information

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

### Volunteer Placement

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

### Volunteer Dismissal

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

## WEAPONS

---



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



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

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

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

### Transcripts

A written request is required before any transcript is released to other schools or to universities. Financial accounts must be cleared before transcripts will be sent. School records must be sent directly to requesting school after receiving a signed record release; records may not be hand-delivered. For seniors or TCPS graduates applying to college, we have a transcript request form online on our website.



## MIDDLE AND UPPER DRESS CODE DETAILED



### Middle and Upper School Dress Code 2022-2023

POLO SHIRTS	
Colors	Males and Females: Red, Black, White, Gray
Vendor	Lands' End
Logo Required	Yes

OXFORD SHIRTS	
Colors	Males and Females: White, Light Blue
Vendor	Lands' End
Logo Required	Yes

Shirts: All shirts must be fully-tucked inside belted trousers, shorts, or skirts (with belt loops) with the exception of the ladies' darted oxford top. Shirts may be long-or short-sleeved only. T-shirts, tanks or turtlenecks are allowed only when worn under a uniform shirt and must be solid white. Shirts must be buttoned appropriately.

PANTS/SHORTS		
Colors	Khaki (Males and Females)	Gray Chino (Males only)
Vendor	Lands' End	Lands' End
Logo Required	Yes	Yes

Pants/Shorts: All bottom-wear must be purchased from Educational Outfitters or the Lands' End School Site in the approved khaki and contain the appropriate logo. Shorts are to be as long as or longer than the width of a dollar bill from the knee. A black or brown belt must be worn with all pants or shorts. Shorts are not a part of the high school girls' dress code, but are allowed for middle school girls.

SKIRTS		
Colors	Plaid	Gray
Vendor	Educational Outfitters is the only vendor for plaid.	Lands' End is the only vendor for this gray ponte' knit.
Logo Required	No	No

Skirts: Females may wear the plaid "chapel" skort (color # 69, style #148) or skirt from Educational Outfitters as well as the gray skirts, skorts, and dress as specified from Land's End. Skirts, skorts and dresses are to be an appropriate length (not more than 2" from the back of the bent knee in most cases) in order to promote modesty when sitting, standing and bending. A variety of skirt styles and length options are available from our school vendors in order to accommodate each girl's body type. When wearing skirts, we ask that all girls wear a spandex or bike short underneath for modesty. If a particular skirt, skort or dress from our uniform list is



deemed by the principal/administration to be an inappropriate length or fit for the student, she will be asked to choose another style or size that does meet the fit requirements.

<b>SWEATERS</b>	
Colors	Males: Red, Black, Gray Females: Red, Black, Gray, White
Vendor	Lands' End
Logo Required	Yes

Sweaters, Vests: Button front and Pullover sweaters, as well as vests may be worn over the uniform shirts.

<b>SWEATSHIRTS</b>	
Colors	Red, Black, Gray
Vendor	TCPS

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

## CHAPEL DRESS UNIFORM

### MALES:

- Gray dress pants OR Gray chino pants from Lands' End (with solid black or brown leather belt).
- White button-down shirt (long or short-sleeves) with school logo. Optional undershirts must be solid white.
- Solid color black or gray socks.
- TCPS-approved red and black striped, plaid, or crest ties (Upper School Office).
- Black, Gray or Brown casual/dress footwear with solid black soles. No athletic type shoes.

### FEMALES:

- Middle School Girls*: Plaid CrossTie.
- High School Girls*: Plaid NeckTie.
- Plaid skort/skirt (color # 69, style #148) from Educational Outfitters.
- White button-down shirt (short or long-sleeves) with school logo. Optional solid white tank underneath.
- Gray cable knit knee socks/tights available for purchase from the Upper School Office.
- Black tights or leggings may also be worn during cooler weather.
- Black, Gray or Brown casual/dress footwear with solid black soles. No athletic type shoes.
- Approved solid sweaters in red, black, gray or white (girls), blazers, fleece jackets/vests, and pack-n-go jackets with the TC logo may also be worn with Chapel dress. All shirts, pants, and skirts are to be neatly ironed/pressed.



