

## **ACCREDITATION**

Town East Christian School is a ministry of Town East Baptist Church. The school ministry is not accredited by the State. Much of the curriculum now used (ABeka, Bob Jones and A.C.E.) would not be acceptable with the State. For this reason TECS does not seek nor desire State Accreditation.

Can graduates of TECS go to college? The answer to this question is a firm, Yes! College entrance is usually based on a college entrance exam, either a S.A.T. or A.C.T. Graduates of TECS have entered the military and gone to various colleges and universities around the country. Scores from college entrance exams must satisfy requirements of the particular institution. For further information on this subject, please make an appointment with the Principal.

## **ADMISSIONS POLICIES**

### **APPLICATION**

Completely fill out all forms in the Registration Packet and submit them to the School Office. Both parents must sign all cards in the registration packet, (with the exception of single parent home).

Enrollment is by invitation and is a privilege -- not a right. Final acceptance of an applicant rests with the decision of the School Administration. Acceptance may be denied if the School's Administration feels that there is a philosophical conflict in doctrine, morality, or spirit that would be detrimental to the well being of the Church and of its school ministry in policy, principle, and/or of philosophy.

Town East Christian School does not discriminate on the basis of race, color, and national or ethnic origin, in admissions policies, in administration of its educational policies, or other programs.

### **INITIAL INTERVIEW**

An interview will be conducted by the Principal. A strong commitment to Christian Education is of highest importance. If, in our best judgment, Town East Christian School can meet the student's needs, testing will be arranged to assist us in placing the student.

1. TESTING: Each student must be tested or previous testing results must be provided for the applicant's placement.
2. INTERVIEW: This interview is conducted by the Principal. Only one parent need be present, however, both must sign the application.
3. ACCEPTANCE: Our space is limited and demand is great. Not all students can be accepted or placed at Town East Christian School. Those accepted, but not placed, will be put on a waiting list. Parents will be contacted and notified of their child's placement and acceptance status.
4. PROBATION: All students accepted are automatically placed on probation for the first six-week grading period. Probation may be extended for any length of time the Administration deems necessary. Parents will be notified of the probation period and conditions for continued or discontinued enrollment. The Administration reserves the discretionary right to place a TECS student on probation at any time during their attendance at TECS.
5. RE-ENROLLMENT: Re-enrollment is by invitation. Our re-enrollment policy is based upon: the student maintaining an acceptable academic level of achievement, satisfactory cooperation of parents with school policies, goals and philosophies. School accounts must be maintained during the school year, then finalized and cleared before the new school year begins. A re-enrollment form must be completed. Decisions for re-enrollment are made by the School Administration. A re-enrollment application is required.
6. IMMUNIZATIONS: All students enrolled in TECS must be immunized against Diphtheria, Tetanus, Polio, Rubella (10 day measles), Hepatitis B and Rubella (three day measles). Compliance is necessary for School Attendance. It is mandatory that pupils with symptoms of a communicable disease be excluded from class until re-admission is acceptable to the school.

## **AFTER SCHOOL PROGRAM**

An after school program is now available. Parents must enroll in this service. This program is not a daycare, but an extension of school ministry. The cost is \$75.00 per month, \$25.00 per week or \$10.00 per day. Parents must prearrange these day. Any parent not prearranging a day (late pickup after 3:30 PM) will be charged \$25.00 per day.

After school program students are transported to Hwy. 87 campus for pickup. *All students must be picked up no later than 6:00 PM.*

## **ATTENDANCE**

Habits, attitude, and character are formed and reinforced during the school years of a child's life. Attendance policies are strictly enforced.

### **ABSENCES**

A written excuse (signed by the student's parent or guardian) must be brought by the student to the School Office upon returning to school after an absence.

