

# ***TEXOMA CHRISTIAN SCHOOL***



## **Parent — Student Handbook**

*Filii Lucis Testimonium Mundo*

# **Texoma Christian School**

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## **INFORMATION FOR ALL PARENTS AND STUDENTS**

### **Welcome to Texoma Christian School**

Dear Parents and Students:

Thank you for your interest and participation in Texoma Christian School. We want to take this opportunity to extend our warmest welcome to you. Our school is a great place to study, learn, grow, work, participate, fellowship, and serve the Lord together.

TCS is committed to establish the kind of environment, curriculum, instruction, and activities that can offer parents and students the finest opportunities to achieve an excellent Christian education. At TCS, we are especially motivated by the call to excellence as we partner with parents in fulfilling their biblical responsibility to educate their children and to insure that our students develop and learn appropriately in accordance with the truth of Scripture.

The purpose of education is to provide students with knowledge and training in a range of subjects. Accomplishment of this goal requires a cooperative partnership that actively engages parents, students, teachers, and the school. Everyone involved must accept their individual responsibilities and work together if the endeavor is to succeed. At TCS, we strive to assist parents to instruct their children properly and appropriately. Furthermore, we believe that excellence, experience, biblical knowledge, and teamwork, together with accountability, enthusiasm, and innovation, represent the fundamental principles that will provide the best Christian education possible.

All parents and students of Texoma Christian School are required to read and comply with the complete contents of this *Texoma Christian School Parent-Student Handbook*. Please be reminded that, at the point of initial admission to TCS, every student and his or her parents committed to support all the policies, rules, and regulations of the school. Consequently, it is very important that you take time to read this handbook carefully and completely, and make every effort to discuss this information thoroughly with your children.

We trust that God will bless you and your children through your collective experiences at Texoma Christian School. Please pray that God will enable all of us to maintain a consistent, safe, Christian environment where children are encouraged to grow in the academic knowledge and skills they will need for the future, and simultaneously to develop the Christian traits of love, discipline, self-control, and respect for others.

Once again, welcome to Texoma Christian School. It is our pleasure to serve you and your family.

In service to our Lord Jesus Christ,

The TCS Board of Trustees  
The TCS Administration  
The TCS Faculty and Staff

## **About Texoma Christian School**

Texoma Christian School is a private, independent Christian school for children who live in and around the community of Sherman, Texas. An accredited member of the *Association of Christian Schools International* and the *Southern Association of Colleges and Schools, Council on Accreditation and School Improvement*, TCS offers its students a wide variety of high quality academic opportunities and extra-curricular activities. These programs occur in a supportive atmosphere, which is designed to help each student develop as a total person. Students are: (1) challenged to think and to observe; (2) trained to learn how to handle facts and to interpret ideas; (3) taught to get along properly with fellow human beings; (4) encouraged to develop and express their feelings and attitudes in a considerate manner; and (5) motivated to relate appropriately to God, to His creation, to others, and to themselves.

## **School History**

Texoma Christian School began in 1982 when a group of Sherman Bible Church members approached the leadership of the church with their vision for a Christian school. After nine months of planning, hiring Pre-school teachers, and selecting curriculum, the school commenced operation in the fall of 1982 with two classrooms and 41 students. The dream then and the goal now, is a vibrant Christian education that challenges students and provides an outstanding scholastic experience. Mrs. Sue Hall served as the school's first Director.

In 1989, as the enrollment of TCS spanned Pre-school through fourth grade, a group of parents saw the need to expand enrollment to include a middle school. From 1989 to 1994, several local churches hosted the middle school. In 1996-97, the sixteenth year of its existence, the enrollment of the two schools had reached 250 students. Mrs. Kathy Curry, the middle school Director, and Mrs. Sue Hall, elementary school Director, worked together with their respective boards to create one Christian school district. The school received full accreditation by the *Association of Christian Schools International* in 1998. Shortly thereafter, the Board of Trustees decided to add a high school, one grade level per year.

In August, 2003, TCS opened the doors of its new newly constructed facility to approximately 325 students. The new facility includes a state of the art gymnasium, full commercial kitchen, thirty-six classrooms, a well-equipped playground, an all-purpose track. Long-range plans include the future construction of permanent buildings for the elementary school, middle school, high school, and administration building. Future plans also include a fine arts building.

## **School Location and Mailing Address**

Texoma Christian School  
3500 West Houston  
Sherman, Texas 75092

## **School Phone and Fax Numbers**

Phone: 903-893-7076  
Fax: 903-891-8486

## **School Website**

<http://www.texomachristian.org>

## **Accreditation and Licensing**

A non-profit Christian educational institution, Texoma Christian School is recognized by the *Texas Education Agency*, a member of the *Association of Christian Schools International*, *AdvancED*, and a member of the *Texas Association of Private and Parochial Schools*. ACSI is a Christian educational organization that oversees and serves the needs of Christian schools across the United States and around the world. Each member school or college retains its individual, distinctive and operating independence.

Texoma Christian School is dually accredited (PreK-03 through 12th grade) by ACSI and AdvancED and has achieved approved status in compliance with ACSI's Health, Fire, Sanitation, and Safety Standards. Accreditation certifies that the school meets or exceeds established standards in such areas as school organization and governance, finance, administration, budget, instructional program, faculty preparation and proficiency, media services, student standards, and school facility. Texoma Christian School continues to work to insure that the school's high standards are maintained. Success at TCS is measured by a variety of internal and external criteria, including accreditation, student test scores on achievement tests, institutional reputation, a strong academic curriculum, and an excellent teaching faculty.

### **Asbestos Free Facility**

TCS has been inspected and found to be asbestos free. Records are maintained in the AHERA Asbestos Management Plan notebook as required by the Asbestos Hazards Emergency Act.

### **School Governance**

Texoma Christian School is operated by a private, legally constituted, self-perpetuating, independent Board of Trustees who possess sole authority for setting the policies that govern the school. In addition, the Board of Trustees is responsible for the employment of administrative, faculty, and staff personnel; for oversight in all financial matters and fiscal affairs; for providing and maintaining a suitable physical plant; and for insuring the quality of academic and curricular programs of the school. The Board of Trustees accomplishes this through its professional representative, the TCS Head of School, who has authority and responsibility for the daily management and operation of every aspect of the school.

### **Educational Philosophy**

The philosophy of Texoma Christian School rests on the following, seven fundamental beliefs:

1. *A Foundation of Biblical Authority:* At Texoma Christian School, we believe that the total process of education begins with the recognition that God is the Author of creation, and therefore, a proper knowledge and a right understanding of Him is foundational for all study and for every academic discipline. The Word of God is our authority, and it is the basis for our total educational program. The justification for establishing this kind of educational program emerges from God's command that children be taught to love God and place Him first in their lives (Deuteronomy 6:5-7), and from the fact that God has charged parents with the responsibility for training their children (Proverbs 22:6; Ephesians 6:4). At TCS, it is our purpose to prepare students who, by their words, attitudes, and actions, apply and practice biblical truth in every facet of their lives. For this reason, we seek to provide a learning experience that integrates biblical truth and the Christian faith into the various disciplines of our daily curricular and extracurricular programs.

2. *A Partnership with Parents:* The Scriptures indicate that God has obliged parents with the ministries of educating their children and disciplining them in the ways of the Lord. To help them fulfill these obligations, Texoma Christian School views itself as a partner with our parents as an extension of the Christian home. Working together with parents and the local church, TCS offers its students professional expertise, a personal environment, and a learning experience that endeavors to assist parents to fulfill their God-given responsibilities regarding their children.

3. *A Common Statement of Faith:* Because our students come from a variety of church denominations and embody a broad base of backgrounds, Texoma Christian School adheres to the statement of faith of the *National Association of Evangelicals*. Biblically-based and evangelistic in nature, this statement establishes a general Christian framework for families who represent a rich diversity of the Judeo-Christian tradition and our American legacy.

4. *A Commitment to High Standards:* Texoma Christian School is dedicated to the pursuit of academic excellence and to the principles of continual improvement. We confess that we are not perfect, and we believe that there is always room for everyone to improve something somewhere. Because God has given us His very best, we are committed — as His children and His servants — to offer Him our best out of our gratitude to Him. Academic excellence should be paramount in training up a child in the way he or she should go. TCS is dedicated to the pursuit of excellence in all areas of life — spiritually, intellectually, and physically (out of which our mission statement flows), as well as morally, psychologically, and socially.

To meet student needs and to improve our program, the TCS curriculum is regularly reviewed and revised as necessary. It is our goal to challenge students to think critically, creatively, and judiciously. Our teachers assign homework. All TCS faculty members must be believers in Jesus Christ, and they must be exemplary in their personal diligence and their professional competence. Our teachers are catalysts who set the stage for learning by caring, challenging, coaching, disciplining, encouraging, praising, praying, rewarding, teaching, and training. One of our goals at TCS is to produce Christian citizens whose values are founded on the Word of God, whose minds have been sharpened and trained by Christian teachers who use the best educational methods and materials available, and whose lives will make a constructive contribution to our world in the next generation.

5. *An Uncompromising Course of Study:* With respect to its learning environment, Texoma Christian School offers parents and students a definite and positive advantage over other educational institutions in Grayson County. However, the school's purpose is not merely to present an optional situation or an alternative school for students, but rather TCS proposes to rise above the minimal expectations of families to surround their children with an atmosphere that is **as** warm, secure, loving, and nurturing **as** it is private and Christian. In doing so, TCS strives uncompromisingly to offer its students a preparatory course of study that, upon successful graduation, will provide them commendably to the future — either for distinguished service in the world of employment — or for prominent achievement in the college or university of their choice.

6. *A Balanced Approach to Enrollment:* At the time of Texoma Christian School's initial inception, the school founders concluded that the best plan for Texoma Christian School was a balanced approach regarding the admission of students. Philosophically, students from Christian and non-Christian backgrounds are admitted, with a view to assisting Christian students to develop a stronger, deeper relationship with Jesus Christ and to introduce non-Christian students to faith in the Lord Jesus Christ.

7. *The Preservation and Future Transmission of Our Christian Heritage:* The final component of the Texoma Christian School philosophy relates to an understanding of the general purpose of education: *guided improvement within the context of intrinsic change*. Although it is possible to change without improving, it is not possible to improve without changing. Generally, the purpose of education is to change people — to bring them from a state of ignorance to knowledge. But at TCS, we believe that Christian education serves a much higher purpose — not merely to change people — but to improve and elevate everything about them. TCS expects its students to progress — in increasing measures — from a state of ignorance to a high level of knowledge.