### Other Dress Code Components:

- Belts:** Black or brown belt must be worn with pants or shorts. No grommets, studs, or décor are permitted on belts, and belt buckle must be 2" or smaller.
- Socks,  
Tights,  
Leggings:** All socks or tights must be solid gray, black or white. Leggings in black to be worn with skirts and dresses, may be from the vendor of your choice.
- Shoes:** Traditional athletic shoes (such as cross-trainers, basketball, tennis, etc.) may be worn for daily uniform days or chapel days. Athletic shoes such as swimming shoes and "barefoot" shoes (such as Vibram) may not be worn. Additionally, flip-flops, sandals, and open-heel or open-toe shoes are not permitted. Casual dress shoes and boots of 1" heel or less (with closed toe and heel) are permitted. Black, Gray or Brown casual/dress footwear with solid black soles may be worn with Chapel Dress.
- Jackets:** Are not allowed to be worn inside the classrooms during the school day unless they are the official school uniform fleece jacket.
- Hair:** Hair should be neat and clean and well groomed. Unusual hairstyles and hair colors are not permitted. Males may not wear headbands.

### Exceptions to Daily Uniform

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

#### Field Trip

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

#### Casual

**Dress:** Uniform on Casual Dress days, students may wear clothing of their own choosing providing it follows all the general guidelines for general school attire in this handbook.

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

## LOWER SCHOOL DRESS CODE DETAILED



### Lower School Dress Code 2022-2023

POLO SHIRTS	
Colors	Boys and Girls: Red, Black, White, Gray
Vendor	Lands' End
Logo Required	Yes

OXFORD SHIRTS	
Colors	Boys and Girls: White, Light Blue
Vendor	Lands' End
Logo Required	Yes

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

PANTS/SHORTS		
Colors	Khaki (Boys and Girls)	Gray Chino (Boys only)
Vendor	Your choice. Must adhere to dress code requirements. (Lower School only)	Lands' End is the only vendor for this gray.
Logo Required	No	No

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

SKIRTS		
Colors	Plaid	Gray
Vendor	Educational Outfitters is the only vendor for plaid.	Lands' End is the only vendor for this gray ponte' knit.
Logo Required	No	No Yes for jumper

**Jumpers/Skirts:** Solid black color shorts or leggings may be worn under skirts or jumpers for modesty. Jumpers or skirts are to be as long as or longer than the width of a dollar bill from the knee even when worn with leggings.



POLO DRESSES	
Colors	Boys: Red, Black, Gray Girls: Red, Black, Gray, White
Vendor	Lands' End
Logo Required	Yes

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

SWEATSHIRTS	
Colors	Red, Black, Gray
Vendor	TCPS

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

ACCESSORIES	BELT/SOCKS/TIGHTS
Colors	Belts: Solid Leather Black or Brown Boys socks: Black, Gray, White Girls socks: Gray, White Girls Tights: Gray Girls Leggings: Black only
Vendor	Your Choice

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

SHOES	
Type and Color	Must be fully enclosed athletic shoes only. Your choice of color.
Vendor	Your Choice

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





POLO DRESSES	
Colors	Boys: Red, Black, Gray Girls: Red, Black, Gray, White
Vendor	Lands' End
Logo Required	Yes

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

SWEATSHIRTS	
Colors	Red, Black, Gray
Vendor	TCPS

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

ACCESSORIES	BELT/SOCKS/TIGHTS
Colors	Belts: Solid Leather Black or Brown Boys socks: Black, Gray, White Girls socks: Gray, White Girls Tights: Gray Girls Leggings: Black only
Vendor	Your Choice

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

SHOES	
Type and Color	Must be fully enclosed athletic shoes only. Your choice of color.
Vendor	Your Choice

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

## THE LEARNING COTTAGE

---



The preschool years are foundational for creating life-long learners, developing social skills, and building self confidence. We are committed to providing a safe environment that is rich in God's word and strive to support each child spiritually, academically, and emotionally.

We encourage you to become familiar with your child's class schedule and teacher. Keeping a consistent routine and an open line of communication is key for having a successful preschool experience. Do not hesitate to contact us with any questions or concerns, or simply to check on your child.

All policies and procedures documented in the K-12 sections of this handbook are pertinent to the Learning Cottage unless otherwise stated.

## THE LEARNING COTTAGE CURRICULUM

---



Our preschool curriculum is built around developmental skills for each age level, as appropriate. Activities are planned in the following areas: Independence, Self-Care, Spiritual Growth, Social/Emotional Intelligence, Language Skills, Perceptual-Cognitive Skills, Gross and Fine Motor Skills, Phonics, Math, Beginning Handwriting, Personal Safety, Art, Music, and Spanish.