Only absences for Sickness and Emergencies, or absences that have been prearranged, will be excused. Please be advised that grades may still be affected due to current grade average or excessive absences. Students with un-excused absences are not allowed to make up work and must take zeros for any work missed. Students must attend classes 90% of the time. A student absent more than seventeen days in the school year may receive an ``I" (incomplete) for each subject, and will be required to attend Summer School to compensate for days missed. *Excessive absences can result in expulsion or re-enrollment being denied for the following school year.*

If your child has to be absent for an extended period of time due to serious illness, please contact the School Office for special consideration. A doctor's excuse may be required in cases requiring special consideration.

If possible, doctor appointments and all other appointments should be scheduled after school hours or on Saturdays.

If a student must be checked out of school early (sickness or any other reason) a parent or official guardian must come to the School Office and sign the student out. Students signed out before 2:00 PM will be marked absent ½ day.

### **TARDIES**

Any student arriving to class or school late will need to go by the School Office and receive a Late Slip before entering class. A note explaining the reason for tardiness should be presented at this time to office personnel. Three un-excused tardies will be marked as one absence. Keep in mind students are allowed only seventeen absences, excused or otherwise.

# **CURRICULAR & EXTRA CURRICULAR ACTIVITIES**

## **HOMEWORK**

Homework is an important factor in a child's academic program. The responsibility for scholastic achievement in completing homework assignments is placed upon the student and parents. The amount of time spent on homework will depend on the student, grade, and subjects. If, in the opinion of a parent, a student is spending too much time on homework, the student's teacher should be contacted. We do request parent's full cooperation in insuring homework assignments are completed. There is no homework assigned on Wednesdays. This does not include assignments due on Thursdays that have been pre-assigned over extended periods of time.

In order for parents to effectively assist their elementary students in their homework assignments we ask that the parents follow these procedures:

1. Listen to their Reading assignments
2. Ask questions from the subject content to be sure the student has adequately studied for a test.
3. Do not sign or initial any homework assignments unless you see the completed product of the assigned work.
4. Sign all test papers and return the following class day.

## **PHYSICAL EDUCATION AND SPORTS**

Each student at Town East Christian School is required to participate in the Physical Education activities of his grade or classroom. Should injury or sickness prevent student participation, a note from a doctor will be necessary.

For grades 7-12 the Physical Education Class will be the last period of the school day. Those participating in the Sports Programs available will usually remain after school until at least 4:00 P.M.

The structured Varsity Sports Programs that Town East Christian School participates in are:

Girls - Volleyball in the Fall, Cheerleading in the Fall/Winter

Boys - Tackle football in the Fall, Basketball in the Winter, Track & Field, Golf in the Spring.

Town East Christian School competes with other Christian Schools and some Public Schools in San Antonio, and other South Texas cities. Any student in grades 6-12 is eligible to participate in the sport/s of their choice provided they maintain passing grades in every subject (minimum of 70). All athlete's grades are monitored weekly during the sports season.

Inappropriate attitudes, excessive detentions, or incomplete assignments may affect player eligibility also. Students who already have a tattoo must keep them covered at all times.

Failure to be properly suited out will result in grade points being deducted and/or additional assignments given. These uniforms are purchased or rented through the Athletic Department. See the Athletic Director for more information. *Wait on a note from the Athletic Department before purchasing any kind of equipment or uniforms!*

## **DISCIPLINE**

We are dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept a God-given responsibility to "walk honorably before all men." Therefore, we seek to maintain discipline that is firm, fair, consistent, and tempered with love. In order to carry out your desire for total character development, we are convinced it is necessary to follow Scriptural guidelines in correcting a child when in violation of proper, reasonable rules and procedures.

We have two rules which are the same for every classroom and grade and which we feel are fundamental to classroom order and control:

➤ *No communicating without permission.*

➤ *No getting out of one's seat without permission.*

**In regard to discipline we ask the parents to carefully follow these guidelines:**

1. Realize that a student's report of an incident may be emotionally biased and without all the information.
2. Give the Teacher and the School the benefit of the doubt and your full support.

