

Tennessee Christian Preparatory School

Student/Family Handbook

2026-2027

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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 school 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 (I John :1, John :12).

Kindness lies at the heart of our ethos and core values. We believe in the transformative power of kindness, understanding, and empathy (Ephesians 4:32). 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. Our emphasis on kindness comes from John 1:14, and the Scripture's emphasis on Grace and Truth, which embodies our implementation of kindness. Tennessee Christian leads by teaching grace and truth in all areas, and being part of this community is a privilege, not a right.

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 (Colossians 3:2-3). Through teaching rooted in Christ's love and compassion, we aim to inspire our students with a greater sense of purpose and moral direction (Matthew 20:25-28).

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

In Christ,


Jared D. Tilley
Head of School

SCHOOL INFORMATION & DEFINABLE TERMS

School Name

Tennessee Christian Preparatory School

School Colors

Red, Black, and White

School Mascot

The Hawks

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

Tennessee Christian is accredited under guidelines approved by the Tennessee Department of Education and through Cognia.

Alma Mater*

All hail Tennessee Christian Preparatory School, Thou honorest our Savior who guides in all we do. In classroom and conduct, His virtues we uphold. We reverence and esteem thee for generations told.

This anthem we sing thee, a pledge of loyalty. To our alma mater, we deeply honor thee, our colors victorious, they boldly lead the way. Through trial and triumph, exult thy hallowed name. Tennessee Christian Preparatory School, our alma mater we honor you.

*Scripture foundations: Proverbs 16:9, Colossians 3:23-24, Ecclesiastes 9:10, Hebrews 13:7

Definable Terms

Abbreviated Day: A scheduled school day in which the regular instructional hours are shortened, typically resulting in an earlier dismissal time.

SCHOOL INFORMATION & DEFINABLE TERMS

Chaperone: An approved adult who is assigned by the school to supervise, monitor, and help ensure the safety and appropriate behavior of students during school activities, events, or field trips.

Curriculum: At Tennessee Christian, our curriculum is defined by everything we do and reflected in our students' growth. It is rooted in holistic learning and Biblical faith, fully integrated across every aspect of the school experience.

Family: In this document, the term “family” includes parents, grandparents, guardians, foster parents, and other approved stakeholders.

Full Day: At Tennessee Christian, a full day is considered the operating hours between 8:00 am and 3:00 pm.

Guests: Individuals who are visiting the school or attending a school activity or field trip without chaperone or supervisory responsibilities.

Holistic (referring to education): The summation of a student's overall well-being and readiness (physical, mental, and emotional) in an academic environment, and their spiritual willingness and understanding of foundational Christian principles.

Probation: A temporary period during which a student’s behavior or performance is closely monitored and must show improvement in order to remain in good standing.

Provisional: Tennessee Christian uses provisional acceptance during the enrollment process with certain stipulations and requirements.

Screening: A process by which Tennessee Christian reviews academic records, conducts interviews, and considers the holistic readiness, including crucial academic testing of a student, to determine whether we can appropriately support the student and partner effectively with the family.

Stakeholders: Any party with an invested interest in the education of a student.

STATEMENT OF FAITH

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

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God (II Timothy 3:16-17).
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (I John 5:7, Matthew 28:19).
- 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 (Colossians 2:9, John 1:1-3, Matthew 1:23,25, Hebrews 4:14-15, John 3:2, Romans 5:8-9, I Peter 2:24, I Corinthians 15:20, Acts 1:9-11, Hebrews 8:1, Acts 1:11, Revelation 1:7).
- We believe in the salvation of lost and sinful people; regeneration by the Holy Spirit is absolutely essential (Ephesians 2:1-5, Titus 3:5).
- We believe in the present ministry of the Holy Spirit by whose dwelling within the Christian is enabled to live a godly life (I Corinthians 3:16, John 14:26).
- 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 judgment (John 5:28-29, I Corinthians 15:21-23, 51-52, Revelation 20:11-15).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:20-23, I Corinthians 12:12-13, Ephesians 4:4-6).
- 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 (Genesis. 1:27, Mark 10:6).
- 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 (Genesis. 2:24, Matthew 19:4-6, Hebrews 13:4).
- We believe that all life is sacred and created in the image of God and therefore affirm the value, dignity, and purpose of every person from conception to death (Genesis 1:27, Psalms. 139:13-16).

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

OBJECTIVES OF CHRISTIAN EDUCATION

Tennessee Christian 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 produces (John 1:1-5).
- Knowledge of oneself (2 Corinthians 13:5).
- Knowledge of one's own culture and others (Galatians 3:28).
- Knowledge of God's created order (Genesis 1:1, Genesis 2:1).
- Knowledge in-depth of the liberal arts and sciences (Daniel 1:17).

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

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

FOUNDATIONAL PRINCIPLES OF EDUCATION

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

God

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

Mankind

Mankind can gain knowledge of God and God's creation through rigorous and diligent academic pursuits.

Holistic Child of God

Because the God-created spiritual nature is connected to mankind's 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 reveals Himself and His truth to us. 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 promote His goodness to society, culture, and the church.

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 encourage intellectual exploration of diverse views through the lens of 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.

FOUNDATIONAL PRINCIPLES OF EDUCATION

The Christian School and Teachers

We view teaching as a calling and a missional work. We seek to express our faith through academic excellence, Christlike character, and the shaping of values consistent with His example. A teacher's authority in matters of discipline and character training flows from the trust placed in them by parents. As a community of believers, we carry out our educational responsibilities in willing submission to Christ, so that the daily life of the school reflects Christ at work.

POLICIES

Policy Statement on Diversity within the Tennessee Christian Community

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

Diversity among Tennessee Christian constituents is a core value set forth by the Board of Trustees. As a philosophic cornerstone, diversity can 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 (Galatians 3:28, Colossians 3:11).

The capacity of any group of Christian people to tolerate diversity is a measure of true Christian community. Instead of focusing on our differences, we highlight the centrality of God's Word as the basis for truth and Jesus Christ as the way, the truth, and the life to God the Father (John 14:6). The practical or denominational differences 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.

Policy Statement Regarding Controversial Issues

Curriculum (as defined in the Foundational Principles of Education section) that pertains to issues that incite controversial discussion within the Tennessee 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. Questions regarding controversial issues will undoubtedly arise. It is always appropriate to refer the student to Scripture, his/her parents, and pastor for further discussion of the issue.

However, any controversial issue, which goes against our Statement of Faith and core values, will be addressed by an appropriate stakeholder (II Timothy 2:15, James 3:7).

"With educative intent" implies that the purpose of the presentation of controversial material is to inform and educate, not to proselytize 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 educational intent and to protect the school from denominationalism or controversial lifestyles and behavior. The following are age-appropriate guidelines:

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

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Grades 6-8: In the Middle School, curriculum may introduce controversial aspects of any issue. Questions that may be generated by class discussion should be answered from a Biblical basis with appropriate explanation (following the above-mentioned guidelines) regarding the diversity of thought within the Christian community.