However, as students progress along the way it is also the goal of Texoma Christian School to assist students through the educational process to make a fruitful and productive departure, hopefully at their graduation, without ever departing from the core values of the school. Texoma Christian School desires to produce students who willingly apprehend the ideals of the school, incorporate them in their hearts, and apply them to their lives as long as they live. Thus, it is the school's purpose to benefit the total student through the total TCS experience. This means that the school must preserve the original heritage that was laid down by the founders of the school. It must ensure that that heritage is transmitted to all TCS students, and it must certify that TCS students are able to reproduce it effectively, one day in the future.

## **Biblical Standards**

Texoma Christian School maintains that the Holy Scriptures provide the standards that guide the development of Christian character and govern all Christian behavior. These standards are based on principles, which begin with a whole-hearted recognition of the existence of God and obedience to His will as expressed through His word and exemplified in the life of Jesus Christ.

The goals of Texoma Christian School include training students in the careful stewardship of their time, mind, resources, and abilities. TCS offers opportunities for spiritual, physical, social, and intellectual development. Texoma Christian School asserts that the chief responsibility of its students is to love God with all their hearts and to love their neighbors as themselves. Unselfish, Christ-like love should motivate all the decisions, actions, and relationships of each student.



Each student is expected, by God's grace, to accept without reservation the personal responsibility to seek after righteousness, to practice justice, and to help others in need.

### **The Matthew 18 Principle**

Texoma Christian School seeks to follow the practice of always giving a good report whenever possible. All TCS individuals are expected to commit themselves to this principle, to establish joyful relationships with each other, and to develop and grow through meaningful Christian fellowship. In a spirit of Christian love and from a heart of humility, all persons associated with TCS must agree to communicate openly and honestly with each other.

It is vitally important that all TCS individuals practice the biblical principle of maintaining silence rather than lashing out maliciously with their tongues. Criticism is cruel, and verbal condemnation is vicious; these have no place in a Christian institution. If an individual cannot give a good report by saying something positive, affirming, and encouraging, then it is better to remain silent and withhold judgment.

Before criticizing the school or any TCS person (this includes all parents, students, board, administration, faculty, and staff members), each individual is seriously admonished to examine his or her own attitude before God and to correct his or her own actions before leveling a complaint or criticism toward others. In all cases of disagreement among believers, Christians, above all, must agree to disagree agreeably. No one is perfect; everyone makes mistakes. No human being can claim to have access to the complete truth about every situation all the time. All individuals associated with Texoma Christian School must consider the teachings of Luke 6:41-42:

*"Why do you look at the speck of sawdust in your brother's eye and pay no attention to the plank in your own eye? How can you say to your brother, 'Brother, let me take the speck out of your eye,' when you yourself fail to see the plank in your own eye? You hypocrite, first take the plank out of your eye, and then you will see clearly to remove the speck from your brother's eye" (Luke 6:41-42, NIV).*

Any TCS individual who is hurt or becomes offended by the words, actions, or attitudes of another person associated with TCS should follow the procedures outlined in Matthew 18:

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over" (Matthew 18:15, NIV).*

According to this principle, in a spirit of biblical love, the offended person has the initial responsibility to go privately to the offender and attempt to resolve the issue correctly. If the offender is unwilling to reconcile with the offended person or refuses to restore fellowship with him or her, only then should the problem be shared with a third party. If no solution can be found after consulting together and praying for mutual understanding, then both individuals should agree to go together to seek the wisdom and counsel of the Texoma Christian School Head of School for final disposition of the matter. This is the only appropriate way to resolve differences between Christian individuals.

### **School Mission Statement**

Texoma Christian School offers the children of our community an excellent, biblically based education that promotes in our students the highest standards of academic excellence, character, vision, and service to others. The following statement expresses the mission of Texoma Christian School:

*Texoma Christian School exists to develop fully each student's God-given spiritual, intellectual, and physical potential to influence the world for Jesus Christ.*

### **Vision**

Texoma Christian School will be a school where students are recognized for their scholarship, strength of character, leadership, and commitment to serve and glorify Christ.

## **Core Values**

- Christ-centered curriculum and programs
- Academic excellence
- Partnering with families
- Personal, nurturing community

## **The TCS Motto**

*Filii Lucis Testimonium Mundo* — “Children of the Light, A Testimony to the World”

## **The TCS Creed**

*By our faith in Jesus Christ, God delivers us from death unto life, and through the Holy Spirit,*

*He enables us as His children, to shine like light as a testimony before the world.*

## **The TCS Commitment of Honor**

*At all times and in every way, I am committed to conduct myself in a manner that honors the name of Jesus Christ.*

## **Personal Commitment**

All members of the administration, the faculty, and the staff of Texoma Christian School must be personally committed to Jesus Christ and dedicated professionally to serve Him in the context of evangelical Christian education. Members of the faculty and staff are highly trained in their areas of specialty; most of them have several years of general educational experience.

Student admission to Texoma Christian School is a privilege that implies a unique and demanding responsibility of involvement both for the student and for his or her family. As a Christian school, TCS endeavors to correlate its curriculum, its testimony, and its general philosophy with the revealed truth of God’s Word.

All students admitted to Texoma Christian School must agree to accept and to comply with the responsibilities and privileges of enrollment in TCS. In addition, parents of students must also agree to cooperate with the school administration and faculty to help their children reach their academic potential and meet the school’s educational objectives.

## **Statement of Faith**

Texoma Christian School endorses the Statement of Faith of the *National Association of Evangelicals*. Biblically based and evangelistic in nature, the following statement establishes a foundation for TCS families from a variety of Christian denominations:

- *We believe the Bible to be the inspired, the only infallible, authoritative Word of God.*
- *We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.*
- *We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.*
- *We believe that for the salvation of the lost and sinful people, regeneration by the Holy Spirit is absolutely essential.*

- *We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.*
- *We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.*
- *We believe in the spiritual unity of believers in our Lord Jesus Christ.*

### **National Association of Evangelicals Membership**

Advent Christian General Conference (1986)	Evangelical Presbyterian Church (1982)
American Baptist Churches USA	Federated Churches
Assemblies of God (1943)	Fellowship of Evangelical Bible Churches (1948)
American Reformed Presbyterian	Fire Baptized Holiness Church of God of the Americas
Association of Free Lutheran Congregation	Free Methodist Church of North America (1944)
Baptist General Conference (1966)	Friends Churches
Berean Fundamental Church	General Association of General Baptists (1988)
Bible Churches	General Conference Mennonite
The Brethren Church (Ashland, Ohio) (1968)	Grace Brethren Churches
Brethren in Christ Churches (1949)	Independent Baptist Churches
Christian & Missionary Alliance (1966)	Independent Churches
Christian Catholic Church (Evangelical Protestant) (1975)	International Church of the Foursquare Gospel (1952)
Christian Church of North America (1953)	International Pentecostal Church of Christ (1946)
Christian Churches	International Pentecostal Holiness Church (1943)
Christian Evangelical Churches of America, Inc.	Mennonite Brethren Churches, USA (1946)
Christian Reformed Church in North America (1988)	Midwest Congregational Christian Fellowship (1964)
Christian Union (1954)	Missionary Church, Inc. (1944)
Church of God (Cleveland, Tenn.)(1944)	Midwest Association of Free Will Baptists
Church of God Mountain Assembly, Inc. (1981)	North American Baptist Conference
Church of the Brethren	Open Bible Standard Churches (1943)
Church of the Lutheran Brethren of America	The Orthodox Presbyterian Church
The Church of the Nazarene (1984)	Pentecostal Church of God (1954)
Church of the United Brethren in Christ (1953)	Pentecostal Free Will Baptist Church, Inc. (1988)
Churches of Christ in Christian Union (1945)	Presbyterian Church in America (1986)
Community Churches	Primitive Methodist Church USA (1946)
Congregational Holiness Church (1990)	Reformed Church in America
Conservative Baptist Association (1190)	Reformed Episcopal Church (1990)
Conservative Congregational Christian Conference (1951)	Presbyterian Church (USA)
Conservative Lutheran Association (1984)	Reformed Presbyterian Church of North America (1949)
Elm Fellowship (1947)	The Salvation Army (1990)
Episcopal Church	Southern Baptist Convention
Evangelical Church of North America (1969)	Synod of Mid-America (Reformed Church in America)
Evangelical Congregational Church (1962)	United Church of Christ of North America (1944)
Evangelical Free Church of America (1942)	United Methodist Church
Evangelical Friends International	United Zion
Evangelical Mennonite Church (1944)	The Wesleyan Church (1948)
Evangelical Methodist Church (1952)	Willow Creek Association
Evangelical Missionary Fellowship (1982)	

### **Admissions Policy**

Texoma Christian School practices a selective admissions policy that is designed to enhance the quality of the student body of the school. The primary criteria for student admission to TCS relate to (1) the willingness of both parents and students to comply with the Christian educational purposes and academic training goals of the school, and (2) the preparedness of parents and students to meet the expectations and requirements of the TCS program — to develop each student’s God-given spiritual, intellectual, and physical potential to influence the world for Jesus Christ.

Applicants are evaluated on the basis of a completed formal application, previous school records, academic subject teacher recommendations, entrance examination, and final interviews with parents and the applicant. Consideration for admission will be based on the following priorities: current TCS enrollment;

current TCS siblings; children of faculty, staff, and board members; followed by all other applicants. Students who apply to TCS from a home-schooling background are required to submit a record of all the courses they have taken with applicable credit information attached. Home-schooling credits cannot transfer in to Texoma Christian School without an attached record of all coursework taken.

### **Policy of Non-Discrimination Regarding Student Admissions**

Texoma Christian School admits students without regard or preference for their race, color, gender, ethnic, linguistic, or religious origins or their socio-economic status. Every TCS student is encouraged and expected to participate appropriately in the privileges, programs, rights, and responsibilities accorded generally to all students through the various activities of the school. In the administration of its educational policies, admissions practices, scholarship, athletic or other school administered programs, TCS does not discriminate on any basis or for any reason.

Furthermore, children of any religion, national, cultural, or racial background are welcome to enroll in the school as long as they and their parents accept the basic position of Texoma Christian School in its efforts to provide a Christ-centered education and Christian training for TCS students. All children are required to take Bible classes and to participate in weekly Chapel services. Admission to the school constitutes a sincere acknowledgment by students and their parents to comply willingly with the school's regulations in all matters of personal conduct and respect for authority.