3. If you feel more facts are needed, call the School, but, when the student is not in your presence.

## **CORPORAL CORRECTION POLICY**

Town East Christian School is honored that you have entrusted our faculty and staff to assist you in training your child. Our total school program is designed to develop the spiritual, social, and academic qualities that your child possesses. We appreciate your confidence in our program.

In order to carry out your wishes for effective character development we believe it is necessary to follow scriptural admonitions to correct a child when his behavior or attitude is in violation of proper and reasonable rules and procedures. One facet of discipline is paddling. *The only exception to this rule is Kindergarten. Kindergarten will not be paddled before first contacting the parent to discuss the matter.* The decision whether or not to paddle will be made together. If no agreement can be reached, student/s may be required to withdraw. The following guidelines are our usual approach.

1. The offense will be clearly discussed with the child.
2. A staff member will discuss the Scriptural principles and will pray with the student.
3. A reasonable number of firm swats will be given to the child by a staff member of the same sex as the child. A simple, flat wooden paddle will be used for swatting.
4. A staff member or parent will be present as a witness.
5. The child will not be physically restrained. If he/she refuses to submit to the paddling, the parents will be contacted as soon as possible to come in for a conference. If it is found to be in the School's best interest, the child may be suspended or expelled.
6. After administering the swats, the staff member will reassure the child of their love and acceptance of them. If no repentance is evidenced on the child's part, further counseling, discipline, and/or a parental conference may be needed.
7. The parents will be notified of the corporal correction. The signed slip must be returned the following day before student is allowed to return to class.

*Note: If you are not in full agreement with this corporal correction policy, you should withdraw immediately!*

## **LINES**

Lines are given for procedure violations. The first offense will constitute up to twenty lines. The punishment should generally take fifteen to twenty minutes. If the lines are not turned in on the following day the twenty is doubled to forty. *The parent is contacted by the teacher at this point.* If the lines are still not done, student is reported to the Principal for swats.

## **MATTHEW 18 PRINCIPLE**

Town East Christian School is made up of parents, administrators, teachers and students. Like any other group of people, those associated with Town East Christian School have the potential for misunderstanding, mistakes, disagreements, and even wrong-doing. However, God has placed within His Word (the Bible) guidelines and principles that we should follow in order that we might live and work together in harmony and love. Jesus said, "a new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if you have love one to another." (John 13:34-35)

In the course of a school year, there may come times of irritation, misunderstandings, or strong disagreements. In Matthew 18:15-17, Jesus gives us His guidelines for solving person-to-person problems. We refer to this as the "Matthew 18 Principle" for solving school difficulties and disagreements. Jesus gave this formula for personal problem solving to the Church and since Town East Christian School is a ministry function of the Town East Baptist Church, we find these verses not only appropriate but imperative for effective problem solving.

We ask all students, parents, teachers and administrators to follow these principles in dealing with all difficulties and disagreements which may arise in relation to the School whether at home, school, or any other place:

- (1) Keep the offense private between you and only those who are directly involved in the matter. "If thy brother shall trespass against thee, go and tell him his fault between thee and him alone." (Matthew 18:)
- (2) Be honest and open with the person you are confronting. "If thy brother shall trespass against thee, go and tell him his fault..." (Matthew 18:15)

However, this can only be consistent with Scripture and effective if it is done in a spirit of humility and love.

- (3) Be forgiving. "...if he shall hear thee, thou hast gained thy brother." (Matthew 18:16)

This implies that once the matter has been resolved there should be a spirit of wholehearted forgiveness and restoration to the person who has offended us. God says in Scripture, "...If a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted." (Galatians 6:1)

As these three steps are precisely followed, about ninety percent of all school conflicts are resolved. If, after following these three steps, the problem is not solved and you are not satisfied with the outcome, you should pursue guideline number four.

