

TCS

Parent/Student Handbook



Established 1969

~ A Ministry of Cottondale Baptist Church ~

Accredited by AdvancED

A Member of:

Alabama Independent School Association
Alabama Christian Education Association
American Association of Christian
Schools

1601 Prudes Mill Road, Cottondale, AL 35453

Phone: 205-553-4303

Fax: 205-553-4259

www.tcswarriors.org

No applicant shall be denied admission on the
basis of race, color, or national origin.

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Dear Parents & Students,

I would like to welcome you to Tuscaloosa Christian School. We feel a great responsibility for every young man and woman the Lord sends our way. I hope that you, too, feel the Lord's leadership in attending this place of learning. You may say, "Why would you say you hope I feel the Lord's leadership in attending Tuscaloosa Christian?" The reason is simply that many people do not place the proper value upon the responsibility every parent has in educating their children. Parents, by placing your children in Tuscaloosa Christian School, you have exhibited a desire to properly and carefully train up your children in the way they should go.

The material combined in this handbook is to assure an orderly and successful school year. There must always be a clear understanding between parents, students, and the administration of what is expected. This handbook deals with many areas where questions usually arise. Hopefully, it will answer all of your questions.

My office is always open to you. Please call on me if I can be of assistance to you in any way. Again, let me say, **"Welcome to Tuscaloosa Christian School!"**

Sincerely,

A handwritten signature in cursive script that reads "Dan Lancaster".

Dan Lancaster, Headmaster



201 Church Street Post Office Box 309 Cottondale, AL 35453

Dear Parents and Students,

Welcome to the Tuscaloosa Christian School family! As we commence a new school year, please be assured of my prayers for you. I am committed to doing everything in my power to ensure that THIS school year is the BEST school year yet at TCS. If I can ever be of service to you or to your family, please do not hesitate to contact me.

TCS is a place where Christ-centered instruction, caring teachers, challenging athletics, and expert administrators combine to give our students an education second to none. The vital bond between the school and Cottondale Baptist Church ensures both will strive together for a common goal: “that in everything (Christ) might be preeminent” (Colossians 1;18). The air of excitement at both church and school is infectious, and all I can say is “Soli Deo Gloria!”

If you are looking for a church home, may I recommend Cottondale Baptist Church? We are a congregation devoted to a simple motto: “Committed to God’s Glory”. Our preaching is verse-by-verse exposition of Bible books; our worship is God-centered and Christi-exalting; our fellowship is warm and genuine; and our witness to the world is undergirded by mutual accountability to live godly lives. We would love to welcome you to our church as well as to our school.

I am looking forward to a great year of serving the Lord together.

In Christ, the Victor!

A handwritten signature in black ink, appearing to read "D. Bailey".

David W. Bailey, Ph.D.
Pastor Cottondale Baptist Church
Superintendent Tuscaloosa Christian School

QUALIFICATIONS FOR TUSCALOOSA CHRISTIAN SCHOOL

1. Are you a Christian?
2. Are you interested in an educational program that strives to teach academics in the light of spiritual truth?
3. Do you support high moral standards in dress, talk, thought, and motive?
4. Are you willing to support the principles, policies, personnel, and procedures set forth at Tuscaloosa Christian School?
5. Do you believe that the spiritual part of the individual is important and should not be neglected?
6. Do you believe that Tuscaloosa Christian School is a work of God and not just another private school?
7. Are you and your family faithfully attending a good Bible-believing church?
8. Do you, as a student, consider attendance at Tuscaloosa Christian School a privilege and not a right?

Tuscaloosa Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinct Christian environment. One of the goals of Tuscaloosa Christian School is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. Tuscaloosa Christian School believes that the Bible is the inspired Word of God and sets forth absolute truth by which Christians are to live. Tuscaloosa Christian School expects and requires that both students and parents will support the school in this distinct mission and its Biblical beliefs. In relying on the teachings of Scripture, Tuscaloosa Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, homosexuality, or any other sexual activity outside of marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook.

AFFILIATION

Tuscaloosa Christian School is an integral part of Cottondale Baptist Church of Cottondale, Alabama. We are governed by a school board which also serves as the church deacon fellowship. Christian training in the school is from a biblical approach, and Christ-like principles are clearly taught. No applicant shall be denied admission on the basis of race, color, or national origin.

Please read this handbook in its entirety with prayerful consideration. If, after reading the handbook and determining that the principles stated herein are the principles by which you want your child educated,

then we will have a meaningful and productive school year. We will request that you sign a statement stating that you have read this handbook at the time of enrollment.

STATEMENT OF FAITH

I. The Scriptures

The Scriptures of the Old and New Testaments were given by inspiration of God, and are the only sufficient, certain and authoritative rule of all saving knowledge, faith and obedience.

II. God

There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, and being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience.

III. The Trinity

God is revealed to us as Father, Son and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being.

IV. Providence

God from eternity, decrees or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not in any wise to be the author or approver of sin nor to destroy the free will and responsibility of intelligent creatures.

V. Election

Election is God's eternal choice of some persons unto everlasting life—not because of foreseen merit in them, but of His mere mercy in Christ—in consequence of which choice they are called, justified and glorified.

VI. The Fall of Man

God originally created Man in His own image, and free from sin; but, through the temptation of Satan, he transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

VII. The Mediator

Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the law; suffered and died upon the cross for the salvation of sinners. He was buried, and rose again the third day, and ascended to His Father, at whose right hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the Universe.

VIII. Regeneration

Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

IX. Repentance

Repentance is an evangelical grace, wherein a person being by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self-abhorrence, with a purpose and endeavor to walk before God so as to please Him in all things.

X. Faith

Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.

XI. Justification

Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, they receiving and resting on Him and His righteousness by faith.

XII. Sanctification

Those who have been regenerated are also sanctified by God's Word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.

XIII. Perseverance of the Saints

Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation.

XIV. The Church

The Lord Jesus is the head of the Church, which is composed of all His true disciples, and in Him is invested supremely all power for its government. According to His commandment, Christians are to associate themselves into particular societies or churches; and to each of these churches He hath given needful authority for administering that order, discipline and worship which He hath appointed. The regular officers of a Church are Bishops or Elders, and Deacons.

XV. Baptism

Baptism is an ordinance of the Lord Jesus, obligatory upon every believer, wherein he is immersed in water in the name of the Father, and the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of giving himself up to God, to live and walk in newness of life. It is prerequisite to church fellowship, and to participation in the Lord's Supper.

XVI. The Lord's Supper

The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and wine, and to be observed by His churches till the end of the world. It is in no sense a sacrifice, but is designed to commemorate His death, to confirm the faith and other graces of Christians, and to be a bond, pledge and renewal of their communion with Him, and of their church fellowship.

XVII. The Lord's Day

The Lord's Day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employments and amusements, works of necessity and mercy only excepted.