### **Admissions and Application Process**

1. Application for admission is an online process that can be accessed through our website at [www.texomachristian.org](http://www.texomachristian.org) under the Admissions Department tab. We no longer utilize paper applications. The application will require a non-refundable application and testing fee. Applications which are not fully completed and submitted electronically will not reserve a placement in the applied grade level. In addition to the completed application form, TCS must also receive previous school records, immunization records, and other documentation as indicated on the application.
2. Previous school records must include report cards and copies of standardized test scores. Home schooled applicants must provide the appropriate documentation of all work done. In addition, the application should include any information that provides insight regarding the student's qualifications for admission, such as church and school activities, honor organizations, athletics, community service involvements, and special awards.
3. All recommendations will be treated confidentially.
4. Any requests for financial assistance, if available, must be made at the time of application. Such requests are confidential. Scholarship forms that are incomplete may result in a delay of the admission process. **Only** after all the above requirements are fulfilled will an application be considered complete and ready for consideration.

### **Entrance Exams**

1. All entering Kindergarten applicants are required to take a Kindergarten entrance exam. Results from this exam will be used to determine their readiness for academic Kindergarten.
2. An entrance exam is also given to all first through fifth grade applicants. Should a student require any further evaluation for any reason, TCS reserves the right to oblige such testing at parent's expense.
3. Sixth through twelfth grade applicants will be tested in the subject areas of language, math, and writing.

### **Interviews**

1. When all student application information and examination results are available, the Director of Admissions will schedule a family visit for the parent and student with the Principal.

2. Parents will be notified of the final decision concerning admission. In the event that an opening is not available, parents will be kept advised of the status of the application.
3. Upon acceptance of the student, the parent is required to establish contact with the Director of Finance to complete the arrangement of tuition and fees.

### **Age for School Beginners**

Texoma Christian School requires that all students entering the Early Ed Program must be three or four years old no later than September 1st. TCS will not enroll three-year-old students who are not potty-trained. Gift Year and Kindergarten students must be five years old by September 1st. Children will be tested to determine readiness for Kindergarten during the spring semester of the four-year-old's Early Ed class. New Kindergarten applicants who have not had preschool experience must be tested as well. All other students will be admitted based on previous academic history. Students successfully completing a grade level will be placed (upon admission status) in the next successive grade.

### **Admission of Students with Special Needs or Problems**

Children with special needs (i.e., physical, emotional, social, or learning problems) may be considered for admission on an individual, case-by-case basis. Parents who wish to enroll such children must understand that Texoma Christian School admits children with special needs only as long as faculty and staff members are able to meet the prospective student's regular academic needs without impeding the learning process of other students in the class. The TCS Head of School has authority for making the final decision. Special needs children who are admitted to TCS are admitted provisionally.

The following guidelines are to be followed when considering a child with special needs:

1. Parents of children with special physical needs or handicaps must not expect the school to provide any additional or special equipment.
2. Parents of children with special needs must not expect TCS to provide any additional personnel or staffing needs (i.e., if the child is incontinent and needs special care, the parents would be responsible to provide that care).
3. Every child admitted to TCS must be able to participate in a majority of the school's activities and be able to experience success within the framework of the school's academic and social expectations.
4. The presence of any child with special needs must not detract from the daily program offered in all classes or negatively affect the high achievement standards expected of other students.
5. Currently, TCS has no special staff hired to handle children with special needs, learning disabilities, psychological or emotional handicaps, or other exceptional requirements.

### **School Registration and Pre-Registrations**

Beginning the first school day in the month of February, families of current TCS students may begin their registrations for the following school year on a first-come, first-served basis. Preference will be given to families who have attended TCS the longest. On the first school day in March, registration of new families will begin.

Texoma Christian School offers limited guidance services, certain testing opportunities, and counseling through the office of the school guidance counselor. The guidance counselor is available to serve all students in the school. Periodically, the school guidance counselor will meet with middle school and high school students to assist them in their coursework selection, to inform them of their progress regarding their accrual of graduation credits, to advise them of current information regarding testing, college entry requirements, and vocational aptitude, and to help them plan their curricular choices and diploma programs. The guidance counselor will meet collectively with middle school and high school students each April of the school year to advise and assist them with their pre-registration for next year's classes.

## **Students Entering During the Current School Year**

Registration and material fees remain the same. Tuition will be prorated.

## **Health and Immunization Requirements**

Texas School Law requires that each student's personal immunization record (showing dates and kinds of immunizations received for each student) be retained on file in the school office. All immunizations must be validated by the doctor or health clinic. In accordance with this law, no child will be admitted without certification of the required immunizations. A health form is kept in each student's file. Vision and hearing screenings will be available at TCS each fall for all Pre-school 4s, Gift Year students, Kindergartners, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> grade students (the Health Department will also give vision/hearing tests). Pre-school students must have on file a written statement from a licensed physician who has examined the student within the past year stating that the student is physically able to take part in our programs. Spinal screening is given annually to all 6<sup>th</sup> and 9<sup>th</sup> grade students.

## **Recommended Class Size**

It is the policy Texoma Christian School to maintain limited class sizes in order to maximize the educational opportunities of each student. Accordingly, the Board of Trustees has established the maximum desired class size for each grade level according to the following limitations:

- Early Education: 12/14 to 1 teacher to pupil ratio
- Gift Year: 12 to 1 teacher to pupil ratio
- Kindergarten – 3<sup>rd</sup> grade: Maximum of 18 students per class
- 4<sup>th</sup> and 5<sup>th</sup> grades: Maximum of 20-22 students per class
- 6<sup>th</sup> — 12<sup>th</sup> grades: Maximum of 22-24 students per class

## **Tuition Payments**

Please refer to the current TCS tuition schedule for tuition rates. Parents are reminded that tuition is assessed annually and payable monthly exclusively through FACTS Tuition Management Program. TCS tuition is non-refundable.

## **Non-Payment of Tuition**

The school depends entirely on the regular, faithful, reliable, and timely payment of all tuition and school fees which are used primarily for operational expenses and teachers' salaries. Parents must understand that the school cannot operate without the proper, full payment of each student's tuition account. TCS expects its families to pay their tuition/fees responsibly and when they are due. In cases of anticipated financial stress, the parents should visit or write an explanatory letter to the Head of School without delay.

Parents whose accounts are 60 or more days past due seriously jeopardize their children's opportunity to remain at TCS; such parents will be required to meet with the Head of School to address and discuss this issue. Failure to pay overdue accounts will result in removal of the affected student, and all student report cards, transcripts, and other applicable records will be withheld until the accounts are properly settled.

## **Tuition Assistance**

Depending on availability, Texoma Christian School may extend financial assistance on a limited basis to families who qualify. To apply for scholarships and tuition assistance, parents must complete the Scholarship Application Form available on the school website. Applicants may begin submitting applications in February for the following school year. No family will be considered for financial aid unless all requested documentation has been submitted. The financial aid committee will review all financial aid applications and determine the amount of the award, if any.

Parents who apply for financial aid are also required to submit evidence of financial need, including a copy of their previous year's IRS tax return. Parents should recognize the absolute necessity of applying as early as possible for tuition assistance. During the month of May, the financial aid committee will notify applicants regarding any amount of assistance awarded.

Periodically, scholarship funds may become available at various times during the school year. If a TCS family experiences a sudden, unforeseen financial difficulty, the parents should notify the Head of School immediately and inquire about the possibility of a scholarship award. The application procedure will be the same as explained above. In all cases, the school reserves the right to award or deny scholarship funds as it sees fit. As necessary, scholarship families should be willing to serve the school in a positive and tangible way.

### **Gifts**

Texoma Christian School is funded entirely by tuition and gifts. Gifts of any amount are tremendously appreciated and parents are always encouraged to make such tax-deductible gifts. Please mail tuition and gifts to:

Texoma Christian School  
3500 West Houston  
Sherman, Texas 75092

Individuals who desire to give personal gifts to teachers or to staff members should do so at times other than class time.

### **Athletic Fees**

Students who wish to participate in TCS athletics are assessed an athletic fee and these fees are due and payable in full no later than thirty (30) days after the sport officially begins practice or the student will not be allowed to compete with the team.

### **Additional Expenses**

Occasionally, additional fees must be assessed for certain courses. All such fees are due and payable at the beginning of each semester. From time to time, parents may be assessed other expenses. In elementary school, parents may be asked to help cover the costs of individual class projects or trips that may require the payment of additional fees. In the secondary school (grades 6-12), certain secondary activities (i.e., school clubs, National Honor Society, field trips, etc.) require the assessment of certain initial fees, dues, and other expenses. Academic competitions charge for each event entered. Parents and students are reminded to anticipate the possibility of these additional expenses.

### **All School Parent Orientation**

There will be a Meet & Greet Orientation scheduled in August before the first day of the school year for parents of all TCS parents and students. This meeting serves to generally inform parents about TCS policies and procedures as well as provide opportunities to volunteer for the upcoming school year, and meet the TCS faculty and staff.

### **Parent/Teacher Fellowship**

TCS encourages parents to participate in the Parent/Teacher Fellowship (PTF). Parent volunteers are vitally important for the accomplishment of the school's mission. All TCS parents are encouraged to join the Parent/Teacher Fellowship each school year. PTF serves the purpose to strengthen and enhance all the programs offered by TCS. Many of the extra events would not be possible without the assistance of parent helpers. Each year's plans and activities are announced at the beginning of the school year at the annual Parent Orientation. Parents are invited to become as involved as their schedules allow.

## **Parental Participation in School Activities**

A distinctive difference between Christian and secular education is the partnership between the Christian school and the parents in the home. Parents are welcome to become involved in the various aspects of TCS life. Many of the unique activities of a Christian school are made possible by the voluntary efforts of parents and other individuals.

Parental involvement in the school does much to ensure that the TCS educational program is a rich, total learning experience for each student. Some of the activities of parent-student interaction relate directly to the classroom education of TCS students. For example, parents may volunteer to assist teachers in the preparation of their class materials, by grading papers or monitoring exams, and serving from time-to-time in classroom instruction as substitute teachers. Other opportunities include contributing time as a driver or chaperon for school field trips, helping in chapel services, assembling instructional equipment, working with the students to prepare the TCS yearbook, and volunteering together with the students in the organization and carrying out of school-based social activities.

## **Parent Visitation**

Parents are always welcome to visit TCS during the school day, to visit their child's classroom, to attend a chapel service, and to have an occasional lunch in the cafeteria.

All parents are advised to follow the appropriate protocol for any school or classroom visitations. Visits to a classroom or conferences with teachers should never be unscheduled or unforeseen by the teacher. For security reasons, **all** visitors (including parents) who wish to visit must first register at the main office and obtain a visitor's badge before visiting a classroom or other part of the campus. In advance of their anticipated visit, all parents are expected to call the school secretary in the main office and schedule an appointed time to ensure that their visit does not occur during a quiz, a test, a PE class, or another non-teaching activity.