(4) The student and teacher, or parent and teacher can share the problem with the Principal. "But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established." (Matthew 18:16)

Both the parent (and/or student) and teacher should review their version of the matter with the School Principal. It is vital that each person come to this meeting in a spirit of prayer and humility and with a heart that is willing to submit to God's will, reproof, and correction. (Hebrews 13:17)

Actually, only about ten percent of all problems ever reach this stage when steps 1 - 3 have been properly followed. Should steps 1 - 4 fail to resolve the problem, the next step is:

(5) The Principal will bring the matter before the Pastor who is the representative of the Church body. The Pastor will then be the final authority on how the matter should be handled and what, if any, corrective measures should be taken or conferences called.

These five guidelines are scriptural principles and represent the School's "chain of command" which must be approached and followed through with at the right time and in the right way. The world's methods for solving school problems is ineffective and inappropriate. God always honors His Word and those who follow it.

If, at any time, a student or parent has a question as to the proper way to handle a conflict, difficulty, or disagreement, contact the Principal and he will happily assist you so that you may follow the proper channels of authority and guidelines.

## **DRESS CODE**

The attire of students can influence their habits, attitudes, and self-image. Town East Christian School has chosen a uniform dress code which represents a modest, separated life-style. Some specifications may seem insignificant by themselves yet the total appearance will be affected if the details are not followed in presenting a unified appearance.

Parents are asked to study the dress code thoroughly and see that their children conform to it daily to avoid unpleasant conflicts between the family and the school. *Students will not be permitted to attend school without the proper uniform. Parents, please do not send your children without the proper uniform. The uniform dress code will be strictly enforced.* Also, please see that your child's/children's uniform is clean, neat, and in good condition.

*Grades K - 12 are not now required to wear a uniform shoe or sock. Any kind or color of shoe is acceptable and recommended.*

The K-12 uniform may be purchased at [FrenchToast.com](http://FrenchToast.com). Please note that “Academy” and “Dollar General” now seasonally carry the FrenchToast line. Online use the Resource Code: QS46B6Y, in order to choose the proper uniform. We suggest you try for size at one of the local merchants, however, the uniform may be purchased at a lesser price online.

### **BOYS K-12**

A regular man's haircut, or military styled haircut, is the ideal for how the boys' hair is to look. The hair should not touch the collar. The front should not touch nor extend beyond the eyebrows. Sideburns are to be no longer than mid-ear length. Hair color must be natural. Braids are not allowed.

No facial hair is acceptable for students. The overall bulk of the hair must be kept at a minimum. The student's hair should never be worn in such a way so as to unduly call attention to one's self. Extreme fad hair fashions or styles, headbands, hats, or headgear are not acceptable for male students of Town East Christian School.

### **GIRLS K-12**

Black leotards may be worn in cold weather. Nylon hose are not acceptable attire for K-6 grades. Elementary girls will be allowed to wear a jersey short underneath their jumper. K-6 are not allowed to wear makeup or nail polish.

## **GIRLS 9-12**

Dark colored dress boots are permissible (not cowboy boots). Flip flops are not allowed. Make-up must be used in moderation. Girls are to refrain from wearing their hair, jewelry, and/or makeup in such a way so as to be excessive or call attention to the individual in an improper manner. Extreme fad hairdos, headbands, feathers, or excessive ornamentations are not acceptable attire.

## **FINANCIAL INFORMATION**

### **ATHLETIC FEE**

This fee is charged through the Athletic Department. Uniforms are not issued until this fee is paid.

### **BOOKS AND SUPPLIES**

Prices will vary, and are dependent upon: year, grade, class. You may obtain current costs in the School Office. *No refunds will be made for book fees.*

### **GRADUATION FEE**

Graduating Kindergartners and Seniors are charged a graduation fee to cover expenditures for graduation.

### **PAYMENTS**

Payments are due on the first of each month. accounts must be paid in full before student records are released.