XVIII. Liberty of Conscience

God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His Word, or not contained in it. Civil magistrates being ordained of God, subjection in all lawful things commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake.

XIX. The Resurrection

The bodies of men after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked, to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised.

XX. The Judgment

God hath appointed a day, wherein He will judge the world by Jesus Christ, when everyone shall receive according to his deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.

GOD'S SIMPLE PLAN OF SALVATION

1. All Have Sinned - "For all have sinned and come short of the glory of God." (Romans 3:23)
2. Sin Must Be Paid For - "For the wages of sin is death; but the gift of God is eternal life through Jesus Christ our Lord." (Romans 6:23)
3. Jesus Paid for Our Sins - "But God commendeth His love toward us, in that, while we were yet sinners, Christ died for us." (Romans 5:8)
4. What We Must Do - "For whosoever shall call upon the name of the Lord shall be saved." (Romans 10:13)
5. How We Can KNOW We Are On Our Way To Heaven - "He that believeth on the Son hath everlasting life." (John 3:36)
6. Assurance - "...the gift of God is eternal life through Jesus Christ our Lord." (Romans 6:23)
"And this is the confidence that we have in him, that, if we ask any thing according to his will, he heareth us: And if we know that he heareth us, whatsoever we ask, we know that we have the petitions that we desired of him." (I John 5:14,15)

MISSION STATEMENT

Tuscaloosa Christian School exists to challenge young people to know Jesus Christ as Savior and Lord, to live according to biblical principles, and to equip them with the necessary knowledge and skills to serve others.

CHRISTIAN PHILOSOPHY OF EDUCATION

Christian education is based upon God and those absolutes established by Him. God sustains a systematic order from the vastness of space to microscopic creation. In the physical, mental, and spiritual realms, God is the personally interested Heavenly Father.

Origins - God planned and created all things. Life was no accident. Plants, animals, fish, fowl, and man are all created and sustained in their own order and are not an end to themselves but are all working into God's plan.

Man - God created man in His image. Man has a never-dying soul and is responsible to God in all matters. Eternal life is available to all men through faith in Jesus Christ as Savior and Lord.

Society - When honored, God's laws guide man's relationships and result in justice and morality. Under Biblical principles, man has rights of individual decision resulting in personal responsibility.

Education - Education begins with the promise that God is and ever shall be. When one is properly oriented, he discovers that life is a wonderful part of a great plan that involves time and eternity. The school, church, and home should work hand in hand to develop the whole man: body, soul, and spirit.

GENERAL GOALS

- To prepare students spiritually by instilling in them a love for God's Word, God the Father, the Lord Jesus Christ, and the Holy Spirit, and to understand, embrace and articulate a biblical worldview.
- To offer an instructional program that meets the academic needs of each student and prepares him/her for the next level of education or place in society, whatever it may be.
- To develop a sense for responsibility in each student, as a citizen and as a Christian, to stand for right in the world, and to take spiritual leadership roles in school, home, church, community, state, nation, and the world.
- To offer opportunities to participate in wholesome forms of recreation and physical activity for the development of the whole person, physically, socially, and spiritually.
- To provide students with opportunities for service to God and their fellow man.

OUR OBJECTIVES IN EDUCATING YOUR CHILD

1. To prepare children to successfully live balanced Christian lives in an unbalanced world.
2. To encourage them to think clearly, logically, and independently.
3. To develop an understanding of the world in which they live and the ability to appreciate and adjust to their environment.
4. To achieve mastery in the tools of learning and communications.
5. To develop a moral, ethical, and spiritual sense which will aid them in the appreciation of their own personal worth and that of others.
6. To provide them with opportunities to develop an understanding of and an appreciation of their own personal worth and that of others.
7. To provide opportunities for developing skills necessary to make a living.
8. To offer opportunities to participate in wholesome forms of recreation.
9. To prepare each child for an outstanding position in life, to prepare for spiritual leadership in school, home, church, community, state, nation, and the world.

ENROLLMENT PROCEDURE FOR NEW STUDENTS

A parent may initiate an application for enrollment in K3-12th grade through the school's website: tcswarriors.org. After the headmaster has reviewed the application with any referral documents (grades 1-12), an interview will be scheduled. If a student is enrolling for 6th grade or above, the prospective student(s) should attend the meeting with parents. If it is determined that the student needs to be tested for academics, a testing time will be scheduled. Every student who enrolls should provide the following information to complete enrollment: 1) copy of the birth certificate, 2) copy of the social security card, 3) copy of insurance card, 4) original Certificate of Immunization.

First Grade: In order to attend our first grade, the child must be six by September 1 and must score satisfactorily on the first grade readiness test, if given. If possible, please furnish a recommendation of readiness from the kindergarten teacher.

Grades 2-12: A student must have at least average ability and a commendable conduct record. A student is expected to have achieved sufficiently so that he can carry the grade level to which he is assigned.

INSURANCE REQUIREMENT

We request that you provide us with proof of health insurance coverage. All students are covered by a student accident insurance policy which should be considered as supplementary to your own insurance.

TRANSFER STUDENTS

Students who transfer to TCS from other schools will be accepted on a temporary basis. After satisfactorily completing a six-week period of work, a permanent status may be assumed. Credits from a non-accredited school will be accepted when the student has satisfactorily completed a six-week period of work. Unacceptable work may result in the student being placed on a grade level best suited for his achievement or being asked to transfer.

ENROLLMENT FOR RETURNING STUDENTS

Enrollment is open to all current students beginning in February. Reenrollment can be completed with ParentsWeb at <https://factsmgt.com>. A student will not be considered reenrolled until the procedure is complete in ParentsWeb, including the reenrollment fee being paid.

TUITION PAYMENT POLICY

Tuition payments are deducted or deposited by the 10th of the month. There are no deductions for months with holidays or absences from school. If a payment does not process, a late fee of \$30 will be charged. Report cards or transcripts will be held if payments are not made in full. Any student entering TCS after the school year begins will pay the enrollment fees, that month's tuition payment prorated per day, and any other fee as outlined on the Financial Information Sheet. Please deal directly with the TCS bookkeeper in the school office regarding tuition and fees.

YEARLY FEES

Yearly fees - For all grades, yearly fees are included as part of tuition. Fees for kindergarten include books, AACCS dues, Weekly Reader, school supplies, achievement testing, yearbook, and K5 graduation. Fees for grades 1-12 include: books, AACCS dues, achievement testing, elective fees, art or choir fees, science lab fees, computer lab fees, and yearbook. Should a student withdraw before the end of the year, the remaining portion of fees must be paid before report cards or transcripts are released.

TUITION DISCOUNTS OFFERED

Cottondale Baptist Church Active Members who regularly attend and financially support Cottondale Baptist Church in tithes and offerings will receive a \$1,000 per-year tuition discount. Tuscaloosa Christian School will verify membership with the pastor of Cottondale Baptist Church.