Parents are advised to respect teachers' needs for daily preparation time, which is limited. Parents should not call, speak to or interrupt a teacher during class time. Conferences with teachers (either before or after school) should be scheduled through each individual teacher. Parents should make every effort to keep their visits brief and to the point.

Please note: It is absolutely essential that parents refrain from visiting with or conferring with teachers at daily dismissal time. Parents who wish to speak with a teacher should set up an appointment to meet with that teacher at another time. TCS teachers are on duty at daily dismissal time, and they should not be distracted from preserving the safety of their TCS students.

In addition, it is especially helpful if parents would refrain from visiting with each other in the parking lot at arrival or dismissal time. Not only does this increase congestion in the parking lot, but such activities increase the potential for inadequate or improper supervision of TCS students and can lead to an accident during that time. TCS especially appreciates parents who understand and cooperate with this request so that the risk of accidents can be minimized.

## **TCS Communication Policy**

Texoma Christian School believes that open communication between parents and the school is vitally important. It is the school's desire and intent to keep the lines of communication open and free flowing at all times. Official information is communicated in a variety of forms, including open letters, student communication books, handbooks, the annual school calendar, the *Talon* (the TCS weekly newsletter), the TCS website and Renweb.

TCS has established a designated line of authority for the appropriate treatment and solution of communication problems. In order for the school family to operate in harmony, should your child come home complaining about a policy or a matter of discipline, please follow this procedure:

1. Make every effort to give the school the benefit of the doubt.



2. Remember that students do not always have full access to all the facts or complete information surrounding the situation. Your child's report may be incomplete or possibly emotionally biased.
3. Recall that the school has specific reasons for its rules. The rules apply across the board to all students, and the school does make every effort to enforce them without favor.
4. Do not discuss the matter with another parent or individual without attempting to resolve the issue first and directly with the responsible person.
5. Try to support your child's teacher and the school; please call the teacher for any information that might help to clarify all the facts.
6. If necessary, make an appointment with the teacher to resolve the issue.
7. Please remember the Matthew 18 Principle. If you cannot resolve the matter with the teacher (or another TCS individual), please make an appointment with the appropriate Principal who will make every effort to correct the situation. If the issue still cannot be corrected at that level, then all the affected parties should visit with the Head of School.

### **Campus Buildings and Grounds**

Texoma Christian School is especially blessed to have its own campus. To maintain the buildings and grounds properly, it is the responsibility of each teacher, student, parent, and staff member to cooperate in the following ways:

1. Place all trash in proper receptacles. If you see trash on the floor or the grounds, please don't wait for someone else to pick it up. Take pride in your school and pick up the trash and put it in its proper place.
2. Report all emergency maintenance problems to the main office immediately (e.g., water leaks, dangerous situations, etc.).

Remember, a clean campus is everyone's responsibility, not just the custodian's.

### **Campus Visitors**

For security reasons, **all** visitors (including parents) who wish to visit must first register at the main office and obtain a visitor's badge before visiting a classroom or other part of the campus. Teachers must schedule all classroom visits and observations. All student guests of TCS students must be approved by the school administration at least one day prior to the scheduled visit.

### **School Traffic and Parking**

All TCS personnel — students, faculty, and administration — are required to secure a free TCS parking permit before parking in the TCS parking lot during school days. Students must obtain and complete the proper forms to be assigned an official parking space. Parked cars found in the TCS lot without a TCS parking permit may be cited and subject to a \$10 fine. Students who fail to park in their assigned parking spaces may be cited and subject to a \$10 fine. Seniors may be granted certain parking privileges.

All parents and students should be aware of the driving, traffic, and parking regulations of TCS. Some parking spaces designated as *reserved* in the TCS parking lot have been purchased annually and are reserved specifically for them. Other spaces are reserved for school personnel. Please respect these spaces and refrain from parking in them at all times.

### **No Drop-off or Pick-up Zone**

Parents and students are reminded that students are never to be dropped off or picked up anywhere at or near the north entrance of the gym and school kitchen. Among other purposes, this area is used by large

trucks for commercial deliveries to the cafeteria, and the presence of students in this area is extremely dangerous for members of our student body.

### **Attendance Policy**

Education requires continuous instruction, student participation, classroom interaction, learning experiences, and study in order for students to reach their maximum potential. Tardiness and absence are detrimental to academic achievement. Research shows that poor attendance is directly related to unsatisfactory academic achievement. Students with good attendance records have a better chance to achieve higher grades, to enjoy school, and to learn the responsibilities necessary for independence and success in later life.

It is required that all students have good attendance. Each day of our school year is important. The curriculum builds precept upon precept. Frequently, what happens in the classroom cannot be duplicated at home. Except for rare and unusual circumstances, families need to take their vacations during school holidays and breaks. Unusual circumstances must be handled in compliance with TCS policies and procedures (i.e., any family travel during school days must be requested in writing two weeks prior to absence in order to be excused). It is unfair to expect a student to catch up easily after being gone for an extended period of time.

**At TCS, an Upper School student is absent for the entire day if he or she misses two or more class periods on any given day. A student will be counted absent for a half day if he or she misses one class period on a given day.**

**An elementary student is absent for a half day if the student comes to school after 10:00 a.m. or leaves before 12:00 noon.** Records of students who miss class one or two class periods for a scheduled appointment will be kept and the number of class periods will be tabulated and recorded at the end of each grading period.

Texas state law requires that a student attend 90% of the required school days in each class each semester to receive credit for that class. For example, if there are 89 required school days first semester and 86 required school days second semester, a student must attend 80 days during the first semester and 77 days second semester to receive credit for attendance.

If a student falls short of the 90% attendance requirement during the first semester of school, the student will be placed on academic probation. To receive credit for the year, the student's first semester absences and the second semester absences will be averaged. The total shall not be less than 90%. Failure to comply with this attendance requirement may result in the student not being allowed to attend TCS the following school year. Students whose attendance records indicate they have received 5 unexcused absences will be referred to the Attendance Review Committee. The committee will make recommendations for possible disciplinary probation.

With the exception of Dual-Credit students who have classes at Grayson College, normally, all students in grades 6-12 must be on campus at all times during school operation. All students are expected to be in their assigned classes and classrooms; students are not to wander or mill around. Students who are assigned to a study hall are expected to be present in study hall and use that time specifically for study. Study hall students may not leave the classroom or the campus. Students caught skipping their study halls or scheduled classes face the possibility of lowered grades and other subsequent disciplinary action, including the possibility of suspension from school.

### **Tardies**

Parents are asked to help by making sure that their children arrive on time (the doors open at 8:00 a.m.). Each student needs to arrive on time and be in his seat no later than 8:15 a.m. Teachers will record all tardies. Tardies will carry over from one grading period to the next.

**3 unexcused tardies = ½ day unexcused absence.**

Because a tardy student disrupts a class already in progress, 6<sup>th</sup>-12<sup>th</sup> students arriving at school more than 5 minutes late must report first to the office and request an admittance slip by providing an explanation or note from parents for tardiness to be excused.

**3 tardies will count as a half-day of absence.**

**Excused Absences**

When a student is absent due to illness or family emergency, parents **must** call the office to report the absence. After two days of illness, parents should arrange to pick up missed class work and assignments from the teacher. Parents should help their children make up their missed assignments as soon as possible. Whenever a tardy or absence occurs due to sickness or unavoidable circumstances, the parent must communicate by a written note or phone call explaining the situation.

Consideration will be given to special circumstances such as prolonged illness that requires hospitalization (or bed rest as determined by a physician), death in the immediate family, or other family emergencies. Any student who falls into one of these special categories may appeal to the Head of School for consideration. Illnesses such as colds, flu, etc., are not considered to be unusual circumstances.

- Personal illness
- Serious illness/death in the immediate family
- Weather/road conditions
- Other unusual situations as approved by the Head of School
- Medical/dental appointments require a note from the doctor. Parents are strongly discouraged from making appointments during school hours.

**Unexcused Absences**

If a student is absent from class due to reasons other than illness or family emergency, or if the preceding guidelines about excused absences are not followed, the absence is considered unexcused. Classroom instruction will not be repeated for unexcused tardies or absences. The result can be lower grades for your child. As with all absences, class work should be completed as soon as possible, and it is the responsibility of the student to do all the work. The teacher is not responsible to provide class work in advance, but the work will be collected and distributed upon the student's return.

Families are strongly encouraged to make their trips and to take their vacations only during TCS scheduled student holidays. On the other hand, family trips that are impossible to schedule during TCS student holidays (i.e., "once in a lifetime" opportunities) may be considered by the administration as excused absences if parents submit a request form at least two weeks prior to the trip. Should the trip not be approved as excused, the affected student will not receive credit for any days missed. Days absent will be considered in the 90% attendance policy even if the absence is excused. TCS teachers reserve the right to require students to complete all work missed during the absence. Students are responsible to obtain and complete all missed assignments or make-up work from their teachers.

Any other reason not listed above will be considered unexcused. All absences require the student to have a note signed by the parent when he or she returns to school explaining the reason for the absence. To enter class, middle school and high school students (6<sup>th</sup> — 12<sup>th</sup> grades) must obtain an admittance form, and the student must present the note to the school office when he or she returns to school. These slips are signed by the classroom teachers and returned to the school office.

Students who must leave school during the day for a scheduled appointment **MUST** bring a note from a parent and the parent must sign the student out at the school office when the child is picked up. All students must check back into the office when they arrive after missing part of the school day.

Any student arriving or leaving campus at any time other than the normal arrival/departure times must check in and out of the school office.

## **Make-Up Work**

Make-up work is required for all absences; however, students may not receive credit for unexcused absences. Students must make up all work in a time period equal to the number of days absent (i.e., if a student misses three days of school, he or she will have three days to make up missed assignments). Students are encouraged to stay after school to make up tests or quizzes. If a student misses more than two days of school, the parent may call the school office and request make-up work for that student. Parents may pick up assignments in the school office.

## **Achievement Testing**

Each spring, all TCS students in Kindergarten through 12th grade are administered the TerraNova 3 *Achievement Test*. Online access for test results are provided to parents. If parents would like a conference to review the results or to ask questions concerning their children's progress, they should schedule an appointment with their child's teacher. Students in grades 3, 5, 7 and 9 will also be administered the *InView Abilities Test*. Test results are used to determine student progress and to review and address TCS curriculum needs. High school students will be given the *PSAT* each October.