Tuition payments are due on the first of each month, the last payment being due on May 1st. A 7% late fee is charged on the unpaid balance if payment is not made by the 9th. On the 15th, students are temporarily suspended from class. *The Principal is in charge of all accounts, and will work with parents any way possible.*

There is a charge of \$30.00 for checks that are returned because of NON-SUFFICIENT FUNDS. These parents are placed on a cash basis.

### **REFUNDS**

Since we have consolidated most of the fees, *there are no refunds.* The only exception to this rule is when the account has been paid in full (yearly). In this case the refund will be prorated.

## **TESTING FEE**

This fee runs about \$60.00 per student. It covers the cost of a *Stanford Achievement Test*. It is charged in April.

## **TUITION**

There are *three* payment plan options:

(1) Annual Payment, (2) Twelve-Month Plan (June 1 - May 1), (3) Nine-Month payment plan ( Sept. 1 - May 1). Specific figures and amounts are available in the School Office. All plans end in May. There are some discounts available to those who choose to use the Twelve-Month or Annual Plan.

*All charges are subject to change.*

## **GRADING SYSTEM**

### **GRADING SCALE**

Excellent A (90-100) Good B (80-89) Average C (75-79) Below Average D (70-74) Poor F (0-69)

Students who score poorly or who in the estimation of the Administration, are unable to progress to the next grade will be required to attend Summer School, or receive approved specialized tutoring, or repeat subject/s or grade the next school term.

### **GRADUATION REQUIREMENTS**

A minimum of twenty-four (24) credits, while maintaining a passing average in every course, and four academic years of attendance are required for High School graduation at Town East Christian School. All school accounts must be current with no overdue balances. Excessive absences may postpone the student's projected graduation date.

*Dual credits* (high school and college) are now available through San Antonio College. Students may earn as many as 27 college hours, beginning in their Junior Year. The state pays the cost! Check with the office for more information.

Here are the graduation requirements:

Bible	4 credits
English	4 credits
Mathematics	3 credits
Science	2 credits
History	3 credits
Physical Ed.	3 credits
<u>Electives</u>	<u>5 credits</u>
<b>Total</b>	<b>24 credits</b>

## **REPORT CARDS**

Town East Christian School is on 6 week grading periods. Report Cards go out every 6 to 7 weeks. Refer to the School Calendar for specific dates. Lack of Progress Reports go out in the middle of the grading period, at teacher's discretion. *Lost Report Cards are re-printed at a cost of \$5.00.*

## **VALEDICTORIAN**

TECS follows a formula which closely resembles Castle Hill's system. An annual *Grade Point Average* is kept on each student beginning in the Ninth grade. Please check with the Vice-Principal for more details.

## **PARENTAL INVOLVEMENT**

### **CONFERENCES**

We at Town East Christian School care a great deal about your thoughts, feelings, and concerns. We welcome your inquiries, suggestions, and ideas. At any time you

feel you need to meet with the Administrator or a teacher in regard to any matter that concerns you, whether you are a student or a parent, we will make arrangements to do so.

We ask that our teachers not approach parents about school related matters at Church during our worship service times. *We in turn, ask that parents not approach teachers about school related matters at the worship services.* This allows everyone freedom and a clear mind in our appointed times for worship and fellowship. If a time prior to or after service times is the most convenient for both parties, then an appointment should be made in advance through the School Office. Do not approach a teacher with problems before or after school; they have duties they must attend to.

It is our School's policy that teachers cannot have conferences with parents during regular school hours unless it has been approved in advance through the School Office. The School Secretary will be glad to find a time that is most convenient for both parties in setting up a conference. School Dismisses at 3:00 P.M. and our teachers are usually present every day until 3:30 P.M. This is most often the best time to confer with them.