- Curriculums Used: Abeka K3, Abeka K4, Trueway Kids, Positive Action for Christ, SecondStep, and Montessori Pedagogy



## THE LEARNING COTTAGE HOURS OF OPERATION

---



The Learning Cottage accepts students beginning at 7:45am. Early drop off is available at 7:30am with advanced notice. Students should be present in their classrooms by 8:30am. Students being picked up prior to afternoon dismissal should be checked out in the Main Office by 12:00pm. Please avoid picking up your child during nap time, if possible.

Dismissal begins at 2:45pm and ends at 3:15pm. Children remaining after 3:15pm will be taken to the aftercare teacher. Aftercare ends promptly at 5:30pm.

Should you need to check out your child early, arrive late, or drop off an item between the hours of 8:30am and 2:45pm, please check in with the staff at the Main Office.

## THE LEARNING COTTAGE ATTENDANCE

---



Attendance in a preschool program is voluntary, however frequent absences can cause disrupt to your child's routine and progress in the program. We encourage consistency.

## THE LEARNING COTTAGE FINANCIAL INFORMATION

---



Tuition is due on the first of each month without exception. All enrollment and material fees are due before services are provided. It is the family's responsibility to set up a payment plan during the enrollment process. The twelve month payment plan is not available for preschool students.

No deductions for tuition will be made for days absent, school closings, or holidays. Tuition is paid for a space reserved for your child, not for days present.

Additional fees of \$10 per child per day will incur with the use of aftercare services. A fee of \$1 per minute will incur for any child not picked up by 5:30pm.

Tuition and fees are non-refundable.

In the event a family chooses to unenroll from The Learning Cottage, a written notice of 5 operating days is required to stop future payments.

Tennessee Christian Preparatory School reserves the right to release any student whose account becomes 30 days past due.

THE LEARNING COTTAGE  
EMERGENCY CLOSINGS AND DELAYS

---



See page 33

## THE LEARNING COTTAGE FOOD SERVICE

---



Meals are not provided in the Learning Cottage.

A nutritious lunch, two snacks, and a reusable water bottle should be brought from home each day.

Families may also participate in the third party meal delivery service offered on campus.

Meals and snacks should not contain high levels of sugar, artificial food coloring, or preservatives. Dessert items are not permitted and may be sent back home.

Please send plenty of protein choices, fruits, and vegetables.

ONLY water is permitted in your child's water bottle.

\*Certain foods may be banned from a classroom at any time if it causes a safety risk to another child. (I.e. Peanuts, Tree Nuts)

THE LEARNING COTTAGE

## ATTIRE

---



Students should dress in play clothes that are seasonally appropriate. Extra clothes should be sent daily, or stored in the cubby.

We enjoy outdoor recess year round, so children should come with appropriate outerwear for the weather each day.

Shoes should have closed toe and heel, and be appropriate for running.

House shoes will be worn in the classroom.

## REST

---



We are required by law to offer a chance for rest daily. Cots will be provided to each child. Bedding should be brought from home to cover the cot and will be sent home weekly for laundering.

Children are not required to sleep, but they must refrain from disrupting other children. Children that cause frequent disruptions during rest time may be required to be picked up early.

Rest times may vary per class, but are not to exceed 2 hours.

## REPORTS

---



Accident reports will be sent via email through your child's FACTS account. In many cases, the teacher will also speak to the parent in person, or contact via telephone. In the event of a major injury, emergency services may be notified prior to the parent/guardian.

Behavior problems are often communicated in person, via email, or telephone to parents. However, if an unsafe, disruptive, or aggressive behavior continues, behavior reports will be recorded in your child's FACTS account, and the child may be dismissed for the remainder of the day. The staff will work with the parents to develop a solution. In the event that parents are unsupportive and/or unwilling to aide in the solution, a child may be dismissed from the program.

In severe cases of aggression, intentional harm to others, intentional harm to self, or destruction of the environment a student may be immediately dismissed from the program without reimbursement of tuition or fees paid.