## **Chapel Services**

Chapel services for both divisions of the school are regularly scheduled. Chapel is a time for collective praise and worship through interaction, music, prayer, and teaching from the Word of God. Students are expected to demonstrate respect and reverence during chapel time and to participate personally in chapel activities. Chapel is considered a vital part of every student's overall school experience and spiritual development. Student attendance for chapel is mandatory as with any other class. Parents are always welcome to attend TCS Chapel services.

## **Emergency Drills**

TCS practices drills for fire, tornado, lockdown, and other emergencies. Students are evacuated to the parking lots for fire and to the locker rooms in the gym for tornado. Students remain in their classrooms during a lockdown situation. Fire drills are practiced monthly, a tornado drill is practiced once a semester and the emergency crisis lockdown drill is executed once a year in the fall usually in September.

## **Emergency School Closing**

TCS closings or delays for inclement weather are based generally on the decisions made by the Sherman Independent School District. However, the TCS administration may also take into consideration the needs of its broader constituency throughout North Texas. In every case, the guiding and paramount consideration for closing or delaying TCS classes will focus on the ultimate safety of TCS students.

When bad weather is foreseeable, a Renweb Parent Alert will be sent to all parents. In addition, weather-related closings or delays of TCS classes are announced on KXII Channel 12, KTEN Channel 10, posted on our school website, our Facebook page and announced on the voice mail system of the school telephone; by calling 903-893-7076.

## **Phone Calls and Messages**

Before school begins in the morning, parents should make prior arrangements to implement any after school plans they may have for their children (i.e., car pools, going home with friends, etc.). The school cannot interrupt class by taking individual and private messages to children. Please do not call to speak to a teacher during class time. The secretary will leave messages in teacher mailboxes; teachers are required to check their mailboxes before leaving the campus. Teachers will be glad to return a phone call after 3:30 p.m.

## **School Telephone**

TCS requests that all parents make every effort to send their children to school with lunch money, all necessary supplies and school-related equipment, all completed homework assignments, etc. Because

the school office is already a very busy place, and because TCS personnel must ensure that all students are spending their time learning in the classrooms, the school discourages and limits the use of the school telephone by students during school hours. However, in cases of urgency or emergency, students may obtain permission to make telephone calls to their parents from the school's main office. Athletic students who need to call home may use the telephone in the coaches' office with their permission.

**Textbooks**

TCS loans textbooks to its students and expects them to care for them by keeping them covered at all times and not marking in them (students may write in consumable materials; teachers will advise students regarding those texts). Parents will be billed for all lost or damaged textbooks. A book must be paid for before another is issued or before report cards or records may be issued.

**Withdrawals from TCS**

TCS families are obligated to commit themselves to a full-year enrollment. Tuition is an annual charge which is payable for a full school year; it is carefully budgeted. Tuition helps to pay salaries and expenses. If a family finds it necessary to withdraw a student before the end of the school year, tuition fees are still owed for the rest of the uncompleted year. If a Pre-school child is withdrawn, payment is due for the entire month in which the child was withdrawn. If possible, a month's notice is requested when a Pre-school student withdraws so that the child's vacancy may be anticipated and filled as quickly as feasible.

***MINIMUM STANDARDS FOR ALL TCS STUDENTS***

**Academic Standards**

TCS is committed to excellence in its academic program. Students are taught in a traditional teacher-based, classroom setting. At TCS, teachers concentrate not only on what children learn but how they learn. This process encourages cooperative learning, and it includes critical thinking, problem solving, and discussions. The student is also encouraged to acquire essential learning skills, cooperative social behavior, an appreciation of the arts, good study habits, and physical coordination. The curriculum for each grade level is designed to meet and/or exceed the requirements of the *Texas Education Agency (TEA)* and the standards of the *Association of Christian Schools International (ACSI)* and *AdvancED*.

**Grading Policy**

Report cards and progress reports will be posted on Renweb on specific dates outlined in our school calendar. Parents are encouraged to schedule conferences with teachers to discuss a student's progress at any time during the grading period.

TCS Grading Scale

<u>Number</u>	<u>Meaning</u>	
90-100%	Excellent work	A
80-89%	Superior work	B
70-79%	Average work	C
0-69%	Failing work	F
I	Incomplete work	

## **Academic Integrity**

TCS expects its students to maintain high Biblical standards of personal and academic conduct. Students are presumed to pursue academic excellence by being disciplined, applying themselves and cultivating the talents and abilities God has given them. Teachers strive to teach in a manner that encourages and engages students to reach their God-given potential within an environment conducive to spiritual growth and academic achievement. If a student chooses to compromise his or her integrity through any form of deception or academic dishonesty, TCS will address the academic misconduct and seek to reconcile the student with his or her wrongdoing and provide restoration for moving forward. Teachers who have reason to believe that a student has engaged in cheating or any other act of academic dishonesty are required to communicate their suspicions with the student and the Principal, who, after investigation, will recommend the appropriate action to be taken.

### **Academic misconduct includes, but is not limited to, the following:**

**Cheating** is defined as copying from another student's written work, computer files, or material from devices including the unauthorized use of cellular telephones, calculators and other electronic tools. Cheating also includes knowingly buying, selling, stealing or using the contents of a test or other unauthorized assignments and submitting the work as the student's own original work. Teachers who have reason to believe that a student has engaged in cheating or any other act of academic dishonesty are required to communicate their suspicions with the student and the Principal, who, after investigation, will recommend the appropriate action to be taken.

**Plagiarism** is defined as the use of another person's original thoughts, ideas, software, and/or intellectual property. It includes writing as one's own without giving credit to the true author or creator. Universally, plagiarism is considered cheating or lying, and students who engage in plagiarism will be subject to a range of academic disciplinary action that includes, minimally, the loss of credit for the questionable work; the maximum penalty could result in the student's expulsion from TCS.

### **Academic Probation**

To receive satisfactory course credit for the school year, the student's average grade for both semesters must be at least 70% or above. If a student's average for both semesters results in a failing grade, the student must repeat the semester in which the failing grade was earned (in some cases, the student may be required to repeat both semesters).

Any student who fails to attain the required 70% mastery of any subject area during the first nine-week grading period is considered an "at risk" student. The parents will receive a notice from the school. Students who fail to attain the required 70% at the end of the first semester will be placed on academic probation. To receive credit for the school year, the student's second semester grade and the first semester grade average must be 70% or above in all subject areas. Students who fail to meet these requirements will not be allowed to attend Texoma Christian School during the following school year. Teachers of enrichment classes will give grades in those classes.

### **Lifestyle Statement**

Texoma Christian School seeks to provide an environment consistent with the school's biblical positions. As such, TCS has certain responsibilities and concerns that other schools may not address when considering a student's conduct or attitude. Texoma Christian School faculty and students must present themselves as representatives of Christ (Colossians 3:23). A TCS student is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority and a commitment to follow the Matthew 18 principle when an issue arises with fellow students, faculty and administration.

Part of this ethical and moral policy expects students to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct includes, but is not limited to, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Romans 1:21-27; I Corinthians 6:9-20). TCS believes that biblical marriage is limited to a covenant relationship between a man and a woman.

A TCS student will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from school. It is the goal of TCS that each student will have a lifestyle where " ... He might have the pre-eminence." Colossians 1:18.

TCS students agree, upon acceptance to the school, with the above statements, and agree to meet the moral integrity standards and Christian role model lifestyle requirements of TCS.

### **Interpersonal Relations at Texoma Christian School**

Respect: All individuals at Texoma Christian School should recognize that every person in the school is made in the image of God and is loved by Him. As such, each individual before God has value, worth, and dignity. Therefore, every person in the school is to be treated with appreciation and respect. At TCS, people are not to be used, abused, or taken advantage of.

Trust: This is a relationship that develops slowly between students and other students, between students and teachers, and between faculty members and their colleagues. Trust increases when people are honest with and considerate of each other about everything that is said or done. Trust is easily destroyed when someone does or says something to breach that trust.

Love: Genuine love is not a sentiment, nor is it selfish. Based on selfless giving, love is a deep relationship of commitment that intensifies over a period of time and results in sacrificing one's own desires to meet the needs and desires of the one who is loved. We are commanded to love all people.

Purity: Not only actions but also thoughts come under the scrutiny of God's Spirit. Purity is removed and separated from that which is tainted or dirty. Any thought or action is impure if it promotes the priority of selfish and lustful desires above a personal concern for others.

Obedience: School rules, which are made for the fulfillment of scriptural, parental, or academic objectives, should be observed and obeyed willingly and cheerfully.

Maturity: Taking responsibility for one's own thoughts and actions is a clear demonstration of maturity. Moreover, mature individuals learn from their own mistakes, and they accept the consequences of their actions. Maturity is the proper growth of a child into true manhood and womanhood.

Testimony: The character and the image that a Christian maintains, and that which TCS inherits as a result of the activities of its students, is initially a reflection of our Lord's work in this area, and ultimately of our Lord Himself. Participation in questionable activities may result not only in casting a stumbling block before other individuals, but also in producing a negative reputation for TCS. Students need to be mindful that TCS always stands in the public eye, and it is the responsibility of every member of the TCS family to insure that the people of North Texas develop the most favorable impressions of our Lord, our school, and our work.

### **General Expectations**

Attending Texoma Christian School is a privilege, and it is assumed that, upon admission to Texoma Christian School, every student not only desires to attend TCS but also seeks to uphold and maintain the school's high standard of personal conduct. Parents and students are expected to realize that maintaining an orderly atmosphere in the classroom and school is critical to the learning process, and they should support the order and discipline necessary to achieve success in the educational process. TCS adheres to the biblical principle that parents are ultimately responsible to correct any on-going behavioral problems their children might display. In our partnership with parents, the school administration and faculty are committed to address all patterns of student misbehavior and to assist parents in correcting problems in a positive and constructive manner. Thus, only a minimum of disciplinary action should ever be necessary at any time.

All TCS students must behave and conduct themselves in a way that promotes a positive learning environment, physical well-being, and personal character development. TCS students are expected to act

like young ladies and gentlemen. The results of a student's actions and communication should always bring credit to his or her family, appreciation for and admiration to TCS, sensitivity for the community of Sherman and North Texas, and honor to Jesus Christ. Students are expected to come to school and to class ready to work. TCS students should focus upon preparedness for learning — the ability to come to class consistently with the proper preparation, right textbooks, all assigned homework papers completed, and notebook paper, pens, pencils, etc. In addition, students are expected to demonstrate care for their school in the classroom, cafeteria, gymnasium, in the hallways and along the walkways, restrooms, playground, and throughout the campus at all times. Students should maintain neat and orderly work areas, desks, gym lockers, classrooms, and backpacks.