## **PARENTAL AUTHORITY**

Town East Christian School recognizes the authority and responsibility of the parents. We firmly believe that the parent is responsible to God to train his child in God's way, Proverbs 22:6. We are here as a ministry to assist you in the job of child training that God has given you to do. We also need your total support in the decisions we make and the methods of operation that we choose. Your verbal support for your child's teacher and the School's authority in their lives goes a long way in making us successful in your child's learning process. Your prayers are solicited and appreciated.

We want our parents to be assured that we support them and continually reinforce their God-given authority in their lives. Obedience and honor to parents is taught and encouraged regularly in the classrooms.

Your comments or suggestions are always welcome and will be carefully considered by the School Administration. We fully expect that every one of our parents will be actively involved in their child's/children's educational process. This may include: assistance in homework, reviewing their work, signing notes and report cards that are sent home, assuming assignments are punctually completed, and being present for School Programs and Parent/Teacher Meetings.

Volunteer help is welcomed at Town East Christian School. Many of our parents have greatly assisted in making our School successful by making available their services and talents. Parents, your involvement is a necessity, if we are to be successful in the responsibilities you have willingly passed along to us.

## **PARENT/TEACHER MEETINGS**

We at Town East Christian School desire to be a blessing to you and we really want to assist you in training your children for God's glory. Please feel free to call on us when you feel the need to do so.

At Town East Christian School we firmly believe that parents who are genuinely concerned about their child's/children's success in life and their Christian education will voluntarily be in attendance at each Parent/Teacher Meeting or Open House. God has blessed us with caring parents, for which we are grateful.

## **PARENTAL STATEMENT OF COOPERATION**

### **As a parent I understand:**

Town East Christian School is under the auspices of the Town East Baptist Church. Town East Baptist Church holds to the position that: the Church and all its related ministries (including Town East Christian School) have the absolute right of self-government free from the interference of any hierarchy of individuals, organization/s or civil government that opposes clear Scriptural commands or principles. The will of this local assembly, under the leadership of the Pastor, is final. Attendance at Town East Christian School is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of the school. The school administration may insist on the withdrawal of a student at any time that the student or parent/s, in the opinion of the school administration, does not conform to the spirit of the ministry.

### **As a parent I understand:**

The policy of Town East Christian School is to give advance notice of change, whenever possible, to permit adjustment. However, Town East Christian School reserves the right to make changes at any time it is deemed necessary. Town East Christian School admits students of any race, color, and national or ethnic origins to all the rights and privileges, programs, and activities available to students. It

does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, athletic, or other school administered programs.

**As a parent I agree:**

To hold the School and its agents harmless for any liability to my child or guardian or parent thereof because of any claims on behalf of my child against the School or any agent thereof because of any injury or alleged injury to my child. Should legal action, for any reason, be taken against Town East Christian School or any employee or agent thereof, on my child's behalf and the School or its agent not be found at fault, I agree to pay all attorney fees, court costs, damages, or any other costs that Town East Christian School or its agent should incur to defend itself against such action.

**As a parent I further agree:**

To support and fully cooperate with the School in any matter that might arise as long as my child is in attendance at Town East Christian School. I understand that parental cooperation and support are expected or my child or children may be asked to withdraw, at the discretion of the School Administration. *Also, at any time I feel that I cannot support the doctrine, leadership, and/or policies of the School, I will withdraw my child or children.*

## **STANDARDS OF CONDUCT**

Town East Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. Spiritual growth is an essential process and is carried on throughout the believer's life by the Holy Spirit. His goal is to conform us into the very image of Jesus Christ. The Holy Spirit makes the true believer conscious of the biblical demands for a holy life which fulfills God's moral law and His higher law of love. The result is a life consecrated unto God and separated from the world. Romans 8:29; Romans 12:2; Matthew 22:37; Romans 13:8-10; Galatians 5:14.