TCS Alumni will receive a \$400 yearly discount for the first child, \$300 yearly discount for the second child, and \$200 for the third child.

Public Service Employees – Police officers, paramedics, firefighters, and active or disabled military families will be eligible to receive a 25% discount off their family’s total tuition. (Tuition only – does not include any fees, ex: registration, book fees, sports fees, etc.)

A Pastor Discount is offered to families in which the sole provider of the student’s tuition and fees is either a senior pastor or full-time pastor paid by their church with no other paid employment. Should there be a status change, please notify the bookkeeper. The discount is 50% off total tuition. (Tuition only – does not include any fees, ex: registration, book fees, sports fees, etc.)

***Only one of the four above discounts is offered per family. However, the multi-child discount or referral discount may be combined with the CBC, pastor, alumni or public service discount.**

Multi-Child Discounts are offered to our larger families. A second child under the same family will receive a 25% discount on tuition only, a third child within the same family will receive a 40% discount, a fourth child will receive a 55% discount, the fifth child will receive a 70% discount, (and the sixth child on up will receive FREE TUITION). Fees only are required for families with six or more children (registration, book fees, etc.).

Referral Discount – Parents can earn \$300 yearly bonus in tuition if they refer a new family and the family enrolls their student that year. The family must list your name on the open house attendance sheet or on the Enrollment Application form.

Yearly Payment – If you choose to pay all your tuition by August 10th, you will receive a \$200 yearly discount.

Semester Payment – If you choose to pay your tuition in two lump sums (August 10th and January 10th), you will receive a \$100 yearly discount.

DELINQUENT TUITION POLICY

Post-dated, full paid, or semester paid tuition is due and deposited on the 10th of the month. If not received by that date or if payment is unable to process, a \$30 late fee will be charged (along with a \$30

NSF fee if check is returned). At this time, you will be contacted by the bookkeeper to work out an immediate payment plan. **If you become two months past due, YOUR CHILD MAY NOT RETURN TO SCHOOL until the past due payments are paid.**

Automated Clearing House (ACH) or automatic payments are due by the 10th of the month unless otherwise cleared with the bookkeeper. Should your payment not clear, then a \$30 late fee will be applied to your account. Fifteen days later, a second attempt will be made to reprocess your tuition payment. Should it not go through at this time, your account will go inactive and you must see the bookkeeper to pay your late payment and reactivate your account.

IMPORTANT NOTICE: When your child's tuition reaches the "past due" status, all official reporting information will be held by the school until payment is made or arrangements are made by the parents with the bookkeeper. If a student who has an outstanding amount owed to Tuscaloosa Christian School transfers to another school, that student's transcript will be held in the Tuscaloosa Christian School office until ALL financial obligations are paid in full. No enrolled child may return the following year unless ALL tuition and fees are paid in full. Until balance is paid, no RenWeb charges will be allowed, cash only.

STUDENT HEALTH

All students entering Tuscaloosa Christian School for the first time must be immunized before enrolled in school. Immunizations can be obtained through your physician or the Alabama Department of Public Health. An updated Certificate of Immunization must be presented at the time of enrollment. **NO CHILD SHALL BE ADMITTED TO CLASS UNTIL THE CERTIFICATE OF IMMUNIZATION, RELIGIOUS EXEMPTION, OR MEDICAL EXEMPTION IS ON FILE IN THE OFFICE.** As Certificates of Immunizations expire, the school will contact the parent to have this updated with proper immunizations or file a religious or medical exemption.

Please limit medications that a child brings to school. Any medication a student needs to take during the school day should be in the original container labeled with the student's name and dosage. A dated note from the parent/guardian should accompany the medication, giving permission for the student to receive the medication. A student who is ill or has a fever will not be permitted to attend class. **A child must be fever free for 24 hours before being admitted to class.** If a student gets sick during the school day, the office will call the parent to take the child home. Minor cuts, scratches, and bruises are attended to by school personnel. If a child is hurt during the school day and needs further treatment, the parent will be notified immediately.

Tuscaloosa Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to another person. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school headmaster. Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and

during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Tuscaloosa Christian School may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Tuscaloosa Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control the spread of communicable disease within the school.

HEAD LICE

Tuscaloosa Christian School will conduct periodic head lice checks. In accordance with the Alabama Department of Health regulations, no student will be admitted to class if there is the presence (or appearance) of head lice and/or nits in his/her hair. All nits and/or head lice must be removed before the student will be allowed to return to class. After the child is treated, the parent must bring the student to school to be checked by a school official before being admitted to class. A child's absence for head lice/nits will be counted as an excused absence for three (3) school days. If a child's head has not been cleared in three (3) days, any following days will be unexcused.

BLOOD BORNE PATHOGEN TRAINING

Prior to school starting each year, our staff members are given annual blood borne pathogen training for proper care of bleeding situations. Federal guidelines will be followed for treatment of bloody situations, as well as in the cleanup procedure.

ASBESTOS INSPECTION

Tuscaloosa Christian School is in compliance with AHERA asbestos inspection and management.

REPORTABLE DISEASES INCLUDE:

AIDS	Encephalitis	Lymphogranuloma	Poliomyelitis	Syphilis
ARC	Giardiasis (acute)	Malaria	Psittacosis	Tetanus
Amebiasis	Gonorrhea	Measles (rubeola)	Rabies	Toxoplasmosis
Possibly rabid bite	Granuloma Inguin.	Meningitis	Relapsing Fever	Trichinosis
Anthrax	Hemorrhagic Fever	Meningococcal	Rocky Mountain	Tuberculosis
Botulism	Hepatitis	Mumps	Spotted Fever	Tularemia
Brucellosis	Histoplasmosis	Paralytic Shellfish	Rubella	Typhoid Fever
Campylobacteriosis	HIV	Poisoning	Salmonellosis	Typhus
Chancroid	Legionnaire's Dis.	Pertussis	Schistosomiasis	Vibrio Cholera
Dengue	Leprosy	Pesticide Poison	Shigellosis	Vibrio Infections
Diphtheria	Leptospirosis	Plague	Smallpox	Yellow Fever

ATTENDANCE/ABSENCES

When a student in grades 1-12 has been absent for any reason, the parent should write a note of explanation concerning the reason for the absence. This note is to be sent with the returning student the day they return to school and turned in to the office. The note will be used to determine if the absence is excused or unexcused. If the absence is excused, it will be recorded online in ParentsWeb at <https://factsmgt.com>. Otherwise, the absence will remain as unexcused. If a student does not bring the above-mentioned excuse within three (3) days, the absence will automatically be UNEXCUSED, resulting in academic penalties. A doctor's excuse is required as of the tenth absence and above in order to be excused, as well as any tardy due to sickness. A student in grades 1-6 who miss more than 20 days per year or a student in grades 7-12 who miss more than 10 days per semester (excused or unexcused) may jeopardize their promotion to the next grade. Parents, it is important that you help us in this matter of school attendance. You know the importance of being in school, and you should see that your child is in school. Also, you should be aware of every absence your child has. At TCS we do all we can to work with the parents. Recommendations for waiver of this policy must be made by the headmaster and approved by the superintendent.