Grades 9-12: In the Upper School, the curriculum will include a discussion of the diversity of views on controversial issues. Questions and discussions will allow for a full discussion of the controversial aspects of issues, in light of our Statement of Faith and core values.

Policy Statement on Creation

The creation of the universe, the earth, and mankind is one of the mighty acts of God. At Tennessee Christian, we believe that every word of Scripture is infallible and that valid and reasonable interpretations of relevant Scripture passages can perpetuate opposing views, for example, an 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 Tennessee Christian, the student will become acquainted with an array of viewpoints on creation on an age-appropriate basis.

Policy Statement on Appropriate Communication within the School Community

All forms of communication, which involve giving and receiving accurate information, is a necessity for understanding and growth to occur. A school such as Tennessee Christian 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.

If a family has a question or issue that requires a conversation with a teacher or administrator, the first point of contact for a family should be communication with the teacher. If further follow-up is needed, the family or teacher may communicate with an administrator and/or request a meeting. Administrators are the appropriate channels for accurate information regarding

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curriculum matters, disciplinary issues, and staff issues. All faculty, staff, and administration are available to families for face-to-face meetings upon request.

Policy Statement on Biblical Restoration and Reconciliation (Matthew 18 Policy)

A Christian school is made up of people: parents, administrators, teachers, and students. Like any other collection of mankind, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give to you, that you love one another; as I have loved you, that you also love one another. By this all will know that you are my disciples, if you have love one for another." (John 13:34-35)

Because of our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving issues and we call this the Matthew 18 Policy for solving school problems. The following are the words of Jesus:

Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that 'by the mouth of two or three witnesses, every word may be established.' And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.

There are several clear principles that Jesus taught in solving problems:

1. Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words (Proverbs 11:9).
2. Keep the circle small. "If your brother sins against you, go and tell him his fault between you and him alone." The first step, and most often the only step needed in solving a problem, is for one of the two parties involved to initiate face-to-face dialogue. Most problems can be solved at this level.
3. Be straightforward. "Tell him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented (Proverbs 27:6).
4. Be forgiving. "If he hears you, you have gained your brother." This implies that once the matter is resolved, we should whole-heartedly forgive and restore the party whose

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fault has offended us (Galatians 6:1). As mentioned earlier, most school problems are resolved at the two-party level. Forgiveness and restoration are the Biblical goals.

5. At this point, if the parties are not reconciled, administration should be included in the process. Both parties should state their versions of the issue or issues to the school's administration. All parties should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution. If resolution and reconciliation are not reached, the Head of School will seek counsel from the Board of Trustees, assessing that Tennessee Christian and those involved are upholding the Statement of Faith and core values and have followed the Matthew 18 Policy appropriately.

In summary, the Matthew 18 Policy requires that families talk to teachers about student problems before they talk to administration. If unresolved at the two-party level, the matter is prayerfully and in an orderly fashion moved upward in the school's organizational structure. This is the Lord's way of solving disputes.

A Christian school is a ministry in Christ's name. Everything that is done in the context of the school must be done Christ's way. The world's methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no place in the Lord's work (1 Corinthians 6:1).

To maintain unity and fellowship, it is imperative that all stakeholders follow the Matthew 18 Policy in resolving disputes.

Statement on the Board of Trustees

Tennessee Christian operates under the governance of a Board of Trustees composed of community members and parents of current and former students. The school's educational program is led by an administrative team of professional educators, with the Head of School accountable to the Board of Trustees. The Board's role is to provide strategic guidance for the school, working in partnership with the Head of School to ensure that all curriculum and programs remain aligned with the school's mission.

Policy Statement on Parental Involvement within the Tennessee Christian School Community

Parent involvement is an opportunity to be part of a process, as defined by the school's

POLICIES

administration, which allows an outstanding education to be gained within a Christ-centered environment.

Despite their personal and unique perspectives, Tennessee Christian families must ultimately recognize their accountability to procedures established by the school's administration. Further, parents must understand the responsibility placed upon them to follow the appropriate process in all matters related to the school association. Parents who exercise their privilege to be part of Tennessee Christian must avoid disruption of the educational process. While family views are important and influential upon school policies, it is vital that these views be expressed and carried out, as appropriate, through appropriate procedures, understanding the proper communication following the Matthew 18 Policy.

Families are responsible for notifying the school of any changes to a student's information.

FAMILY CODE

By enrolling my student(s) at Tennessee Christian, I understand the importance of and adhere to the following statements:

1. I agree to support and uphold the Christian educational program at Tennessee Christian.
2. I agree to support Tennessee Christian, its standards, regulations, philosophy, and mission statement.
3. I agree and will abide by the Statement of Faith as outlined in this handbook.
4. I agree that my student(s) will comply with the rules, regulations, policies, and standards of the school, otherwise Tennessee Christian retains the right to dismiss my student(s).
5. I agree that if my account is past due, no report card or transcript will be sent until my account is paid in full.
6. I agree that Tennessee Christian reserves the right to release any student whose account becomes 30 days past due.
7. I agree that no financial allowances or deductions will be made in the event that my student(s) is absent. Should I withdraw my student(s), or if he/she is dismissed, there will be no refund of any tuition or enrollment fee.
8. I agree to pay for any school property my student(s) destroys or damages.
9. I agree that should my student(s) 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 (refer to the Policy Statement on Biblical Restoration and Reconciliation - Matthew 18 Policy).
10. I give to Tennessee Christian the responsibility of helping my student(s) achieve academic excellence, and I pledge to assist the school by encouraging my student(s) to be on time, complete his/her assignments, and provide support and/or training at home.
11. I agree to help Tennessee Christian to the best of my ability with financial (in addition to tuition payments and fees) and/or volunteer support.
12. I agree to earnestly pray for Tennessee Christian.
13. I agree to fully cooperate in the educational functions of Tennessee Christian and do my best to make Christian education effective in the life of my student(s) that he/she may love and serve the Lord Jesus Christ.
14. I agree to support and honor Tennessee Christian in both word and deed when interacting with those outside of our school community.
15. I agree to promote Tennessee Christian within the community to further advance the mission and reach of the school.
16. I agree to attend meetings and family functions of the school regularly, as our schedules allow.
17. I agree to uphold Christ-like conduct when representing Tennessee Christian.
18. I agree to abide by the Policy Statement on Biblical Restoration and Reconciliation (Matthew 18 Policy).
19. I agree to seek and support the advancement of Tennessee Christian in all areas of its program.

ACADEMIC ACCOMODATIONS

When appropriate, and as resources allow, we are limited to the accommodations we can provide. Tennessee Christian does not provide specialists who are skilled in teaching learning-disabled or physically disabled children. However, with a family partnership, we strategize together to meet each student's needs to the best of our collective abilities. Families should also understand that being part of the Tennessee Christian community is a privilege, not a right.

Request

To inquire about accommodations, a family must first request them from their divisional principal. Requests should be made in writing (by email or letter) and include the reason for the request.