Town East Christian School must provide an environment conducive to the Spiritual growth and development of our students. In order to provide such an environment, our standard of conduct is based on the following biblical

imperatives. All of the activities of the believer must be subordinated to the glory of God who lives within us. The believer will endeavor to avoid practices which cause the loss of sensitivity to his spiritual needs and worldly practices which are detrimental to his own physical, mental, or spiritual well-being. I Corinthians 8:9; 9:27; 10:13; 10:29-32.

A sense of the need for spiritual growth in the light of these principles has led Town East Christian School to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student. The School, therefore requires each student:

**Whether at home, school or elsewhere .....**

1. To refrain from swearing, using indecent language, using tobacco in any form, drinking of any kind of alcoholic beverages, the use of non-prescribed drugs, gambling, involvement in certain concerts (those that dishonor our Lord Jesus Christ or disrespect God-ordained authority).
2. To maintain biblical standards (suitable to a believer) in courtesy, kindness, and morality. Such morality would include - though not limited to - abstaining from involvement in any deviation from biblical morality, such as: fornication, homosexuality, pornography, etc.
3. To use the Internet in a manner consistent with standards set forth by Town East Christian School. Students who in the opinion of the administration post inappropriate material online will be expelled immediately.
4. To appreciate the standards of the school and not tolerate profanity, obscenity in word or action, dishonor to our Lord Jesus Christ or to the Word of God, or disrespect to the school staff. To agree to support regulations published in the Student Handbook

*Students are expected to abide by these standards throughout their enrollment whether at home, school, or elsewhere.* Students found to be out of harmony with the Town East Christian School ideals of work and life may be invited to withdraw or in some cases expelled.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and genuine personal interest between faculty and student, there is fine opportunity for development of strong Christian character. The development of strong Christian character is the standard of excellence to which we are committed.

The student and parents must voluntarily agree to honor and consciously obey the rules and standards of Town East Christian School in action and/or attitude or the student will be under obligation to withdraw.

## **STATEMENT OF FAITH**

- *We believe* in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, God's way of salvation and His plan and purpose in the ages.
- *We believe* in God the Father, God the Son, and God the Holy Spirit.
- *We believe* that Jesus Christ is Deity, was virgin born, and is God's sacrifice for man's sin. We believe that Jesus rose bodily from the dead and is seated at the right hand of God in heaven.
- *We believe* that salvation is "by grace" plus nothing and minus nothing. The conditions to salvation are repentance and faith.
- *We believe* men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. Justification is an eternal relationship that can never be broken.
- *We believe* that Christ will return to this earth personally, visibly, before the tribulation, and before the establishment of His millennial kingdom.
- *We believe* in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

## **TATTOOS**

Students attending Town East Christian School are not allowed to purchase tattoos. Students already having tattoos must keep them covered both at school and during athletic events.

# TIME SCHEDULES

## CHAPEL DAY:

Wednesday - 8:35-9:30 AM (Parents Welcome)

## DAILY SCHEDULE

Classes begin at 8:30 and end at 3:00.

## LATE STUDY HALL

Those children whose parents have not arrived by 3:10 P.M. will be taken to *Late Study Hall*. Parents arriving after 3:10 should be able to pick children up at the rear of the building (provided there is good weather). Otherwise students may be in the lunchroom. At the 3:30 PM bell there is a \$25.00 charge. *These students may be transported to the Hwy. 87 Campus.*

## LUNCH SCHEDULE

K - 2ND	11:00 - 11:25
3RD - 6TH	11:30 - 11:55
7TH - 12TH	12:30 - 1:00

## TRANSPORTATION

**ARRIVALS:** We ask that students NOT be dropped off at the school premises before 7:45 A.M. There will be NO responsible personnel for child supervision before 7:45 A.M. We strongly you not leave children unattended.

*The safety of the children is more important than anyone's time schedule. Be very careful when backing your vehicle. The child you back over could be your own!*

## STUDENT DRIVERS

Those students who transport themselves to and from school:

1. Must possess a valid Driver's License. 2. Must observe the 5 M.P.H. speed limit entering, exiting, and while on school premises. 3. Must drive safely and properly on school premises. No transporting of person/s on hoods, bumpers, fenders (any exterior parts not originally intended for passenger transportation).