EXCUSED ABSENCES

Absences will be considered excused for the following reasons:

1. Sickness of the student;
2. Death in the student's family;
3. Other unavoidable emergencies in the student's family;
4. **Pre-approved absence that was pre-planned through the office and approved by the headmaster PRIOR to the absence taking place pursuant to the guidelines found on the Pre-Approved Absence form which is available in the office or on the website: www.tcswarriors.org**

A student who is absent and excused will be required to make up work missed in class. It is the student's responsibility to obtain all make-up work from the teacher(s) immediately upon returning to school. To obtain the homework for your student, access ParentsWeb through <https://factsmgt.com>. Should you have problems accessing this, contact the school office for assistance. Please make arrangements to pick up your child's work assignments and books after school. Doctor's appointments should be scheduled after school hours when possible. When this is not possible and a student misses any class to go to the doctor, a signed doctor's excuse is required upon return to school in order for the absence from class to be considered excused. A student must attend at least four (4) class periods in order to be counted present for the day. Students in grades 7-12 can be counted present for the day by attending four classes, yet be counted absent in the classes they miss. A student who is absent more than the allowed number of days in any one class may jeopardize their ability to pass the class.

UNEXCUSED ABSENCES — GRADES 1-12

Any absence apart from those listed previously under excused absences will be unexcused. A zero daily grade will be given for each unexcused absence. Graded work, quizzes, and tests may be made up with the student receiving 59% of the grade earned. It is the high school student's responsibility to schedule a time with the teacher to make up a missed test.

ABSENCES RELATED TO AFTER SCHOOL ACTIVITIES

If a student is absent due to illness for the second half of the day, they should not attend or participate in after school activities.

CHECKING OUT

Students who are checked out before the end of school must have an excused reason for the check out to avoid the consequences of an unexcused class absence. See unexcused absence policy above.

EARLY DROP OFF

Students in K3 through 6th grade who are dropped off between 7:00 and 7:30 should report to Early Care in the kindergarten building. At 7:30 students in grades 3rd – 6th should report to the gym.

Students in 7th -12th grades who are dropped off between 7:00 and 7:30 should report to the kindergarten building. From 7:30 until 7:45 students in 7th -12th grade should report to the gym.

THE SCHOOL DAY BEGINS AT 8:00 A.M.

Those who arrive between 7:30 and 7:45 will be placed under the supervision of the early duty teacher in a specifically assigned area. Students who drive themselves to school are not permitted to sit out in their cars but must come in upon parking. The school day begins when the bell rings at 8:00 a.m., and all students are expected to be in their seats and ready to begin the school day when that bell sounds.

PROCEDURE FOR A STUDENT WHO ARRIVES AFTER 8:00

Any student arriving after the 8:00 bell must check in at the office before reporting to class. The parent should send a note of explanation with the tardy student in grades 1-12.

Elementary Tardy: The elementary student arriving after the 8:00 bell will report to the office and be given a tardy slip to take to the teacher for admission to class. The tardy will appear on the child's report card as excused or unexcused, according to the reason for the tardiness. Again, the parent should send a note with the tardy student. For every five (5) UNEXCUSED TARDIES, one point will be deducted from each subject's nine week grade average.

High School Excused Tardy: Students in grades 7-12 should turn in a note from the parent explaining the reason for the tardiness. The office will give the student a tardy slip so the student can present it to his/ her teacher for admission to class which is already in session. If it is an excused tardy (sickness, early morning doctor appointment with a slip from the doctor's office brought to the TCS office, or some other unavoidable hindrance as deemed excusable by the office personnel) it will be considered an EXCUSED TARDY and will not count against the student except for being recorded on the report card as an EXCUSED TARDY.

High School Unexcused Tardy: When a student in grades 7-12 arrives late with an UNEXCUSABLE reason (oversleeping, stops on the way to school—including gassing up the car, etc.) he will be dealt with as follows:

When arriving after the 8:00 bell but before 8:05, a late slip will be issued. Late slips are kept on file in the office. When a student has accumulated three late slips, a detention will be issued for tardiness.

When Arriving at 8:05 or later, a DETENTION will be issued at the time the student checks in. If more than half of a class period is missed due to an unexcused tardy, it counts as an unexcused absence from that class.

We consider it of extreme importance for every student to be on time for school. Please help your child in this area. Habitual tardiness is a problem that will have to be dealt with so that the problem can be remedied quickly.

THE SCHOOL DAY ENDS

Classes end at 3:15 p.m. We ask that students be off campus by 3:30. Students who are not involved in school-related activities will be put in our after-school care room. Parents will be charged a fee for after-school care for the time spent there. Please check at the office for information regarding times, rates, etc. for this service.

CHAPEL

Chapel will be held at least one day of each week throughout the school year.

BIBLE CURRICULUM

At TCS, Bible study is recognized as a fundamental requirement for all students. It augments the subjects of English, history, social studies, science, and health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, "The fear of the Lord is the beginning of knowledge." The Bible offers the best guide for this life, and the only hope for the life to come. There is no other book that can enrich and influence the mind and heart like the Bible. Because of this standard, all students are taught a planned program of Bible study each day and attend chapel programs to hear messages from the Word of God. Bible study and Bible memory work are required of each student who attends TCS.

MUSIC CURRICULUM

Music is taught in all lower grades. This includes group singing, rhythm skills, and an introduction to the family of instruments. Students in grades 5-6 choose between choir and band for their music class. Students in grades 7-12 may join a choir as well as the band.

PATRIOTISM

Our students are regularly required to recite the Pledge of Allegiance to the United States flag and are continually taught to love their country and that they should be willing to serve their country in the armed forces in whatever way possible for the defense of our country.

ROOM PARENTS

Room parents are needed to take charge of refreshments for parties, parent-teacher fellowships, and help on field trips, transportation, etc. Please notify the teacher if you would be able to assist in this way.

FIELD TRIPS

The value of learning beyond the classroom walls is beyond dispute. Therefore, almost all classes have educational field trips. In the enrollment/reenrollment process parents have given permission for the student to attend all field trips. A permission letter explaining the objectives of any field trip and containing a permission slip will be sent to each parent. Each slip must be returned with the parent's signature. Parents who attend field trip with their child are not to bring siblings.

CLASSROOM PROCEDURE (GRADES 7-12)

1. Students should be in the proper classroom at their scheduled times. No student should be in any classroom at an unauthorized time.
2. Students are recognized for oral response by raising their hands. Teachers may require students to stand for response, if desired.
3. Students are to have passes before they leave any class during class time.
4. Students are to be in class at all times unless ill or excused by the teacher. Only the administration can grant permission for a student to leave the campus during the school day.