Texoma Christian School recognizes that the Bible does not specifically address all social practices. However, the Scriptures do advocate the practice of self-restraint in activities that may be offensive to others. In cases of uncertainty, the school administration has the authority and the responsibility to determine all practices that it considers questionable. The administration is obliged to repudiate such practices, to reprove offenders, and if necessary, to remove from the school any student who participates in dubious behaviors. Thus, Texoma Christian School requires its students to obey willingly all the rules, policies, regulations, and guidelines of the school. Parental cooperation and student compliance will help to ensure that every student attains the goals and objectives of the school.

### **Behavioral Policies and Conduct**

Students are expected to exercise neatness and cleanliness in their use of the building, the classrooms, all work areas, and restroom areas. Monitors may be assigned in each class to carry out routine duties as required by the teachers. Students must keep their desks clean, neat, and orderly in appearance. School property and furniture is not to be marked on or defaced in any way. No unauthorized posters, drawings, or pictures may be used to decorate student areas (inside or outside) without permission. The school administration reserves the right to check or inspect student lockers periodically without any announcement.

Students are expected to sit properly, to contribute regularly and positively to the class discussion, to show genuine respect for the teacher and for other students, and to refrain from making any unnecessary and annoying disturbances of any type. Mutual respect and maturity should characterize all relationships between students and teachers. Whenever members of the administration and/or guests enter the classrooms, all students should stand together and greet them politely in unison.

Students are expected to treat all TCS faculty and staff members graciously, courteously, and with professional respect. This applies to all secretaries, elementary and high school teachers, administrators, facility and cafeteria workers, parents, volunteers, etc. Students are not to address TCS personnel by their first names. Teachers are always to be addressed as "Mr., Mrs., Miss, or Dr.," as applicable. Students are required to respond appropriately with good manners to teachers and administrators (i.e., to say "yes sir" or "no sir;" and "yes ma'am;" or "no ma'am").

Students are prohibited from eating in the classroom except for certain special activities as planned and directed by the classroom teacher. Students may bring and use their water bottles in class as long as they do not become a distraction.

Students are prohibited from chewing gum anywhere on campus. This rule applies in all classrooms, the library, the gymnasium, the cafeteria, the playground, the parking lot, and the schoolyards.

Students are expected to demonstrate care and respect for all school resources, textbooks, library books, computers, equipment, appliances, and facilities, as well as to care for the property of others. Damages of any kind must be reported immediately to a teacher or to the Principal. Charges may be assessed to students who are responsible for damaging any TCS property.

All TCS students must be mindful of their character and reputation when socializing on the internet and maintaining personal websites. Communication of any kind posted by TCS students on the internet or on their personal web pages that are found to be questionable, offensive, or that produce a negative reputation for them or the school may be suspended or expelled from school. Students also understand and agree that TCS shall have the right to monitor or examine any electronic device at the school or any TCS activity.



Additionally, TCS may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking, for example "Facebook" or "Instagram" or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos.

TCS does not admit female students who are pregnant, and any female student who becomes pregnant during the school year will be required to withdraw immediately. The TCS school administration is obliged to inform parents of any information it receives regarding a girl who becomes pregnant. Parents of a TCS student who becomes pregnant during the school year are accountable for their financial commitment to the end of the school year.

Possession of pornographic materials in any form is inappropriate and unacceptable for TCS students. Students who use school computers to access the Internet for illicit purposes may be expelled from school. Furthermore, the Bible clearly condemns the attitudes and the actions of scorn, mockery, greed, jealousy, envy, pride, lust, bitterness, spitefulness, and uncontrolled anger, as well as every spirit of criticism, hateful prejudice, and unwillingness to forgive others. Fighting is not tolerated at Texoma Christian School. Students who fight may be suspended or expelled. Each of these, whether in word, deed, act, thought, or attitude, is wrong and harmful for all TCS students.

All TCS students are required to abstain from the use of alcohol, any form of tobacco, and any drugs not prescribed for them by a physician. Texoma Christian School practices a no-tolerance drug-abuse policy. The school is required by law to report any abuses or drug violations to the local authorities. No student may sell, distribute, administer, give to, or share any drug or medication with another student. If a physician has prescribed any medications for a student, parents are responsible to inform the school, which maintains a record of such prescriptions on file in the main office. Any abuse or violation of this policy may result in the student's expulsion.

Students are expected to eat lunch in the cafeteria. Students are to eat their lunches only in the cafeteria or designated eating area — not in the classrooms, the gym, or anywhere else. After eating lunch, students are not to leave the cafeteria until the dismissal bell rings unless given permission by a duty teacher.

Students are expected to respect areas that have been designated for faculty and staff use only such as teachers' desks, the faculty lounge, storage rooms, heating, mechanical, custodial, and janitorial areas.

Students are not to open classroom windows without a teacher's permission.

Ordinarily, students are never to be dismissed from class to loiter, wander around, visit or meet other students, leave campus, disturb others, go to the gym or weight room without the permission of the principal. Students are never to be left unsupervised in any area.

Study hall students are to remain in study hall for the duration of the class, and they are expected to study. They are not to be dismissed. Under ordinary circumstances, students are not to be dismissed from class early.

Students are expected to walk quietly along the walkways and in any hallways and to obtain permission to leave the classroom. No student may ever run in halls or along the walkways. Students are never to jump over the side railings along the walkways to take short-cuts.

Public displays of affection by TCS students are inappropriate.

TCS encourages its students to practice discretion in selecting their forms of entertainment.

### **Code of Conduct: 24/7**

Students are expected to represent TCS in a positive manner even when they are not on school grounds or attending school functions. Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus for during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Code of

Conduct or draws attention to TCS in a negative manner which may result in disciplinary action or a student's dismissal from school.

### **Personal Possessions**

Students are required to leave at home any personal possessions that are unrelated to learning. All weapons, including ammunition, clubs, chains, guns, rifles, paintball guns, soft air guns, shotguns, stun-guns, zip guns, short-barrel firearms, aerosol cans, electric shock equipment, explosives, fireworks, chemical dispensing devices, ropes, knives (including pocket knives), daggers, swords, razors, dice, playing cards, dominoes, laser pens or pointers, and any other devices that might be used to threaten or injure anyone are strictly prohibited anywhere on campus, including in student cars.

Students may not be in possession anywhere on campus of any kind of alcohol, drugs, tobacco products, marijuana, controlled or volatile substances, or chemicals, glues, liquids, gels, aerosols, or vapors that can be abused as a drug.

### **Cell-Phones and Similar Devices**

The use of cell phones, pagers, and other similar devices is distracting in a school setting. Because cell-phones can be used to access the Internet and to transmit messages, pictures, text, etc., for both honorable as well as questionable purposes, their use must be restricted. The use of cell-phones is absolutely prohibited anywhere on campus during the hours of school operation (i.e., when classes are in session). Students who own cell phones and similar items must keep them turned off during school hours. Students will be required to put their cell phones in a basket **or other area designated by the teacher** at the beginning of each class period. Cell phones may be picked up at the end of the class period.

Parents: please cooperate with this policy; do not allow your child to talk with you **or text** on his or her cell phone during school hours. If necessary, students may obtain permission to make telephone calls to their parents from the school's main office. Failure to adhere to this policy may result in the confiscation and examination of applicable equipment. Confiscated devices will be turned into the administration and will be returned to a parent/ guardian. **Repeated offenses will result in assigned early morning or afternoon detention.**

**In addition to the current policy regarding cell phones, please be advised that there will be zero tolerance in regard to any student caught video-taping or recording with his or her cell phone or any other device without the permission of the classroom teacher. The cell phone will be confiscated and students will be required to check their phone into the office before school each day and pick it up at the end of the day for 4 weeks.**

### **Other Possessions**

In addition, all student-owned personal equipment (i.e., iPods, MP3 players, tape recorders, CD players, radios, televisions, skateboards, surfboards, electronic games, toys, other games, cards, balls, etc.) **should not be brought to school except with the permission of the classroom teacher or at the written request of a teacher who agrees to supervise their use.** If students are found in unauthorized possession of personal equipment unrelated to school or to learning, faculty members may, for a limited time, confiscate student property considered inappropriate for school. Confiscated student property will be turned into the administration and will be returned to a parent or guardian. Repeated offenses will result in assigned early morning or afternoon detention.

### **Discipline**

Texoma Christian School exists to help each student reach their God-given potential spiritually, intellectually and physically to influence the world for Jesus Christ. We believe it is essential that we provide a safe, secure school environment and Christian atmosphere that sets appropriate boundaries and implements expectations for behavior so learning can be maximized.

We recognize that we are all sinners saved by grace who are continually striving to live a life that honors the Lord with all we say and do. We also recognize that there are times when students will fall short of the expectations, and as the Lord disciplines the ones He loves (Hebrews 12:6) we also want to lovingly restore students through correction and redirection according to God's Word.

Appropriate discipline and order must be maintained for the benefit of all. The majority of all discipline problems are to be handled by the teacher at the classroom level. Teachers are required to manage their students with genuine Christian love but with godly firmness. Appropriate forms of teacher discipline include informing students of the classroom rules, reminders, counseling, verbal warnings, reproofs, reprimands, application of the tally system, and parent conferences. However, if routine disciplinary measures are ineffective or insufficient, or if serious problems with any given student occur, the classroom teacher will refer the matter to the attention of the Principal for administrative counseling and disciplinary action, as necessary.

If the problems with the student persist, the Principal will notify the student's parents. Should a student's conduct become disruptive and uncontrollable, or physically endanger others in the classroom, TCS reserves the right to remove and/or dismiss that pupil from school without refund. Parents should always advise the school if a child's normal routine at home is disturbed or upset.

Discipline for misbehavior should be fitting and will be administered in light of the student's problem and attitude. All discipline will be based on biblical principles (i.e., punishment, restitution, personal apologies, restoration of fellowship, lingering attitudes, etc.). In some cases, it may be necessary for the Head of School to determine the nature of discipline applied. The Head of School may require restitution, assigned work, a parent's attendance during the school day with his or her child, or any other measures consistent with biblical guidelines that may be deemed appropriate.