*A student's driving privileges on school property may be denied if these guidelines are violated.*

**BIKERS:** Students riding bikes to school will park them in the rear of the building and secure them with a lock. The School will not be responsible for any stolen or damaged property.

Students may not loiter in the Church/School parking lot before, after, or during school hours.

## **VOCATIONAL EDUCATION**

Eleventh and Twelfth grade students are allowed to participate in a Vocational Education program. The job must be secured after school hours. Twelfth grade students may leave school at 12:30 but are not allowed to return to school until the next day. Generally, eleventh grade students must earn their credits after school hours. Students working a minimum of fifteen hours a week can receive one elective credit each semester (two per year). The school will personally communicate with the student's supervisor.

## **MISCELLANEOUS**

### **BAD WEATHER**

Whenever there is a question about school being open because of inclement weather (snow, ice, flooding), tune in to radio station KDRY (1100 AM) or WOAI (1200 AM) for instructions for that day. Announcements will usually begin by 6:30 A.M. on these stations. *We always do what East Central School District does.* Should bad weather develop while students are in school, and the Administration feels that danger is impending, parents will be notified as soon as possible. A bad weather day is figured into the school calendar. If we don't use it, school is dismissed for the "Battle of Flower" parade.

## **CLOSED CAMPUS POLICY**

Students may never leave the School campus during school hours without written permission from their parents. Those that do have written permission must follow proper check-out procedures in the School Office. After a student has signed out for the day, he/she is not allowed back until the next day. Visitors must check in through the School Office. *No exceptions!*

Students are not allowed to communicate with off-campus persons (visitors, strangers, etc.) before, during, or after school hours on the school premises, unless Office Personnel have given them specific permission to do so. Parents needing to contact students during the regularly scheduled school hours are asked to go to the School Office and allow the School Secretary to assist them.

## **DEFACING AND DAMAGING PROPERTY**

Students will be held accountable (morally and financially) for irresponsible use of school property -- regardless of the offense being intentional or the result of carelessness. We desire to help our students to be considerate of the property of others and thoughtful, responsible stewards of that which God has given us here to use in His service.

## **LOST AND FOUND**

Parents please label every item of clothing on the tags attached inside the garment. This will assist us in returning clothing belonging to your child as well as save you money by not having to replace these items.

Lost and found articles are taken to the School Office. Articles may be claimed there by proper identification. Unclaimed items will be sold or discarded periodically. If your child is missing some item, please check with the School Office personnel.

The School, or any of its leadership, will not be liable nor responsible for any personal items (any property not belonging to Town East Christian School) that may be lost or stolen on the School premises at any hour of the day or night.

It is the individual owner's liability and responsibility to insure the safety and security of all personal belongings.

## **TELEPHONE USE**

Students will not be allowed to receive phone calls during school hours unless it is an emergency. All such calls should be directed through the School Office. Students may use an office phone before and after school hours if they have a hall pass from faculty member or permission from office personnel (3 minute time limit). Please note, the school office cannot coordinate rides. These must be worked out between parents.

Students are not allowed to have mobile phones. From time to time a locker and bag check will be conducted. Cars are not searched. Any student caught with a mobile phone will be suspended at least one day. Students are allowed to use the office phone with permission.

## **UNACCEPTABLE ITEMS ON SCHOOL PREMISES**

The following items are not acceptable items for students to bring on Campus: Guns, matches, lighters, knives, radios, pagers, unethical and unsuitable literature and any other items that the Administration feels are unnecessary, unethical, and/or dangerous to the well-being of others in the School. CD players and ipods are not allowed..

*The final authority for any and all decisions concerning Town East Christian School rests with the School Administration.*

**REVISION DATE: 07/24/07**