Documentation

To consider academic accommodations, we must have official documentation from a medical, psychological, or educational professional that demonstrates a need.

Official Accommodation Plan

Once the documentation is on file, families and administration will meet to discuss the need for and evidence of accommodations.

ACADEMIC ELIGIBILITY

To be eligible to participate in athletics, arts, and other programs, the student must maintain a “C” or above in all classes (1 Corinthians 10:31).

The administration retains the authority to implement academic ineligibility at its discretion.

ACADEMIC INTEGRITY & HONOR CODE

Honor Code

As a Christian community, we at Tennessee Christian 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 (Colossians 3:17). Each Tennessee Christian student, faculty, and staff member should work to create an environment of trust, honesty, and mutual respect through authentic actions and speech, holding one another accountable for upholding this honor code (Romans 12:10).

Academic Dishonesty

Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing (taking something that is not yours), and it is 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 and a direct violation of academic integrity. Academic dishonesty may have consequences up to and including expulsion.

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 (Hebrews 10:24). 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.

God desires us to be truthful and, therefore, cheating has no place at Tennessee Christian. 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 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 and may have consequences up to and including expulsion. This plagiarism policy applies to all coursework completed at Tennessee Christian.

Definition of Plagiarism

Tennessee Christian adopts the definition of plagiarism as: "Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition, as is the use of material generated, wholly or in part, through the use of artificial intelligence (save when use of

ACADEMIC INTEGRITY & HONOR CODE

AI for assessment has received prior authorisation, e.g., as a reasonable adjustment for a student's disability). Plagiarism can also include reusing your own work without citation. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence (University of Oxford).

Examples of Plagiarism

Examples of plagiarism include, but are not limited to, presenting the work, ideas, or intellectual property of others as one's own without proper acknowledgment. This includes failing to appropriately cite sources; improperly paraphrasing another's work; copying, pasting, or otherwise incorporating another individual's work into an assignment without authorization or citation; substituting summaries, analyses, or interpretations from external sources (such as SparkNotes, CliffsNotes, artificial intelligence tools, or other online resources) in place of original thought; and using copyrighted text, graphics, images, music, or other media without proper documentation or permission. The use of artificial intelligence to generate, revise, or substantially contribute to academic work without explicit approval and proper attribution is also considered plagiarism.

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. The teacher or administration will notify the student's family in all cases, and a copy of the plagiarism report will be placed in the student's file. The Tennessee Christian administration reserves the right to deviate from this process and take disciplinary action at its discretion when deemed necessary.

ADMISSIONS

Tennessee Christian does not discriminate on the basis of race, color, nationality, or ethnic origin in administration policies, tuition assistance, or athletic and other school-administered programs (Galatians 3:28).

Our admissions process is intentionally holistic, considering both the student and the family to ensure a strong “right fit” and a successful partnership between school and home. An essential component of this process is student screening. Through this screening, an applicant’s overall well-being and readiness are evaluated to best determine if the partnership between family and school can be established. Admission to Tennessee Christian is a privilege, not a right.

All students who seek to transfer to Tennessee Christian must be in good standing at their former school before being admitted to Tennessee Christian. Tennessee Christian may not accept students who have been suspended, expelled, or asked to withdraw from their former schools. All students must complete the admissions process. Records and results from the screening will be reviewed by an admissions committee, and an admissions decision will be made accordingly.

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

Families are responsible for notifying the school of any changes to a student’s information.

ATTENDANCE

Tennessee state law requires regular and punctual school attendance. Consistent, on-time attendance is essential to your child's academic success and long-term growth. While some absences are unavoidable, it is important to understand the cumulative impact of missed instructional time.

Tennessee Christian reserves the right to question a large accumulation of absences. Over time, excessive absences can result in the loss of holistic growth (Proverbs 14:23).

Full Day Attendance

A student will be considered present for a full school day only if they arrive by 11:30 a.m. or remain in attendance until 11:30 a.m. However, policies outlined below regarding tardiness, absences, and truancy will apply.

Tardies

The school doors open at 7:30 a.m. Students arriving after 8:00 a.m. must be signed in by a family member (excluding 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, provided by the family. In matters of judgment, decisions 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, will undergo an evaluation by the school's administration of the student's family to determine the viability of the family's partnership at Tennessee Christian (Proverbs 13:23). In addition, students who are excessively tardy may be placed on probation (see definable terms and discipline section).

Excused Absences

Tennessee state attendance law generally includes, but is not limited to, the following reasons as excused absences: personal/family illness, death in the family, court appearances, and documented medical/dental appointments. Parents may excuse up to five (5) absences per school year unless additional absences are approved by the administration. Any absences beyond this limit will be recorded as unexcused.

Excuse Notes

If a student is unable to attend school, families must notify the front office by email within one (1) school day of the absence and provide a specific reason in order for the absence to be considered excused. When a student is under the care of a medical professional, a doctor's note should be submitted to the front office. The school requests documentation explaining any absence or tardiness, whether excused or unexcused, be emailed or delivered to the front office.

ATTENDANCE

Unexcused Absences/Truancy - Full Day

A student who accumulates five (5) full-day absences per semester without an adequate excuse will be evaluated by the Administration. At that time, communication to the family will be provided regarding the student's attendance status.

Students participating in school-sponsored activities, whether on or off campus, will not be considered absent or truant. To qualify as school-sponsored, an activity must be facilitated by the school, directed and approved by the school, or supervised by a faculty member.

Truancy is defined as any unexcused absence for all or part of the school day, or for any portion of a class, without justifiable reason as determined by the administration or its designee. Truancy represents a deliberate violation of compulsory attendance requirements and will be addressed in accordance with school policies and procedures.

Excessive truancy constitutes a disciplinary concern and may result in a student being asked to withdraw from Tennessee Christian Preparatory School. In such cases, families may be required to meet with the Head of School and Principal to address the concern and determine appropriate next steps, including discussion of continued enrollment.

Unexcused Absences/Truancy - Classes (Middle & Upper School)

A student's absence results in the loss of valuable instructional time and can negatively impact the overall school culture. In the event that unexcused absences from individual classes are excessive (five absences per semester), the student may be unable to make up missing assignments and/or may receive a failing grade for an affected course.

Extracurricular Activities Participation

To attend, practice or play, a student must be present for a full day as outlined above. All exceptions must be approved by the administration. If a student cannot attend a full day of school, the student cannot participate in extracurricular activities.

Make-Up Work

Students with an excused tardy or absence may make up any schoolwork missed. It is the responsibility of the student to find out what he or she missed during the absence and work with teachers on a reasonable timeline for submitting required work. If an absence is planned and excused, the student must make arrangements with his or her teachers prior to the planned absence.

Administrative Note

The school reserves the right to require a doctor's statement before a student returns to school. For accountability, all tardies and absences are reported to families for records.

ATTENDANCE

School administration is responsible for ensuring that the above attendance policies are reported and adhered to appropriately.