TEXTBOOKS

Textbooks will be issued at the beginning of each semester. The cost of these books is covered in the yearly fee. Hardback textbooks are loaned to the student. Workbooks or soft-back texts may be kept by the user at the discretion of the teacher. Any damage to textbooks beyond normal wear will be paid for by the student. In case of loss of loaned textbooks, students will be charged for the total price of replacement of such books.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

1. For drill. We believe that most students require solid drilling in order to master material essential to their educational progress.
2. For practice. Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects. Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

*We request that parents cooperate in seeing that the homework assignments are completed.

Repeatedly delinquent homework could result in a student's suspension or expulsion.

PROGRESS REPORTS

At the midpoint of each nine week grading period, a progress report will be either emailed to the parent or a paper copy sent home if internet is not available.

REPORT CARDS

The purpose of our reporting system is to give parents an accurate indication of the progress or lack of progress achieved by their child. Report cards are issued approximately one week after the end of each nine weeks grading period. For students in grades 7-12, a detention will be issued if the report card is not signed and returned to the teacher within the proper time limit of three days. THERE IS A \$10 CHARGE TO REPLACE A LOST REPORT ENVELOPE.

CLASS OFFICERS FOR GRADES 7-12

Each homeroom shall have at least four class officers: Chaplain, President, Vice-President, and Secretary-Treasurer. In order to hold a class office, the student must have a good conduct record and have a C+ (or better) average in academics. The student must have been at TCS for one semester prior to being nominated for office. The student must also attend church regularly.

STUDENT GOVERNMENT ASSOCIATION

Tuscaloosa Christian School Student Government Association is comprised of class presidents in grades 9-12 as well as the members of the American Christian Honor Society members in good standing.

NATIONAL BETA CLUB

Motto: "Let Us Lead by Serving Others" To be eligible for Beta Club students must have an overall average of 88 in core academic classes. This does not include P.E. and electives such as band, speech, etc. If inducted you must maintain an average of 85. If eligible, a survey will go to high school teachers regarding their character in class, leadership ability, and participation in class/school. Teachers will score the candidate 1 to 5 (1 being the worst, 5 being the best) on these categories. These average of these scores must be at least a 4. If eligible, the Beta Club sponsor will talk to the candidate regarding their willingness to serve the school and community. If the candidate is not interested they will be taken off the eligibility list. There is a \$15 Beta Club fee that goes to the National Beta Club.

AMERICAN CHRISTIAN HONOR SOCIETY

The American Christian Honor Society seeks to advance Christian scholarship, challenge Christian leadership, honor Christian character and stimulate Christian service. To be a member of the Tuscaloosa Christian School chapter of the American Christian Honor Society, a student must be in the 10th, 11th, or 12th grade and have completed at least one full semester at TCS prior to induction. He or she must maintain at least a 92 scholastic average, be a current member of TCS Beta Club in good standing, be recommended for induction by the faculty and administration, and receive an acceptable rating from their pastor/youth pastor based on their church attendance and activities. Prospective members will be asked to write a brief testimony of their salvation and their daily walk with the Lord, write a brief paragraph expressing a desire to become a member and describing their personal abilities that would help them be an asset to the TCS Honor Society, then complete a personal evaluation based on their church service and activities.

COMMUNITY SERVICE

In keeping with the TCS mission statement, 40 hours of community service are required for students entering the ninth grade as a graduation requirement (minimum 10 hours per year for grades 9-12). If a graduating senior is deficient on the required service hours, the student will not receive a diploma or a final transcript until the hours are completed.

GRADUATION REQUIREMENTS

Credits are issued per semester when a passing grade has been earned. Credits begin in the 9th grade Tuscaloosa Christian School offers a general diploma or advanced diploma to those who complete the following academic program:

ADVANCED DIPLOMA	
Bible	4.0
English	4.0
History	4.0
Science	4.0
Math	4.0
Physical Education	1.0
Health	0.5
Career Preparedness	1.0
Fine Arts	0.5
Foreign Language	2.0
Electives	1.0
Total	26.0

GENERAL DIPLOMA	
Bible	4.0
English	4.0
History	4.0
Science	4.0
Math	4.0
Physical Education	1.0
Health	0.5
Career Preparedness	1.0
Fine Arts	0.5
Foreign Language	1.0
Electives	2.00
Total	26.0

- To be eligible for the Advanced Diploma the senior must score a minimum of 19 on the ACT.
- A student may not have lower than a C average in any class for a semester grade to receive an Advanced Diploma.
- Forty hours of community service is required for graduation (minimum 10 hours per year).

TCS GRADING SCALE

“A”	90-100
“B”	80-89
“C”	70-79
“D”	60-69
“F”	59 and under

ACADEMIC STANDING

9 th grade	6 credits earned
10 th grade	12 credits earned
11 th grade	18 credits earned
12 th grade	24 credits earned

LOST AND FOUND

Found articles are taken to the office or the equipment room in the gym. Every nine weeks unclaimed items are donated to a local charity.

LOCKERS

All students in grades 7-12 are assigned a locker. Books and materials are to be kept in the locker and not on top. Items left on top of lockers may be taken to lost and found. The school is not responsible for items stolen out of unlocked lockers.

BOY-GIRL RELATIONSHIPS

Students are expected to refrain from physical displays of affection and are to maintain a wholesome relationship above all reproach. This includes behavior at extra-curricular activities, ball games, field trips, etc. Holding hands as well as intimate behavior (petting, hugging, kissing, etc.) are a violation of school policy, and students in violation will be dealt with appropriately.

TELEPHONE

Students are not allowed to use the phone in the office except for emergencies. Parents, please be sure that after-school pick-up and other arrangements are taken care of before your student comes to school. These types of messages for students are highly discouraged. **NOTE: Only URGENT messages will be delivered to students during the school day.**

CELLPHONES

Students should not use their cellphones during school hours or aftercare. Student cell phones may be left in the office in the morning and picked up after school. Cellphones will be confiscated if seen or heard. Parents must meet with the administration in order to pick them up with a \$20 charge for the first offense. A second offense will result in a \$50 charge or the phone may be kept. Cellphone use during school hours will result in a two-day suspension of the student.

STUDENT DRIVERS

It is expected that each driver abide by the following rules:

1. Students must park in the assigned areas.
2. Driving off school grounds during school hours is not permitted without permission from the school office.
3. Students must leave their cars immediately upon arrival at school. Sitting in cars is not permitted at any time during the day.
4. Students may not go to their cars during the school day without permission from the school office.
5. All students who drive to school must have their driver's license numbers registered with the school office. All student vehicles must also be registered with the school office. This would include the vehicle's make, model, and tag number. Students failing to provide such information will not be allowed to drive his/her vehicle on school property.
6. It is understood that vehicles driven by students to and from school must not have offensive or obscene bumper stickers displayed on them. Students are forbidden to bring onto school grounds any material that may be regarded as pornographic.