## SEPARATION ANXIETY

---



It is very common for children to experience separation anxiety during drop off. While this can be a heart-breaking time for parents, we encourage you to 'kiss and go'. Having a goodbye routine can help. (Ex: three kisses, a big squeeze, and a special phrase or rhyme)

While we love having you visit the classrooms, if your child is experiencing separation anxiety, staying longer will only exacerbate the emotions when you do leave. Please trust that we will let you know if your child does not calm down in an appropriate amount of time.

## THE LEARNING COTTAGE CHANGES IN POLICY

---



All policies and fees are subject to change without notice. Changes and amendments will be posted and all parents will receive changes in writing.

# THE LEARNING COTTAGE

## OVERVIEW OF CHILDCARE STANDARDS

---



### Standards for School-administered Child Care, Chapter 0520-12-01 SUMMARY

#### Program Approval, 0520-12-01-.03

- All persons or entities must be certified by the Department of education.
- At least 5 school-aged children enrolled in kindergarten or above must be documented to be considered for approval by TDOE jurisdiction. If documentation is not proven, the program will then be referred to the Department of Human Services for licensing.
- A least 2 visits will be made to the program under the temporary license to ensure health and safety regulations are followed. Once the annual license is issued, visits will include 1 announced and 1 unannounced each program year. Supplemental visits may include a summer visit, complaint investigations, and follow-ups for violations noted at the regular visits.
- A certificate is not transferable to another location.
- The program must submit an annual report to the Department prior to October 1st. The certificate may be suspended if the report is incomplete.
- Programs are subject to being issued a safety plan if the department finds major health and safety violations during any on-site visit

#### Program Organization and Administration, 0520-12-01-.05

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history before the child is allowed in the classroom.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the legal guardian. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have

adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.

- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

#### Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult:child ratios and group sizes must be followed.

#### **Single-Age Grouping**

Age Group	Max. Class Size	Adult:Child
Infant (6wks-12m)	8	1:4
Toddler (11m-23m)	12	1:6
Two (2) years old	14	1:7
Three (3) years old	8	1:9
Four (4) years old	20	1:13
VPK, 619, PDG	20	1:10

#### **Multi-Age Grouping** \*Not including first grade children

Age Group	Max. Class Size	Adult:Child
Infant-18 months	8	1:4
18-36 months	16	1:8
3-4 year olds only	20	1:10
3-6 years old*	24	1:13

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At nap time, ratios may be relaxed for groups (except for infants and toddlers)
- A written playground supervision plan is required.
- Field trips requires adult:child ratios to be doubled. Swimming has a separate ratio chart (page 17) and the lifeguard is not included in the ratio. Staff, 0520-12-01-.07

#### Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers and assistant teachers must be 21 years of age.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- Documentation of training hours is to be maintained for each staff member and available for the department at any time during the program year.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.

- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- All teachers and assistant teachers must be at least 21 years of age.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have 30 hours of professional development training. At least 6 hours of this professional development must be in developmentally appropriate literacy practices

#### Program, 0520-12-01-09

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age. Parents must be made aware of the curriculum and written approval from the parent/guardian must be maintained for each child.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snack, meals, and res shall occur at approximately the same time each day.

#### Health and Safety, 0520-12-01-10

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
  - Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
  - No swaddling or wrapping in a blanket.
  - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
  - Infant room teachers must have SIDS and safe sleep training before reporting for duty.

- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Proper diapering procedures must be followed (CDC.gov).
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement immediately upon knowledge of the event. Annual training for this is required.
- A child abuse coordinator must be designated by the program. This person must be trained in child abuse reporting, be available for the program staff if they have questions about reporting, and serve as a liaison to the program staff, the Department of Children's Services, and law enforcement agencies.
- All staff and volunteers will cooperate with investigation personnel in the event of suspected child abuse or neglect.

#### Food, 0520-12-01-11

- Children will receive meals based on the amount of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables.
- Staff must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

#### Physical Facilities, 0520-12-01-12

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

#### Transportation, 0520-12-01-13

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside the vehicle.

#### Care of Children with Special Needs, 0520-12-01-14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

#### School-Age Before and after School Programs 0520-12-01-15

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program:

Including 3 year olds: 1:10    Max group size: 15

Including 4 year olds: 1:12    Max group size: 20

#### COMPLAINT HOTLINE:

(LONG DISTANCE) 1-800-462-8261

(NASHVILLE AREA) 615-313-4820