CARE OF SCHOOL PROPERTY

All students are expected to treat school buildings, grounds, and facilities with the utmost respect and care. Any misuse or damage to school buildings, equipment, or fixtures will require prompt correction. Families are financially responsible for any damage to school property caused by their student. As stakeholders of the Tennessee Christian community, taking care of what is given to us is an act of worship and stewardship rooted in faithfulness and should be held to the same standard as students, faculty, and staff (Matt. 25:14-30).

Improper use of school property may result in disciplinary action up to and including expulsion.

CHAPEL

A weekly chapel program is provided for all students. During chapel, students are expected to remain quiet, attentive, courteous, and reverent. Chapels are held weekly in separate Learning Cottage/Lower School and Middle School/Upper School gatherings, with occasional all-school chapels as well. Speakers may include teachers, parents, local pastors, youth leaders, children's pastors, and missionaries.

Tennessee Christian is interdenominational, connecting people of all Christian faiths, and our chapels reflect that mission (I Corinthians 12:12-27).

COMPUTERS AND NETWORKS INCLUDING THE INTERNET

Technology, Network, and Internet Use

Tennessee Christian recognizes that responsible access to the Internet and digital technologies provides valuable educational resources, enhances collaboration, and supports instructional innovation. While the benefits of technology use are significant, Tennessee Christian cannot control all content accessible through external networks and platforms.

The school employs filtering, monitoring, and security tools to reduce exposure to inappropriate content. However, no system is entirely fail-safe. Users should be aware that digital environments may contain material that is inaccurate, misleading, defamatory, abusive, obscene, profane, sexually explicit, threatening, discriminatory, or illegal.

Any use of technology that is inconsistent with Tennessee Christian policies, Christian values, or the educational mission of the school is subject to disciplinary action in accordance with school guidelines. Ultimately, parents and guardians bear primary responsibility for establishing and reinforcing appropriate standards for their children's technology and media use.

With the widespread availability of personal devices—including smartphones, tablets, e-readers, laptops, and wearable technology—students may have access to the Internet beyond direct faculty awareness. Therefore, all technology used on campus or during school-related activities must support instructional goals, serve the learning environment, and align with the mission of Tennessee Christian. Classroom technology use is subject to teacher supervision, and administrators oversee network access and publish rules and guidelines governing acceptable use.

Acceptable Use Guidelines

Use of Tennessee Christian computers, networks, and Internet access is a privilege, not a right. The following activities are strictly prohibited:

- Private, commercial, political, or illegal use of school technology resources
- Accessing, creating, transmitting, or storing content that is obscene, offensive, threatening, harassing, or demeaning
- Introducing malware, hacking tools, or programs designed to disrupt or damage systems
- Unauthorized access, alteration, or misuse of school or personal data
- Anonymous or impersonated communications
- Use of software or tools that enable unauthorized remote access to Tennessee Christian systems, unless expressly approved in writing by an administrator

COMPUTERS AND NETWORKS INCLUDING THE INTERNET

- Illegal copying, downloading, or distribution of copyrighted material

All parents, students, faculty, and staff must sign a Technology Use Agreement prior to accessing Tennessee Christian technology resources. By using school-provided or approved technology on campus, individuals acknowledge their understanding of and agreement to comply with all applicable policies and guidelines.

Students are not permitted to use social media platforms or messaging/chat services that are not school-related while on the Tennessee Christian campus unless explicitly authorized for instructional purposes by a faculty member or administrator.

COOPERATION WITH OTHER AGENCIES

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 substances, on-site possession or use of a weapon, and threats of violence will be reported to the appropriate authorities.

CUSTODY ISSUES

All custodial parents or guardians who have been granted custody or designated as the custodial parent of a student through a court order in any divorce, adoption, or other legal proceeding must furnish the school with a certified copy of the order, including any court-ordered parenting plan. This documentation will be 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 with reasonable advance notice of such person's intent to take custody of such child at the school. The school attorney may 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 the commission of a crime. Therefore, Tennessee Christian 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.

DISCIPLINARY POLICY

Our model of discipline is a redemptive one that is based on Biblical principles to equip students to grow holistically. The purpose of our discipline policy is to “train students up in the way they should go” (Proverbs 22:6), teaching them to conform themselves to the image of Christ (Romans 8:29). Our discipline model is scripturally based, truth-oriented, and grace-filled. All teachers, coaches, and administrators maintain the position of authority to enforce rules for the holistic growth of the student, but also have the right to exercise mercy and grace in upholding rules. Tennessee Christian does not engage in corporal punishment of students.

All students are expected to follow all school rules while on campus and at all school-sponsored events, whether on or off campus. Any behavior that disrupts the educational process or learning environment among students, on or off campus, may be subject to disciplinary action.

In keeping with the principles of Matthew 18, discipline at Tennessee Christian is approached with the goal of restoration and growth. Teachers have the authority, within school policy, to address behavioral concerns within their classrooms through appropriate corrective measures. When concerns persist or are more serious in nature, a student may be referred to the Principal for further support.

The administration retains the authority to implement disciplinary actions at its discretion. Tennessee Christian reserves the right for discipline to not be progressive. These decisions are made prayerfully and thoughtfully, with the intent of accountability, student well-being, and the restoration of the student to the school community whenever possible.

At Tennessee Christian, we expect all stakeholders in our community to act with honesty, respect, and responsibility (Micah 6:8). We work together to uphold school policies, hold one another accountable, and build a culture of trust, integrity, and excellence.

The following are examples of inappropriate conduct that may result in discipline up to and including 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 them to suffer stress.
- Public display of affection or unnecessary bodily contact, whether it is affectionate, playful, or hostile, is not acceptable conduct at school. Even when they seem harmless, these incidents can quickly escalate and disrupt healthy relationships and the learning environment. Disciplinary action is at the administration’s discretion.
- Communication, private and public, is expected to be positive, constructive, and respectful (Ephesians 4:29). Inappropriate communication is defined as that which would intentionally make someone uncomfortable, bring disrepute to the school, contradict Biblical principles, or harm the school and its beliefs.

DISCIPLINARY POLICY

- Jokes, pranks, offensive symbols and gestures, pornography of any sort, gossip, derogatory remarks, degrading names and putting others down, disrespect of God's name or spiritually meaningful terms, vulgar language, suggestive stories or drawings, horseplay, invading private property, acts of intimidation, and invading private space are examples, but not exhaustive, of what is offensive.

The following is a list of offenses and resulting consequences, although not an exhaustive list. Discipline will be provided at the discretion of faculty, staff, or administration and may not be progressive. Tennessee Christian reserves the right to go outside the bounds of the following chart.