7. Failure to comply with any of the above rules, or improper driving conduct such as speeding, reckless driving, etc. on the way to or from school or on school property will be sufficient grounds for revocation of the privilege to drive to school.

CAMPUS TRAFFIC

Traffic on campus is one-way. Please observe lanes, etc. Due to the presence of children, always drive with caution on campus. When dropping off and picking up students, ALL parents should drive in the designated lanes in front of the school. **Pull all the way up in your lane, drop off or pick up your child, and leave so congestion does not occur.** Drive slowly and use extreme caution when on campus!

STUDENT ATTIRE/DRESS CODE

Tuscaloosa Christian School desires to be in compliance with the Word of God relative to dress and appearance. The Bible does not specify exactly what should be the length of hair or the particulars of dress. We believe attire should be modest and appropriate for an optimal education environment.

Rules concerning attire and hairstyles are made for what we feel is best for the overall school policy and testimony. We realize interpretation of these rules can vary with teachers, parents, and students. Therefore, we assure you that we will be fair and reasonable in our approach to enforcing our policies. It isn't our desire to be rigid and regimental, but rather to create an atmosphere that is conducive to discipline, learning, and maintaining a good testimony. **THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE WHETHER THE STUDENT'S DRESS AND APPEARANCE ARE PROPER.**

GIRLS - KINDERGARTEN

1. Clothing

- 1.1. Dresses and shorts must be a modest length
- 1.2. Pants and shorts must have a hem; no cut-off shorts
- 1.3. If leggings are worn, shirt must reach fingertips
- 1.4. No questionable words or pictures on clothes
- 1.5. Sundresses or spaghetti strap dresses must have a top worn underneath

BOYS - KINDERGARTEN

1. Clothing

- 1.1. Pants and shorts must have a hem; no cut-off shorts
- 1.2. No questionable words or picture on clothes

2. Hair

- 2.1. Not over collar or ears
- 2.2. Not touching eyebrows
- 2.3. Must be a natural color

3. No jewelry

GIRLS GRADES 1-4

1. Pants

- 1.1. Mid-knee or longer, if skinny or slim fit pants are worn, shirt must come down at least to the fingertips all the way around. Loose fit dress pants do not require longer shirts.
- 1.2. Jeans (with no holes or tears) may be worn

- 1.3. No athletic shorts
- 1.4. Must be hemmed
- 1.5. No leggings except with dresses
- 2. Shirts and blouses**
 - 2.1. T-shirts (without questionable words or pictures) may be worn
 - 2.2. Must be modest and loose-fitting
- 3. Skirts and dresses**
 - 3.1. No shorter than 3 inches from floor when kneeling
 - 3.2. Shirts must be worn with sundresses
- 4. No flip-flops** or flip-flop style shoes

BOYS GRADES 1-4

- 1. Pants**
 - 1.1. Mid-knee or longer
 - 1.2. Jeans (with no holes or tears) may be worn
 - 1.3. No athletic shorts
 - 1.4. Must be hemmed
- 2. Shirts**
 - 2.1. T-shirts may be worn (without questionable words or pictures)
 - 2.2. Must be tucked in (3rd and 4th grades)
- 3. No flip-flops**
- 4. Hair**
 - 4.1. Not over collar or ears
 - 4.2. Not touching eyebrows
 - 4.3. Must be a natural color
- 5. No jewelry**

STUDENT ATTIRE AT BALLGAMES, CASUAL EVENTS, ETC.

- 1. Jeans and knee-length shorts may be worn
- 2. T-shirts may be worn (no questionable wording or pictures)
- 3. Students should consider what is modest and appropriate

GIRLS GRADES 5-6

- 1. Pants**
 - 1.1. Mid-knee or longer, if skinny or slim fit pants are worn, shirt must come down at least to the fingertips all the way around. Loose fit dress pants do not require longer shirts.
 - 1.2. Jeans (with no holes or tears) may be worn
 - 1.3. No jean shorts; no athletic shorts
 - 1.4. Must be hemmed
 - 1.5. No leggings except with dresses
- 2. Shirts or blouses**
 - 2.1. Necklines – no lower than 3 inches below collarbone, loose-fitting
 - 2.2. Sleeveless – shoulders at least 3 inches wide
 - 2.3. Sheer blouses must have dress code shirts underneath
 - 2.4. No t-shirts, except with TCS logos on Fridays
- 3. Skirts or dresses** – No shorter than 3 inches above the knee when kneeling
- 4. No flip-flops** or flip-flop style shoes.
 - 4.1. Sandals without heel straps may be worn as long as the shoes do not flop on the student's feet when walking.
- 5. Make-up**

- 5.1. TCS discourages make-up for elementary students
- 5.2. TCS reserves the right to decide if makeup is excessive
- 6. **Sweatshirts and hoodies allowed**
 - 6.1 No writing except for TCS logos or monogrammed initials (no exceptions)
- 7. **No heavy coats in the classroom**

BOYS GRADES 5-6

- 1. **Pants**
 - 1.1. Mid-knee or longer
 - 1.2. Solid color; no jean shorts, no athletic shorts
 - 1.3. Jeans (with no holes or tears) may be worn
 - 1.4. Must be hemmed
 - 1.5. Belts must be worn
- 2. **Shirts**
 - 2.1. Must have collars
 - 2.2. Must be tucked in
 - 2.3. TCS Hoodies may be worn, but must have a collared shirt on underneath
 - 2.4. No t-shirts, except with TCS logos on Fridays
- 3. **Shoes**
 - 3.1. No flip-flops or sandals
- 4. **Hair**
 - 4.1. Not over collar or ears
 - 4.2. Not touching eyebrows
 - 4.3. Must be a natural color
- 5. **No jewelry, tattoos, or piercings**
- 6. **Sweatshirts with hoods may not be worn in the classroom**
- 7. **No heavy coats in the classroom**

STUDENT ATTIRE AT BALLGAMES, CASUAL EVENTS, ETC.