### **Conduct Infractions**

Serious behavioral infractions may result in suspension, withdrawal, or expulsion of the student from school. Such problems include:

1. Any intentional form of dishonesty or deception.
2. Disrespect for all persons (including other students, teachers, and parents) and any property, including the property of others as well as TCS property. The correct principle to employ is as follows: *"if you don't own it, don't touch it without the owner's permission."* It is disrespectful to hit, kick, punch, push, or shove other students, to tease them spitefully or to pull their hair. Students are expected to follow a teacher's instructions and directions carefully. Failure to follow directions or instructions also shows a complete disregard for the individual who provided them.
3. Rebellion, insolence, unnecessary noise-making, constant interruptions, blatant disobedience, not listening, or not paying attention in class. This includes complaining, fighting, displaying negative attitudes, repetitious scolding, mocking, sarcasm, rudeness, ignoring a teacher or another student, and showing contempt toward others.
4. Inappropriate speech, obscene language, swearing, cursing, and taking the name of the Lord in vain.
5. Any immoral conduct (including written or verbal references), offensive physical gestures or contact, requests for sexual favors, or any wanted, unwanted, or intimidating sexual overtures directed toward another person are strictly forbidden.
6. Students should be advised that public displays of affection by TCS students toward other TCS students anywhere on campus at any time are inappropriate. TCS students are required to practice restraint and refrain from any public displays of affection (i.e., including hugging, holding hands, kissing, improperly touching another person whether wanted or unwanted, etc.).
7. Any student who criminally assaults another student or TCS employee verbally or physically will be referred immediately to the administration for disciplinary action or maybe referred to the authorities for criminal prosecution in appropriate situations.

8. Harassment will be referred immediately to the Principal or authorities. Harassment may be, but is not limited to verbal attacks, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, arrogance, intimidation, physical assaults, contact or violence.

### **Disciplinary Probation**

The Principal may place a misbehaving student on disciplinary probation, which is intended to give that student sufficient time and opportunity (i.e., from nine to eighteen weeks) to correct his or her problem. Disciplinary probation may be given for any of the following types of misconduct:

1. Continued disobedience after repeated warnings.
2. A rebellious spirit, which is unchanged even after counseling.
3. A continuing negative attitude or a negative influence among other students in the school.
4. Chronic negligence concerning class work and/or homework.
5. A serious breach of conduct that adversely affects the testimony of the school.
6. Failure to comply with the disciplinary procedures of the school.

A student is placed on disciplinary probation by decision of the school administration. An administrative conference will be scheduled with parents to notify them and the student of the reason for probation. If the student fails to make satisfactory progress during the probationary period, the administration may recommend suspension or expulsion of the student from school.

### **Administrative Discipline**

In certain cases, the Head of School will determine the nature of discipline applied. The Head of School may require restitution, extra assigned work, a parent's attendance during the school day with his or her child, or any other measures consistent with biblical guidelines that may be deemed appropriate.

### **Early Dismissal**

Texoma Christian School operates a closed campus. For the safety and well-being of all students, teachers may not release any student without prior notification from the main office. To receive an Early Dismissal Form, students must present to the school office a note signed by a parent or guardian explaining the reason for an early dismissal. The Early Dismissal Form must reflect official TCS approval and be presented to the classroom teacher. Parents who want their children dismissed early must sign a release of liability for students leaving the campus early. Regardless of grade, any student who departs early from school must sign out of school with the school secretary in the main office.

### **Uniform Dress Code Policies**

Because our students are representatives of TCS, our commitment to excellence includes a concern for their outward appearance. The purpose of the TCS uniform dress code is to reflect our uniqueness as a Christian school, to dignify our school in an exemplary manner before others, and to set forth a balanced standard for the benefit of TCS families.

### **Uniform Dress Code Rationale**

A neat, attractive appearance among students helps to identify and distinguish any school. Educational research shows a correlation between student dress and demeanor. As a result, many of the nation's public schools are beginning to follow the lead of private, Christian schools by implementing dress codes and uniform policies into their own instructional programs.

### **Uniform Dress Code Support**

The TCS Board of Trustees, the administration, the faculty, and TCS parents have all indicated their support and appreciation for the TCS uniform dress code. To ensure that the uniform dress code functions successfully, all constituents of the school need to work together to support it. For this reason, we expect the full cooperation and assistance of all TCS parents and students regarding the stated policies of the uniform dress code. Please make every effort to cooperate and to support Texoma Christian School in the implementation of its uniform dress code.

All parents should ensure that their children understand and comply properly with the TCS dress code and uniform policy. Parents should check their children daily before they leave home for school. Before purchasing any article of clothing for their children, parents should give careful attention to these guidelines. By working together in a common partnership, we can all help our student body to observe the TCS dress code successfully and to help each student avoid violations.

### **Uniform Dress Code Guidelines**

TCS Pre-school and Gift Year students do not wear uniforms. Parents of such students should dress their children in comfortable clothing suitable for indoor and outdoor activities. The child should be able to manage his or her own clothing without assistance. Children should wear tennis shoes or sneakers with backs (i.e., with some form of built-in heel support).

Through its uniform policies, Texoma Christian School seeks to instill in all students a sense of order, neatness, modesty, and pride as well as the intent to honor and glorify God by their outward appearance. The TCS student uniform is properly worn when it draws no undue attention to the one who wears it. In general, the uniform consists of products marketed officially by Land's End. Both companies produce high quality garments that last, and Land's End reimburses TCS 3% annually for all uniform purchases made. Please note: All TCS uniform skirts, skorts, and girls cropped pants (i.e., girls Capri pants) must now be purchased from Land's End. All pants and shorts must be purchased from Land's End or from retailers who sell virtually identical products. Their catalogs are available in the school office. Uniform-type red, black, or white polo shirts may be purchased from any local retailer (i.e., Dillard's, Sears, Target, Wal-Mart, etc.).

### **Please be advised that the following guidelines govern the way students are to wear their school uniforms for the upcoming school year:**

1. Students may wear only approved uniform clothing to school. Students who wear anything other than approved clothing may be sent home to change into a proper school uniform and will receive a uniform violation. All time missed from class for uniform violations will be unexcused.
2. Mondays through Thursdays are specifically designated as school uniform days. On those days, school uniforms must be worn properly. Any student who violates the uniform dress code in any way (including shirt tails not tucked in) or receives a uniform violation for any reason will automatically forfeit the privilege of wearing jeans and a TCS T-shirt on Friday and must dress in the school uniform that day. Such students will report to the teacher that issued the violation during class on Friday. Repeated uniform violations will also result in assigned early morning or afternoon detention.
3. All clothing must fit appropriately. Neither the uniform nor any of its components may appear saggy, baggy, too tight, or too loose. Shorts, pants and skorts must be worn at the waist.
4. All uniform clothing must be clean and in good condition; clothing should have no exposed tears, cuts, rips, splits, hanging threads, or shreds. Dirty, unkempt, and untidy dress is a uniform violation. Fashion damaged clothing (especially jeans) will not be considered in good condition.
5. **Logos:** All uniform-type polo-shirts (i.e., red, white, or black) are required to have a school logo (sewn-on patch or embroidery, located on the upper left chest). In addition, high school students (i.e., grades 9-12) may wear the school's initials (i.e., cTs ) embroidered on their polo shirts in lieu of a sewn-on or

embroidered logo or patch. School logos or TCS initials may not be attached temporarily, pinned on, or merely stuck on with Velcro.

6. **Red Polo:** All students must have at least one red polo-type, uniform shirt displaying a sewn-on school logo (either patch or embroidery, located on the upper left chest) for field trips and special days.

7. **Pants:** For both boys and girls—all pants (other than girl's cropped pants) must be the same style as Dockers and purchased from Land's End or from retailers who sell virtually identical products. Uniform pants may be khaki or black in color, smooth fabric, plain or pleated. Khaki is not white, cream, wheat, or off white in color. Pants may not be styled like ordinary jeans. Students may not wear cargo pants of any color or any kind of pants with side pockets or thigh pockets. Dickies® brand shorts are permitted as long as the tags are removed. **Straight style pants are acceptable, but not the slim style (skinnies) that are tight around the ankles.** Yoga pants and leggings made out of nylon, polyester, spandex are not acceptable under any circumstances.

8. **Jeans:** Blue jeans, denim shorts, or denim skirts may be worn on Fridays. They must be clean, neat, well-fitting blue denim designed in typical jeans fashion. Jeans may not be frayed, ruffled, torn, split, tattered, dirty, baggy or saggy. **Skinny jeans that fit tightly around the ankles are not acceptable, but straight style jeans may be worn.** Jeans may not have side or thigh pockets. They may not be cargo pants. They must be worn at the waist, and they may not hang down on or below the hips.

9. **Skirts/Skorts:** Girls may wear approved skirts or skorts. If girls wear skirts, they must be Land's End plaid, black or khaki, and they may be boxed or pleated. Skorts must be khaki or black. Skirts and skorts may not be ruffled, split, slit, or fringed. Jumper, skirt and skort lengths should not be shorter than 2-3 inches from the floor when kneeling.

10. **Jumpers:** Elementary girls may wear TCS plaid, khaki, or solid red jumpers that are approved by Land's End only.

11. **Cropped Pants:** Girls may wear khaki or black girls cropped pants (i.e., capri pants). No other color is allowed. Girls cropped pants must fit down to below the knee. They must not be jeans or spandex. Girls cropped pants may not be fringed, ruffled, split, slit, or too tight.

12. **Shorts:** Students may wear black or khaki walking shorts, plain or pleated as purchased from Land's End, or from retailers with virtually identical products. No other shorts are approved. Students may not wear cargo shorts or shorts with side or thigh pockets. Shorts may not extend beyond the knee, nor may they be baggy, saggy, or bulky. Shorts length should not be shorter than 2-3 inches from the floor when kneeling. **Short shorts will not be permitted.**

13. **Shirt tails:** For both boys and girls—shirts must always be tucked (in the classrooms and all class areas, in the library, on the wooden and concrete walkways, in the cafeteria, at chapel, in the parking lot, etc.) This includes shirts worn under sweaters, sweatshirts, and jackets.

14. **Shoes:** Students may wear athletic shoes, black or brown leather shoes or sandals with the uniform. Additionally, red, white, black or brown "Croc" style shoes may be worn. Shoes must be clean and neat and otherwise appropriate. Students may not wear house shoes/slippers, flip-flops, combat or military style boots. Girls in 5th grade or below are prohibited from wearing "high heel" style shoes. Students should not wear shoes which appear to be designed to draw excessive attention to themselves.

15. **Boots:** Several years ago revisions were made to include black, brown or tan Ugg boots or suede type boots for girls. The boots should not be worn above the knee and should not be distracting in color or style

such as fringe, sequin, sparkle, fur, buckles, bows or large tassels. Students may not wear combat or military style boots.

16. **Belts:** For both boys and girls—all pants must have belt loops, and students in grades 3 to 12 must wear a belt, preferably leather. Belts must be flat or woven leather belts with basic buckles. Belts should not be overly distracting or flashy. Belts are not required for students in kindergarten – 2<sup>nd</sup> grade.