Category 1 Offenses* Minor classroom disruptions Dress code violations Public display of affection Tardiness Loitering Out of the assigned area Refusal to turn in electronics to the teacher Other	Category 1 Consequences* Student conference Parent contact Lunch Detention 1–3 day suspension Other
Category 2 Offenses* Willful disobedience/insubordination Major classroom disruptions Harassment/Intimidation/Bullying Inappropriate language to other students Truancy Fighting Lying Lewd Gestures Cheating/Plagiarism/Inappropriate use of AI Tobacco/Vaping use or possession Violation of Social Media Policy Other	Category 2 Consequences* 1–3 days suspension 3–5 days suspension 5–10 days suspension Long-term suspension (more than 10 days) Other

DISCIPLINARY POLICY

Category 3 Offenses* Forgery Theft Inappropriate language to staff Verbal abuse of staff Other	Category 3 Consequences* 1–5 days suspension Long-term suspension (more than 10 days) Expulsion Other
Category 4 Offenses* Weapons Possession, use, or intent to sell/distribute alcohol, tobacco/vaping products, drugs, or drug paraphernalia. Vandalism Assault Extortion False fire alarm or bomb threat Threat to a staff member Gang-related behavior Other	Category 4 Consequences* 5–10 days suspension Expulsion Other

For the Learning Cottage, logical consequences will be implemented up to and including expulsion.

*Tennessee Christian reserves the right to assign consequences to behaviors on or not on this list.

DRESS CODE

Tennessee Christian expects students to present themselves in a way that reflects respect for themselves, others, and the learning environment. Our dress and grooming standards are designed to support a healthy, focused, and Christ-honoring school culture and to encourage students to present their best selves each day.

The following guidelines apply whenever a student is present on the Tennessee Christian campus or attending any school-related activity. Any exceptions must be approved by the administration.

- All clothing should be clean, pressed, and in good repair.
- No rips, tears, or holes (purchased or created) are permitted.
- Clothing must not contain any derogatory comments or offensive advertisements.
- Sleeveless, spaghetti straps, low necklines, see-through materials, bare midriffs, 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.
- Girls are permitted to keep ear piercings simple and minimal. Any other piercings outside of these bounds should be discussed with an administrator.
- Shirts must have sleeves and must have a hem at least 3 inches below the waistband of pants when untucked.
- Shirts must be tucked in during school hours with a belt.
- Hats and non-uniform headwear are not permitted during the school day.
- No jogging suits, sweatpants, athletic pants/shorts, leggings (except under dresses or skirts).
- Shorts or skirts must be fingertip length or longer.
- Sneakers are the only acceptable footwear. (Lower School)
- Sneakers, dress shoes, or boots are the only acceptable footwear. All footwear should be closed-toed and closed-heeled. (Middle and Upper School)
- 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 Tennessee Christian Logo Dress Code Clothing

Land’s End School
www.landsend.com/school
Tennessee Christian
number: 90000-4298-7

Sports Spectrum
4452 Innwood Ln.
Chattanooga, TN 37416
www.sportsspectrum.org
(423) 888-9475

ABC Apparel
2273 Gunbarrel Road
Suite 107
Chattanooga, TN 37421
(423) 894-122

DRESS CODE

Learning Cottage Dress Code

Students should dress in seasonally appropriate play clothes. Extra clothes should be sent daily or stored in the cubby. Students enjoy outdoor recess year-round, so children should come with appropriate outerwear for the weather each day. Shoes should have a closed toe and heel, and be appropriate for running. House shoes or socks will be worn in the classroom.

DUAL ENROLLMENT

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

To initiate the dual enrollment process, students should contact the administration for advising and approval. Once approval is granted, students and their families are responsible for applying for the dual enrollment grant through the Tennessee Student Assistance Corporation (TSAC) and completing all required documentation. Students must also ensure that official grades and/or transcripts are requested from the participating college or university upon completion of each dual enrollment course. Failure to submit required transcripts or grades may result in ineligibility for continued participation in the dual enrollment program.

The following items will be considered when recommending and approving students for dual-enrollment courses:

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

FIELD TRIPS

Field trips are to be used as supplements to the curriculum at Tennessee Christian. Adults attending field trips are considered either chaperones or guests.

Families sign a permission form for each individual field trip. Details for each field trip will be emailed by the faculty sponsor or the administration. Field Trips are strongly encouraged to strengthen a holistic education; therefore, field trips are recorded as regular school days. Family conflict with a field trip needs to be brought to the faculty sponsor.

FINANCIAL POLICIES

Enrollment Fee

The enrollment fee must be paid before the enrollment packet is submitted.

*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 given in the event of an act of God, government action, terrorism or epidemic.

Tuition Assistance

Overview

Tennessee Christian allocates institutional dollars and donor contributions toward a designated fund to offer tuition assistance for students in financial need. Tuition Assistance is based on financial need. FACTS Management and the tuition assistance committee will determine the following:

- The amount of available funds
- The number of applicants requesting assistance
- The need demonstrated by the applicant's family

Tuition Assistance will open in the spring (date to be determined each year) for new families to begin the process.

Tennessee Christian also participates in the State of Tennessee Education Freedom Scholarship program. For more information, please visit <http://tn.gov/education/efs.html>.

Please note that Tennessee Christian does not offer athletic scholarships and will honor only one form of tuition assistance per student.

FINANCIAL POLICIES

Families seeking financial assistance are encouraged to explore both Tuition Assistance through Tennessee Christian and the State of Tennessee Education Freedom Scholarship program.

Existing families

Families reenrolling desiring Tuition Assistance must complete the Tuition Assistance process, including uploading all required documentation by May 1st. Failure to meet this deadline will result in a fee of \$500 that will be billed to your FACTS account. Payment will need to be remitted in order to proceed with processing late applications. Any family desiring Tuition Assistance must apply through FACTS Grant & Aid.

Tuition Assistance Process

FACTS will start their review once an application is completed and all required documents have been uploaded. FACTS can take 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. 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 early summer, awards must be accepted, and you must be enrolled by a date specified by the Director of Finance. Any applications that are in process after the specified date given by the Director of Finance will automatically be put on the 10-month payment plan.

FOOD SERVICES

Tennessee Christian Preparatory School is committed to providing a safe and orderly campus environment for all students. For safety and security reasons, direct and third-party food delivery services (such as DoorDash, Uber Eats, Grubhub, etc.) are not permitted to deliver to students or to the school during the school day.

Tennessee Christian does partner with an approved lunch service, which families may choose to use to order lunches for their students according to the procedures provided by the school.

Students who do not participate in the lunch service should bring a lunch from home each day. Families are responsible for ensuring that students arrive at school with an appropriate lunch if they are not ordering through the school's approved lunch provider.

To maintain safety, minimize disruptions to instruction, and protect the learning environment, no outside food deliveries will be accepted or distributed during the school day.

Learning Cottage

- 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.
- 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, etc.).

GRADING SCALE & POLICIES

The Tennessee Christian grading scale is as follows:

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, in Middle and Upper School, a 10-point deduction (on a 100-point assignment) or 10% deduction per day late will be applied for late work. Excused absences do not apply to this late policy; they will have two days to make up work. See the ATTENDANCE section for details on excused late work.

In Lower School, it is up to the teacher's discretion to develop late work policies.