- 1. Jeans and knee-length shorts may be worn
- 2. T-shirts may be worn (no questionable wording or pictures)

Students should consider what is modest and appropriate

GIRLS GRADES 7-12

- 1. **Pants**
 - 1.1. Mid-calf or longer, if skinny or slim fit pants are worn, shirt must come down at least to the fingertips all the way around. Loose fit dress pants do not require longer shirts.
 - 1.2. No frayed hems, rips, or holes in pants
 - 1.3. No jeans
 - 1.4. No leggings, except with dresses
- 2. **Shirts and blouses**
 - 2.1. Necklines – no lower than 3 inches below collarbone
 - 2.2. Sheer blouses must have dress code shirts underneath
 - 2.3. Sleeveless – shoulders at least 3 inches wide
 - 2.4. No t-shirts (the type that might have writing on them)
 - 2.5. TCS t-shirts (non-collared) may be worn on Fridays
- 3. **Skirts and dresses**
 - 3.1. No shorter than 3 inches above the knee when kneeling
 - 3.2. Slits may not extend 3 inches above the knee when kneeling

4. **No flip-flops** or flip-flop type shoes. Sandals without heel straps may be worn as long as the shoes do not flop on the student's feet when walking.
5. **Outerwear**
 - 5.1. No heavy coats or jackets in the classroom
 - 5.2. Sweaters and light zip-up jackets allowed
 - 5.3. No sweaters tied around the waist
 - 5.4. Sweatshirts and hoodies allowed
 - 5.4.1. No writing except for TCS logos or monogrammed initials (no exceptions)
6. **No tattoos**
7. **No plugs with gauged earlobes**
8. **Hair** – no unnatural colors

BOYS GRADES 7-12

1. **Pants**
 - 1.1. Solid colors
 - 1.2. No frayed hems, rips, or holes in pants
 - 1.3. No jeans or military-style pants
 - 1.4. Must be worn with belt
 - 1.5. Knee-length, cargo, Bermuda, khaki-style shorts may be worn; may not be athletic or jean style
2. **Shirts**
 - 2.1. Must have collars
 - 2.2. Must be long enough and be tucked in
 - 2.3. Must not have writing or pictures, except brand name logos
 - 2.4. Crew neck sweaters do not require collared shirts underneath
 - 2.5. TCS t-shirts (non-collared) may be worn on Fridays
3. **Shoes**
 - 3.1. No flip-flops or sandals
4. **Outerwear**
 - 4.1. No heavy coats or jackets in the classroom
 - 4.2. Sweaters and light zip-up jackets allowed
 - 4.3. Sweatshirts allowed
 - 4.3.1. Must be worn with collared shirt
 - 4.3.3. No writing, except TCS logos or monogrammed initials
 - 4.4. Quarter-zip pullovers must have a tucked-in collared shirt underneath
 - 4.5. TCS Hoodies may be worn, but must have a tucked-in collared shirt on underneath
5. **No jewelry, tattoos, or piercings**
6. **Hair**
 - 6.1. Not over collar or ears
 - 6.2. May not touch eyebrows
 - 6.3. May not flip out or be tucked behind ears
 - 6.5. No sideburns past bottom of ear
 - 6.6. Must be a natural color
7. **Face must be clean shaven**

STUDENT ATTIRE AT BALLGAMES, CASUAL EVENTS, ETC.

1. Jeans and knee-length shorts may be worn
2. T-shirts may be worn (no questionable wording or pictures)
3. Students should consider what is modest and appropriate

PARENT ATTIRE

We would also appreciate parents and volunteers to observe the same school dress standards when they help with fundraisers, field trips, socials, or as room mothers. Discretion in dress is appreciated when parents visit during the school day.

ACEA PARENT DRESS CODE

All parents attending any ACEA Art or fine arts competition must adhere to the ACEA dress code. Ladies are asked to wear modest skirts or dresses and men are asked to wear casual dress slacks.

ATHLETICS

Athletics are offered as a means of developing leadership, sportsmanship, and Christian character.

Eligibility (including cheerleaders)

1. Students must maintain at least a C (70) overall average (with no F's) in academic subjects including Bible in order to be eligible to play in athletic events. Students not meeting the academic requirement at progress report time may participate as soon as grades are brought up. If the academic requirement is not met at the nine week or semester grades, the student may not participate in events until the next progress report.
2. Attendance in a minimum of four (4) classes at school on the day of the event is required for participation. (Possible exception: some out-of-town road trips.)
3. All athletes must be insured through the school insurance offered or must supply proof of insurance coverage by a family policy.
4. Sport fees must be paid prior to first game.
5. Cheerleaders—Girls must have attended TCS for one full semester before tryouts.

Behavior at Athletic Events - Although the tempo of athletic competition often lends itself to becoming emotionally involved, we do not condone unsportsmanlike behavior from the faculty, coaches, players, cheerleaders, or spectators. Respect is to be shown at all times to game officials, opponents, and persons from schools with whom we compete. All complaints or disagreements are to be shared with either the TCS athletic director or headmaster privately. Unsportsmanlike behavior at athletic events may result in not being able to attend or removal from any athletic event.

TOBACCO/ALCOHOL/ILLEGAL DRUGS/WEAPONS

ABSOLUTELY no smoking or use of tobacco in any form, alcoholic beverages, illegal drugs or weapons (knives, guns, etc.) on campus or at any school activity at any time. Fireworks are not permitted. This applies to all staff, students, parents and visitors. (Exception: Some TCS staff may have weapons for the protection of students and staff.)

DISCIPLINE

Learning without discipline is impossible. Discipline will be strictly enforced in order to maintain the proper environment for Christian character and academic training. Discipline is a three-phased program originating at home, next in the classroom, and finally, supported by the administration. Discipline which

requires a student to be sent to the headmaster's office will be a most serious matter. Proper classroom discipline by the teacher will be supported by the headmaster. All teachers will be instructed on how to maintain classroom discipline. Each teacher's performance in this area will be monitored by the headmaster.

STUDENT SEXUAL HARASSMENT POLICY

TCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy; anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. "Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting.

BULLYING POLICY

It is the policy of Tuscaloosa Christian School to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.

FORMS OF CORRECTION

Forms of correction used at TCS include extra assignments, after school detention, corporal punishment, suspension, and dismissal.

DETENTION SYSTEM FOR GRADES 7-12

This form of correction will be used for excessive tardiness, excessive talking, dress code violations, gum chewing, horseplay, etc. The main purpose of the detention system is to inform the parent of the misbehavior. One detention will be given for each offense. Major offenses (discussed below) may result in two or more detentions at the teacher's and/or headmaster's discretion. Students will have to report to Detention and will be charged a \$5 fee. Each new semester begins with 0 detentions for everyone.

12 Detentions: The student and parents are informed by the headmaster and the student serves a one-day, in-school suspension.

18 Detentions: The student and parents are informed by the headmaster, and the student serves a two-day, off-campus suspension.

25 Detentions: Possible expulsion from school.

*A behavior chart and demerit system will be used in the elementary grades.

SUSPENSION

There are two types of suspensions: on campus and off campus. An on-campus suspension does not count as an absence from class nor does it carry academic penalty. An off-campus suspension does count as an absence from school with academic penalty (see unexcused absence policy). The student

serving an off-campus suspension is not allowed on campus for any reason. The suspended student is not allowed to attend any school activity on or off campus while serving the suspension.