GRADUATION

Graduation Requirements

The graduation requirements at Tennessee Christian meet and exceed the requirements set forth 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
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Administration will offer guidance and support to students as they select courses aligned with their college plans and academic goals. In addition to the graduation requirements outlined above, students may choose from a variety of elective options. Tennessee Christian generally encourages students to complete all required coursework as early as possible in order to provide greater flexibility in their schedules to allow for dual enrollment courses in their junior and/or senior years.

Graduation Exercises

Students are required to attend all meetings, practices, and any other graduation events in order to be able to attend the Commissioning and Commencement ceremonies. These 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.

Valedictorian & Salutatorian

Valedictorian and Salutatorian are Tennessee Christian's highest academic awards and are awarded to students who have attended Tennessee Christian's Upper School (Grades 9-12) for all four years. The selection process demands excellence in all classes and requires both to be in excellent behavioral standing. 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 Tennessee Christian Upper School (Grades 9-12).

GRADUATION

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' GPAs for the honor, the following process will occur to differentiate candidates:
 - The average of all class grades for the senior year will be used; if that is not sufficient to differentiate, then:
 - The average of all class grades for all four years will be used.
 - In all instances of use, GPAs will be extended to four decimal places.

When questions or discrepancies arise, a decision will be made at the discretion of the administration.

HEALTH

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

Health Forms

All new students must present a Tennessee permanent Certificate of Immunization during the admissions process. The state requires all children enrolling in public or private schools to provide proof of immunization before attending school. There is one official Tennessee Department of Health certificate of immunization that must be completed by medical providers for families to deliver to schools before their child enters kindergarten, 7th 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 family of a student enrolled in Tennessee Christian, the school will assist in the administration of prescribed daily medications, provided that the family authorizes school personnel to do so in writing, and the family provides written instructions for the school nurse administering the medication, specifying when the child is to take the medication and the dosage required. The school nurse has appropriate forms for families to complete. Any medications sent from home to be administered by Tennessee Christian 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.

Students are not permitted to have medications, prescribed or non-prescribed, in their possession while on the school campus. If medications need to be taken while at school, the student must come to the clinic to obtain it from the nurse or an administration-approved person. With certain medical conditions (e.g., diabetes, asthma, severe allergy), emergency medications may be kept in the classroom with the teacher. Records will be kept of all medications administered.

Illness

Families are expected to keep a child home when a condition warrants. If a student becomes ill at school, the family 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 the classroom.

LOCKERS

Lockers at Tennessee Christian are private property and are loaned to students for their academic use for the school year. Tennessee Christian administration retains the right to inspect lockers at any time and without notice.

Students may decorate the inside of the locker with non-permanent décor. Nothing may be hung on the inside of the locker that violates the Tennessee Christian Statement of Faith or causes disrepute or harm to the school or any individual associated with its community.

Students are responsible for their assigned lockers and all contents therein. It is the student's responsibility to ensure that his or her locker is secured at all times. Tennessee Christian is not responsible for items that are lost, damaged, or stolen from lockers. Lockers may be issued with a school-provided lock, or students may be required to supply their own lock for the school year. Students are prohibited from tampering with, accessing, or using another student's locker or personal property. Violations of this policy may result in disciplinary action.

LOST & FOUND

Please write names on the labels of sweaters, jackets, and coats. Label all personal items. Please check for your student's lost items.

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

MARRIAGE & SEXUALITY

We believe that God wonderfully and immutably creates each person as male and female. These two distinct complementary genders together reflect the image and nature of God (Genesis 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 (Genesis 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 Corinthians 6:18, 7:2-5; Hebrews 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 (such as adultery, fornication, homosexual behavior, bisexual conduct, and use of pornography) is sinful and offensive to God (Matt 15:18-20, I Corinthians 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, all persons employed by Tennessee Christian Preparatory School in any capacity, or who serve as volunteers, attend as a student, or partner as a family member must agree to and abide by this Statement on Marriage and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 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; Romans 10:9-10; I Corinthians 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 is to be repudiated and is not in accord with Scripture nor the beliefs of Tennessee Christian Preparatory School.

PROMOTION/RETENTION/HONORS

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.

Learning Cottage

Learning Cottage students may not be considered for promotion due to the following reasons:

- Social maturity
- Age-appropriate independence
- Interpersonal skills

Lower School

Lower school students may not be considered for promotion due to the following reasons:

- Academic progress (particularly in Reading, Math, and Language)
- Social maturity

Middle School

Middle school students may be considered for retention if they fail two or more core courses (any English, Math, History, Science).

Upper School

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

HONORS

Tennessee Christian recognizes academic achievement through an academic awards ceremony held at the end of the school year. Teachers may also present class awards to individual students at their discretion. In addition, all students are eligible to receive academic honors based on their performance. Students who earn all A's in every class for each quarter will be placed on the A Honor Roll, while students who earn all A's and B's in every class for each quarter will be placed on the A/B Honor Roll.

SAFETY PROCEDURES

SAFETY PROCEDURES

Fire, tornado, lockdown, and other safety drills are conducted at various times throughout the school year to prepare students and staff for emergencies. For the safety of our campus, our Safety Procedures are reviewed annually in partnership with the Board of Trustees, administration, and campus security.

Evacuation Drills (Fire or Other Emergencies)

When notified of a drill, students will exit the building in an orderly and quiet manner, escorted by their teacher. Teachers will account for all students once they reach the designated safe area.

Shelter and Lockdown Drills (Tornado or Security Situations)

In the event of a tornado drill or lockdown drill, students will remain with their teacher and follow all safety procedures, including moving to designated safe areas or securing the classroom as instructed. Students are expected to remain quiet and follow directions at all times.

SCHEDULES - DAILY & MODIFIED

Daily Schedule

7:30 Doors open
7:55 Announcements, Pledges, and Prayer
8:00 Classes begin
3:00 Dismissal

Wednesday Schedule (Not Applicable for Learning Cottage)

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

Students remaining on campus at 3:15 p.m. must report to their school-sponsored activity or to aftercare.

Learning Cottage

Access to the Learning Cottage for child pick-up is restricted to pre-approved stakeholders. Students will be released exclusively to individuals who have been pre-approved. Students will not be released to anyone whose behavior, as deemed by a reasonable person, may place the student in imminent risk. Local law enforcement or other emergency services may be called prior to the release of the child.

Abbreviated Day Schedule

8:00 - 11:30 a.m.

Unplanned Early Dismissal

During a rare, unplanned event, early dismissal from school may be necessary. When the circumstance arises, families will be notified through our emergency alert texting system.

Emergency Closings and Delays

Tennessee Christian will communicate all changes to our schedule due to circumstances outside the school's control. When considering a delay or closure, Tennessee Christian takes into account the counties we serve and the age and experience of our student drivers. Safety is paramount in considering a change to the daily schedule.

SCHOOL-SPONSORED DANCES

The following criteria must be met for all dances:

- All dances must be chaperoned by approved adults assigned by the administration, with at least one staff person present.
- Music must not contain vulgar, profane, or sexually explicit language.
- Attire (both male and female) must be pre-approved by designated faculty and staff. A deadline will be set by the faculty and staff, and failure to comply will result in the inability to participate in dance.
- No style of dance is allowed that may endanger anyone or that is otherwise inappropriate or suggestive. 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 premises.
- All dates or friends attending the dance who are not Tennessee Christian students must complete a guest information form, signed by the guest's attending school, to be pre-approved by the administration.
- Any alumni or Tennessee Christian parent is allowed to attend dances with prior administration approval.
- Tennessee Christian is responsible for students at these events from the time the student arrives at the facility until they leave the facility.
- All dates/friends must be of the opposite sex.
- Any student not in good behavioral standing may not be able to participate in school-sponsored dances. This decision is at the discretion of the administration.

Additional Dress Guidelines

Dances are subject to the above guidelines as well as the specific guidelines regarding dress.

Dresses must be pre-approved by designated faculty and staff (photo must be submitted of the student wearing the dress) and the considering factors are: necklines, dress length, skin exposure, and overall fit and appropriateness.

SERVICE

A part of a holistic educational experience rooted in Biblical foundations is a commitment to serving others (I Peter 4:10). Throughout the school year, the Tennessee Christian faculty guides students in a variety of service projects that reflect this core value. In keeping with our commitment to service, Upper School students are required to complete a minimum of 30 hours of approved service each year. Documentation requirements and specific guidelines are provided annually at student orientation. In addition, school-sponsored clubs and organizations may require additional service hours.

Lower School and Middle School students are offered age-appropriate opportunities to participate in service projects throughout the year; however, they are not required to complete a set number of service hours.

All school rules and regulations apply during community service events, on and off campus.

SEXUAL HARASSMENT/HARASSMENT/BULLYING

Tennessee Christian 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. Tennessee Christian, 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 Tennessee Christian, which may include loss of employment or expulsion from the school.

Guidelines

The school Principal and Head of School have responsibility for investigations concerning sexual harassment.

Step 1

Any sexual harassment information (complaints, rumors, etc.) shall be presented to the school Head of School. Complaints may also be presented to any school administrator who will immediately notify the Principal and/or Head of School. 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 Head of School 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 Head of School 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 Head of School. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Head of School will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The Head of School shall provide a written decision to the complainant within 10 working days.

SEXUAL HARASSMENT/HARASSMENT/BULLYING

Step 4

If a complainant is not satisfied with the decision at Step 3, he/she may submit a written appeal to the Tennessee Christian 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 Head of School 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.

SEXUAL HARASSMENT/HARASSMENT/BULLYING

“Bullying” includes, but is not limited to, any act intended to place anyone 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.

SOCIAL MEDIA POLICY

As an institution committed to excellence in education and to the safety of our students, which is our highest priority, Tennessee Christian Preparatory School holds high standards for appropriate online communication. While we respect the right of students, employees, alumni, and members of our community to use a variety of social media platforms, we expect these standards to be upheld at all times by students and faculty, as well as by alumni and all others who participate in Tennessee Christian-sponsored websites and social media platforms. Tennessee Christian's Foundational Principles guide and support conduct in all communication, reflecting the goodness of God.

Tennessee Christian Social Media Comments and Participation Policy

Comments to Tennessee Christian-sponsored sites, such as its website, online forums, etc., or social media sites, as well as other non-school websites 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, cause reputational harm to the school, violate our Statement of Faith and core beliefs, or are otherwise objectionable (Ephesians 4:29).

For the privacy of users and their families, please assume that all postings to Tennessee Christian-sponsored as well as other websites 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.

For the purposes of this policy, "post" or "posting" includes, but is not limited to, uploading, sharing, commenting on, messaging, or otherwise distributing any content, whether public or private. In posting material on Tennessee Christian-sponsored sites or other websites or social media platforms, students and families are expected to uphold the following standards:

1. Communicate respectfully and responsibly, refraining from posting material that Tennessee Christian determines to be threatening, harassing, illegal, obscene, defamatory, slanderous, bullying, or hostile toward any individual or entity.
2. Respect the privacy of others by not posting phone numbers, email addresses, photos, videos, or any other confidential or personally identifiable information of students, faculty, or any other person without appropriate permission. If you choose to share your own contact information or images, please be aware that it may be publicly available and therefore subject to misuse.
3. Honor the rights of others and of the school, including privacy, intellectual property, and publication rights.
4. Use platforms appropriately, refraining from posting chain letters, duplicating comments, or otherwise distributing spam through Tennessee Christian-sponsored sites.

SOCIAL MEDIA POLICY

5. Maintain personal account responsibility by not allowing any other individual or entity to use your identification for posting or viewing comments.
6. Be honest and transparent in identity, refraining from posting under multiple names or using another person's name.

Faculty Use of Social Networking Sites

Tennessee Christian 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, she 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 Tennessee Christian's policies as set forth in the Employee Handbook, including its policies concerning discrimination or harassment, and uphold the school's Statement of Faith at all times including online platforms;
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.

SOCIAL MEDIA POLICY

Creating and Maintaining Official Tennessee Christian Social Networking Sites

All "official" Tennessee Christian social networking sites must be approved by administration 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 administration will be treated as personal pages, and are therefore limited to the standards provided above.

Student & Family Use of Social Media

First and foremost, students must exercise appropriate judgment and discretion when participating in any social media or online platform, whether now existing or developed in the future, both within the Tennessee Christian Preparatory School community and beyond. All activity on such platforms reflects on the Tennessee Christian community and is therefore subject to the same behavioral standards set forth in the Parent-Student Handbook.

In addition to the regulations found in the Tennessee Christian Parent-Student Handbook, students and families are expected to abide by the following:

1. Students and families should not make statements that would violate any of the Tennessee Christian's policies as set forth in this handbook, including its policies concerning discrimination or harassment, and uphold the school's Statement of Faith at all times including online platforms;
2. To protect the privacy of individuals in our community, students and families may not, under any circumstances, create digital audio or video recordings of Tennessee Christian community members either on campus or at off-campus Tennessee Christian events for online publication or distribution unless approved by a divisional principal (if the work is class related).
3. Students must uphold the school's value of respect and may not use social media platforms to publish disparaging or harassing remarks about Tennessee Christian community members, athletic or academic contest rivals, or anything that causes reputational harm to the school, etc. Doing so will result in discipline up to and including expulsion.

SOCIAL MEDIA POLICY

4. Students who choose to post editorial content to websites or social media platforms must ensure that their submission does not reflect poorly upon the school, goes against the school's Statement of Faith, nor violates behavioral guidelines as outlined in the school Parent and Student handbook.

Failure to abide by this Policy, as with other policies at Tennessee Christian, may result in disciplinary action up to and including expulsion.