MAJOR OFFENSES

The following is a list of examples of some (but not necessarily all) major offenses which will be dealt with strongly:

1. Disrespect or threat of any kind toward a teacher, staff member, other student or visitor. Harassment and/or bullying will not be tolerated.
2. Possession of weapons of any kind.
3. Lying, cheating, stealing, cursing, violence of any kind.
4. Violation of dress code after proper instruction and warning.
5. Destruction of school property or other property.
6. Leaving school grounds during the school day or skipping class without permission.
7. Improper physical contact such as holding hands, kissing, etc.
8. Possession or use of music with explicitly inappropriate content.
9. Cell phone usage during school hours.
10. Tattoos.

The above-mentioned violations require the student be sent to the office where appropriate action will be taken depending on the nature and number of offenses that the student has on his or her record.

REASONS FOR DISMISSAL/OFF-CAMPUS SUSPENSION

1. Any use of tobacco, vaping, alcohol, or drugs in any form at any time or place. If the administration learns of a student using tobacco, vaping, drugs, or alcohol at any time, the student involved and his or her parents will be required to meet with the headmaster. **TCS reserves the right to randomly drug test students as deemed necessary.**
2. Attendance at activities, parties, etc., where drugs or alcohol is used.
3. The arrest and booking of a student for any offense must be reported to the school administration. A conference will be set up to discuss the matter.
4. Sexual Conduct/Immorality. Demonstrations of romantic involvement between students on school property is forbidden. Hand holding, embracing or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in detentions, suspension or expulsion. Boys and girls must maintain a six-inch distance at all times. Behavior should be above reproach. In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or possession of pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:130; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

Definition of "immoral act" is: Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and

any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of “identifying statement” is: A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

Examples: “I am gay,” “I am a homosexual,” “I have a homosexual orientation.” Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.

5. Possession of weapons at school or school-related activities.
6. Excessive detentions.
7. Attitudes and actions consistently opposed to the spirit and purpose of Tuscaloosa Christian School.
8. Continued cell phone use during school hours.
9. Public criticism of TCS personnel, or policies via the internet, Facebook, etc. by students or parents.
10. Sending inappropriate, explicit pictures via social media.

SOCIAL MEDIA USE

Any student found with a website or blog which contains explicit photos or language that is deemed inappropriate to the purpose and mission of the school will be in direct disobedience to this ruling and will be subject to disciplinary action up to and including immediate ineligibility to attend the school.

EXPULSION

A student may be dismissed if the parents will not cooperate with the school or if the student’s attitude and/or conduct make it inadvisable for him or her to remain as a student at TCS. Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the headmaster or ministry staff or the standards articulated in the ministry’s Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

CORPORAL PUNISHMENT

It is understood that Tuscaloosa Christian School administers corporal punishment in cases deemed necessary. On the permission form, parents may elect to administer the punishment themselves in the school office in the presence of the headmaster and/or teacher. In the event corporal punishment is deemed necessary and the parents disagree, the administration will confer with the parents as to the appropriate action to be taken.

PARENT TEACHER CONFERENCES

If you wish to talk to your child's teacher, please arrange for a private conference by calling the office, sending a note or emailing the teacher. Do not meet with the teacher just before school in the mornings or during school hours. The teacher will be happy to arrange for a time for a personal conference.

TO THE PARENT

Please read this section carefully, prayerfully, and thoroughly. Teachers and administrators are ordinary human beings with extraordinary responsibilities. Our service in the Christian School is motivated by a deep desire to communicate those spiritual, academic, and other lessons of life which will be most beneficial to your children. If it appears that we have been arbitrary or wrong in dealing with your child, we would urge that your first effort be to determine the total situation and the reasoning that directed our decision. When we are at fault, we will try to accept your counsel and correct the mistake. When our evaluation of the total situation impels us to stand firm, we will try to do so graciously. Parental criticism and downgrading the school administration or faculty in the hearing of your children may destroy their respect for the school. When respect for authority is diminished by careless parental words or actions, the school can contribute little more to the development and education of your child. In solving a problem which might arise, always begin with your child's teacher before you proceed to the next level of authority. This orderly approach will assure that any problem between the student and the school is properly solved. Upon the completion of enrollment, every parent has agreed to support the purpose, policies, and procedures of the school. Parents have also agreed that any words or actions contrary to the philosophy or policy of TCS, whether verbal or social media, may result in the loss of privilege for the student to attend TCS. If you have a grievance with the school, please follow proper procedures in dealing with the grievance as shown below. Parents are responsible to God for the education of their children. If the parents cannot support the school, they should withdraw their child.

CHART OF COMMAND TEACHER ⇔ HEADMASTER ⇔ SUPERINTENDENT

A dynamic work such as education has problems. These problems must be approached and solved in an orderly manner. This brings parents and teachers to the application of Christian ethics. One of the strengths of Christian schools is the way parents and teachers cooperate in working and praying through problems. Problems are solved on a spiritual and practical level.

1. Have a spirit of cooperation and understanding.
2. Do not listen to gossip or hearsay about teachers, students, or problems having to do with the school.
3. Encourage your child to do his best, but don't expect more than he is able to achieve.
4. Take an interest in the activities of the school.
5. Criticize only to the appropriate personnel of the school, and then only in a constructive manner.

6. Pray for the staff, teachers, and administration of TCS.
7. Pray for wisdom in rearing and training your child.

TO THE STUDENT

Tuscaloosa Christian School seeks to develop young people who will be faithful to serve the Lord and be good witnesses. Thus, we expect our students to strive to live an exemplary Christian life; to be loyal and respectful to the Tuscaloosa Christian School administration, faculty and staff, to abide by all the rules of the school and maintain a testimony away from the school, to prepare studies to the best of their ability and support all school activities.

THE SCHOOL OFFICE

The school office opens at 7:45 and closes at 4:30. All visitors are to report directly to the office. Lunches, homework, books, or other items may be brought to the school (if necessary) and left in the school office to be delivered to your student.

VISITORS

1. All visitors are to report directly to the office. This applies to parents, sales representatives, former students, prospective families, etc.
2. Parents of TCS students are encouraged to visit our school at any time. However, parents desiring a conference with a teacher must call for an appointment.
3. Visitors are not allowed to visit classes without a visitor's pass from the office.
4. Persons on campus without legitimate reasons and/or without approval of the office are trespassing and subject to arrest.
5. Visitors on campus should be dressed in a manner that meets TCS dress code.

INCLEMENT WEATHER

An announcement of "No School" will be made as early as possible. Parents and Teachers should listen to **ABC 33/40** for announcements concerning school cancellations: TCS will send a notification via SchoolCast.

IN CLOSING

On behalf of Cottondale Baptist Church, we extend our appreciation to you for making our school your school. Please know that we feel a great responsibility as we strive to educate your child through the ministry of this Christian school. We ask that you always keep TCS on your prayer list and to pray daily. God bless Tuscaloosa Christian School, her faculty, staff, and students — that is our prayer.