STUDENT DRIVERS

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

- 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 permission from parents, verbal or written, to the school office. No one is allowed to check himself/herself out of school without parent contact or prior approval.
- Seniors have the privilege, not the right, to leave campus for lunch with administrative approval. If the student returns late to school for class, off-campus lunch privileges may be revoked.
- Tennessee Christian is not responsible nor liable for any driving infraction (i.e., ticket, accident, etc.) a student may incur.
- Tennessee Christian reserves the right to search vehicles as it deems necessary.
- Tennessee Christian is not responsible for vehicles or items left in vehicles. Students park at their own risk.
- Students and Families must maintain the posted speed while on campus.
- Student drivers are not allowed to transport other students, other than a sibling(s), unless written permission is given to the school by both sets of parents and with administration approval.

If a student chooses to violate any driving policy, administration may suspend and/or revoke driving privileges.

STUDENT EVALUATION

Conferences

If students or parents wish to discuss issues with teachers or administration, an appointment will be scheduled. In addition, designated conference days are scheduled into the school's academic calendar.

Assignments Outside of School

Assignments, projects, and practice work are given at the discretion of each teacher and serve as a natural extension of classroom instruction. Homework is designed to support student learning by reinforcing previously taught concepts, strengthening understanding, and building strong academic habits.

In order to support families who attend Wednesday evening services, teachers will make every reasonable effort not to assign homework on those days; however, there may be occasions or certain subjects where homework is necessary.

Failure to complete and submit assignments on time will affect a student's grade in that subject area. Learning to manage assignments, prepare for long-term tests and projects, and take responsibility for meeting deadlines are important skills students develop over time.

Student success is a shared effort and requires strong instruction from teachers, personal responsibility from students, and consistent communication and partnership between school and home.

When conflict arises over curriculum within the classroom, club, sports activity, etc., stakeholders should refer to the Matthew 18 Policy in the Student Handbook.

Progress Reports

To maintain communication with parents regarding students' grades, a Mid-Quarter Progress Report is sent home each quarter between report cards. The progress reports are emailed to the parents or legal guardian(s). If a parent chooses to have a hard copy, they may request a copy in the front office. Progress report grades are not reflected in a student's GPA or transcript, but are meant to be a checkpoint supporting the partnership between family and school.

Report Cards

Report grades reflect the work completed and grades earned on all assignments, homework, quizzes, and exams. A conduct grade or comment may be given on the student's attitude, willingness to work, cooperation, and conduct. Report cards are distributed electronically at the end of each quarter. If a parent chooses to have a hard copy, they may request a copy in the front office.

STUDENT EVALUATION

Transcripts

A student's transcript is the official academic record maintained by the school. It includes all courses taken and all grades earned throughout the student's enrollment, including any dual enrollment courses. For upper school students, the transcript reflects the cumulative grade point average (GPA), which is used for college applications and other postsecondary opportunities. The transcript will also include the student's ACT score, when available, as part of the comprehensive academic record. Transcripts are available upon request for official use only. Unofficial transcripts are provided to families upon request. Financial accounts must be cleared before transcripts are sent.

Testing

School testing is administered by Tennessee Christian to aid the teachers and families in determining the student's level of ability, along with enabling administration to make choices regarding course offerings.

PRE-ACT

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

STUDENT LEADERSHIP POLICY

Upper and Middle 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. This policy is meant to uphold the priority of holistic growth for each student.

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

1. Maintain a “C” or above in all classes (1 Corinthians 10:31). The administration also retains the authority to implement academic ineligibility at its discretion.
2. Maintain excellent behavioral standing.
3. Adhere to all expectations outlined in the student handbook (i.e., academic integrity, uniform, attendance, social media, etc.).
4. 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 decisions are final.

SUBSTANCE ABUSE

The use, possession, or distribution of tobacco products (in any form), vaping devices, alcoholic beverages, or illegal drugs (including the misuse of prescription or controlled substances) is strictly prohibited for students, parents, guardians, and guests at Tennessee Christian Preparatory School and at any school function, activity, sponsored trip, or excursion.

Any violation of this policy may result in immediate removal from the event and may result in being prohibited from attending future school events or from being present on campus. If the violation involves a student enrolled at Tennessee Christian, disciplinary action may be taken up to and including suspension and/or recommendation for expulsion. In addition, violations may be referred to appropriate authorities for legal action when required or deemed appropriate.

The administration reserves the right to engage in random substance-abuse testing of 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.

TECHNOLOGY/CELL PHONES

All forms of technology (cell phones, computers, and smart watches, etc.) have the potential to be immensely valuable in an academic setting when used appropriately.

The following are guidelines for the proper and allowed use of cell phones and other electronic devices during the school day:

As a rule, cell phones and smart watches should be silenced and stored in student lockers or backpacks during school hours. They may be accessed only when authorized by faculty or staff.

The following rules apply to technology use:

1. If a family member needs to contact a student during the school day, the family member should call the main office, not the student's cell phone.
2. The student is not to use a cell phone to contact anyone during the school day without authorization.
3. The student may not take any pictures, videos, or audio recordings of students or employees unless authorized by a faculty or staff member and with the approval of the recorded parties.
4. Headphones of any kind should not be used without the authorization of faculty or staff.

Inappropriate use of a cell phone or other device will have the following consequences:

1st offense: Cell phone/device will be taken to the office and the student may pick it up at the end of the day.

2nd offense: Cell phone/device will be taken to the office and a parent may pick it up at the end of the day.

3rd offense: See disciplinary policy regarding classroom disruptions.

However, the Tennessee Christian administration reserves the right to assign consequences outside of this progression as we deem necessary.

VISITORS & VOLUNTEERS

Visitors

Families 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.

Volunteering at Tennessee Christian

Tennessee Christian welcomes and appreciates the service of volunteers. All volunteer service is subject to the approval and supervision of Tennessee Christian administration and staff. The school reserves the right, at its sole discretion, to assign, reassign, or discontinue a volunteer's service at any time, with or without cause or notice.

Volunteer Representation of Tennessee Christian

Prior to any statement that might significantly affect or obligate Tennessee Christian, volunteers should seek prior consultation and approval from the administration. These actions may include, but are not limited to, public statements to the press, lobbying efforts with other organizations, enlisting volunteers outside of Tennessee Christian, or any agreements involving contractual or other financial obligations. Volunteers are authorized to act as representatives of Tennessee Christian 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 Tennessee Christian, volunteers, like staff, are responsible for presenting a good image to the Tennessee Christian 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 specific 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.

VISITORS & VOLUNTEERS

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 Tennessee Christian 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 retain them until the end of the school year, in addition to other appropriate disciplinary action. Violations by any student enrolled at Tennessee Christian may result in disciplinary action up to and including expulsion.

WITHDRAWAL PROCEDURES

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, Tennessee Christian 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 for paying tuition through the full month of the withdrawal date.
- Upon communicating your intent to withdraw to the Director of Admissions, you will be required to submit an electronic withdrawal form.
- Enrollment is assumed to be for the entire school year. Should a family separate enrollment during the school year, tuition (not prepaid) will be due through the month of withdrawal. Prepaid tuition will not be refunded. 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.
- Tuition must be current before the withdrawal process can begin, so school records cannot be sent until the withdrawal process is completed.
- Student records will not be released until the electronic withdrawal form is submitted and all financial accounts are current.
- 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.