17. **Outerwear:** **Only solid white, black, gray or red jackets**, TCS sweatshirts and TCS issued letter jackets are acceptable outerwear but should not be worn habitually in the classroom. **Only TCS approved hoodies will be allowed to be worn on campus. Name brand hoodies such as American Eagle or Nike, or college or team sport favorites are not acceptable.** Heavy coats (non-TCS) should only be worn outside and for the purpose of protecting the student from rain, snow or freezing temperatures.

18. **Turtlenecks:** All red, white, or black turtleneck shirts that are visible from the waist up must display a TCS logo (sewn-on patch or embroidery, located on the upper left chest). If red, white, or black turtleneck shirts are worn under a TCS shirt or a sweatshirt, they do not need to display the school logo.

19. **Sweaters:** Plain, solid colored sweaters may be allowed to be worn without a patch. White, black, red and grey solid cardigans or sweaters with a boat neck, V-neck or crew neck may be worn with uniforms and are not required to have the TCS logo on them.

20. In any and all cases of doubt or question, the school administration reserves the right to determine if a student is in violation of the uniform policy. Accessories or items in question should compliment the uniform and not distract or draw attention to the student's appearance.

Note: Additional guidelines may be set forth during the school year as deemed appropriate.

#### **Additional Student Appearance Standards:**

Hair should always be clean and neatly groomed. Boys' hair may not be colored or dyed. Girls' hair should be natural in color, including highlights. Boys' hair should be kept so that it is out of the eyes, off the collar, and above the ear lobe. Boys' sideburns should be no longer than the bottom of the ear lobe.

Parents should ensure that their children's hairstyles are not distracting and do not interfere with the learning environment. Unusual hairstyles (Mohawks, logos, manes, etc.) are prohibited. Feathers and colored streaks worn in hair are also not acceptable.

**Girls may wear nylon stretch fabric headbands that are solid red, black, white or grey only.**

TCS students are not allowed to display visibly any tattoos or body piercings. TCS boys may not wear earrings at any time while on the TCS campus or during any school-related event. TCS girls may wear no more than two earrings per ear. No student may have any visible piercings other than earlobes for girls. Girls may wear earrings as long as the earrings are not distracting, outlandish, or dangerous. No other piercings are allowed. Any jewelry and other adornment that is distracting to others or presents the possibility of a safety concern to anyone will not be permitted. Boys may not wear beards, goatees, or mustaches; they must be clean shaven. Neck chains worn by boys should be simple in design. Boys may not wear heavy chains or use wallets/key rings with heavy chains. Dangly, spiked, or oversized jewelry will not be allowed. Any type of wristband or bracelet or other jewelry with inappropriate, suggestive or offensive messages are not acceptable.

Hats, caps, and sunglasses are not to be worn in the buildings or on the boardwalks.

### **Logos and Embroidery Assistance**

Patches may be purchased for \$1.00 each at the front office to be sewn on required uniform items. Parents may also obtain sewing and embroidery assistance for school logos and uniforms at the following locations:

Germaine Designs Embroidery  
211 South Burnett Avenue  
Denison, Texas 75020  
Phone: 903-465-5590

Mac's Shirts and More  
213 East Lamar  
Sherman, Texas 75090  
Phone: 903-271-6071

Risk Shoe Store  
102 South Crockett  
Sherman, TX 75090  
Phone: 903-892-2238

### **Field Trips**

Field trips are an integral part of the academic curriculum. ***Since field trips are a privilege, students may be prohibited from attending based on their conduct and/or academic standing.*** When students enroll at TCS, their parents are required to complete a permission form for field trip transportation. This form is kept on file in the school office. Parents will be informed in advance of any field trips that might be scheduled. **In compliance with the state law, TCS requires that students use a booster seat when traveling on a school field trip. Once a child is 4'9" or 100 pounds they can use the adult safety belt if it fits them properly.**

### **Parent Chaperone Guidelines**

Texoma Christian School deeply appreciates the participation of its parents in all the activities that occur throughout the school year. Schools simply cannot function effectively without the participation of their parents and constituents. The following guidelines are designed to establish consistency across the grade levels regarding parental involvement and the school's expectations of their responsibilities.

Officially and legally, TCS teachers are in charge of field trips and all extracurricular activities. They will establish or approve itineraries and agendas for all trips. Teachers will collect all monies in advance, and a school check will be issued. For legal reasons, parents must comply with these regulations. The school must have a photocopy of a valid driver's license, proof of valid insurance and a completed background check form in the office before any parent may drive for a school trip. **Parents that plan to accompany their child's class on a field trip but are not driving are still required to complete forms for a background check and be approved prior to the trip.** All vehicles should operate on the "buddy" system, and car phone numbers should be exchanged. All drivers should follow the approved route as outlined on the map given to them prior to departure. Field trips are designed for the education and enrichment of the students. Teachers are responsible for assigning students to individual cars. Any parent



who provides assistance is expected to cooperate fully with teachers to ensure a safe and enjoyable time for all participants.

Only DVD/video tape movies that have been pre-approved (through the same process for showing DVDs in the classroom) will be approved for long distance field trips in cars driven by parent volunteers. Movies other than G-rated movies will not be allowed for field trips around town and to the metroplex.

Younger students are not permitted to accompany parents on field trips. Please respect this as siblings can be distraction for teachers and students, they may take away from the trip for the intended sibling, and cause liability for the school.

### **Health and Safety**

TCS students who have colds, fever, infection, or illness should stay at home to safeguard the health of others. A child should be free of fever (without medication) for at least 24 hours before he/she returns to school. Simple first aid will be administered to minor injuries.

If a child simply does not feel well and has no fever or other symptoms, it is usually wise to send the child on to school. Parents will be contacted if any symptoms develop.

### **Prescribed Medicine**

1. Parents are reminded that TCS must receive a medical release form signed by the parent, legal guardian, or other person having legal custody before any medication can be administered.
2. When sending non-prescription medication, include a written request stating dosage and time to be given.
3. If a physician has prescribed any medications for a student, parents must inform the school. When prescription medication is given, it must be in the original container and labeled. Prescription medication must be signed into the office.
4. A member of the administrative staff will administer the medication. Any medication sent without proper written instructions cannot be given.
5. Students must not attempt to administer either prescription or non-prescription medications to themselves or other students. Any abuse or violation of this policy may result in the student's expulsion.

### **Homework**

Texoma Christian School operates as an academic institution. Although TCS offers many different activities and programs, the school's main focus is to train students and prepare them for university admission and for the world of work. Thus, it is the chief purpose of TCS to maintain high standards for its academic program, of which homework is an integral part. The TCS Board of Trustees, administration, and faculty all recognize the inherent value of homework, and TCS teachers are skilled in assigning it. However, parents are encouraged to understand that the TCS faculty also works very hard to ensure that students receive homework assignments that are effective for learning, moderate in duration, and constructive in quality.

Elementary students may be assigned approximately 30 to 60 minutes of homework each evening. Fourth – fifth grade students should expect about an hour of homework each evening. Parents of elementary students should sign the daily homework assignment sheet or planner. Completion of homework is necessary for each child to progress normally with his or her class. Parents should make every effort to support TCS in the matter of homework so that students can achieve and maintain the high academic standards befitting Texoma Christian School.

All sixth – twelfth grade students should anticipate approximately one to two hours of homework each evening. High school students who enroll in Pre-AP, AP, and/or Dual Credit college courses must be

prepared to accept the rigors of advanced coursework and/or college-level classes. Special projects, such as extra reading, lengthy writing assignments, research, and science projects, may require additional time and attention in order to accomplish high quality work. Teachers are under no obligation to provide time in class for reading assignments.

Please be advised that teachers of sixth – twelfth grade students are not obliged under any circumstances to accept late homework (except in the case of excused absences), for which students should rightfully receive a zero for their homework grade. Each teacher will decide his or her own classroom penalty for students who fail to submit homework or who submit late homework. As a general rule, the administration recommends that teachers who demonstrate mercy for late homework should limit the student's maximum grade for a late assignment to 70.

### **Lost and Found**

Students should mark all personal items with their names. Money and other valuable items should not be brought to school as TCS cannot be responsible for student's belongings left around the school. Found items will be placed in a Lost and Found area. Students may check in the gym or the office to determine if their lost items have been turned in. Lost and found items not claimed within one month may be discarded.

### **Lunch/Snacks**

Texoma Christian School makes every effort to work together with a broad variety of parents, all of whom have many different ideas about what they and their children should or should not eat. Parents should be aware that, in every area of public service, TCS attempts to accomplish the best objectives that will satisfy the most individuals in our diverse community. Parents are responsible for the nutrition requirements of their own children.

Hot lunch is offered five times a week for K-12 students. Lunch menus and prices will be posted on RenWeb. The hot lunch coordinator plans the menus. TCS greatly appreciates parent volunteers who help with the serving and clean up. Volunteer parents must be certified as a food handler and must not bring Pre-schoolers. The Grayson County Health Department does not allow children in the kitchen (their presence in the kitchen is unsafe).

Students may bring a sack lunch if they prefer. In grades K-5<sup>th</sup>, food that requires heating should not be brought. Please include a napkin and drink with the lunch. Ice water will be provided, or students may purchase milk. Please send lunches in the morning. Please do not ask the office to deliver fast foods to your student at lunchtime. Occasionally, parents are invited to join their children for lunch. Parents who do so should advise their child's teacher if they want to order a hot lunch. Please try to provide a two-day notice.

### **Party Days**

Several times during the year, Texoma Christian School schedules special ceremonies and observances. Parents should be willing to assist and help provide special treats and favors. Classroom teachers may schedule class parties for Pre-school through 5<sup>th</sup> grades. With administrative approval, middle school and high school teachers may choose to sponsor class parties for grades 6-12 students. Invitations to outside parties may be distributed in class only if all students (i.e., all girls, all boys, or both) are invited.

### **Holidays and Parties**

TCS does not recognize or celebrate Halloween in any way in the classrooms or on the campus. Christmas parties should emphasize the Christ Child and not Santa. To prevent problems, gifts should not be exchanged among students.

## **Classroom DVD, Film, and Video Policy**

From time to time, teachers at Texoma Christian School schedule the showing of certain films, videos, DVDs, etc. to their classes. All films shown in the classroom must meet the criteria stated in the TCS video policy, as approved by the school administration. Any film not rated "G," requires that teachers provide advanced information to their students' parents about the film, its rating, etc., and obtain parental permission before students may view the film. Parents who prefer that their children not view a film for whatever reason may elect to do so. Teachers will provide such students with an alternative assignment and they may not penalize any student for not watching the film.

## **Policy for Distribution of Information**

TCS does not distribute information about community or personal events through the office or individual classrooms. (The only exception is a birthday invitation if everyone in the class is invited). A poster or flyer regarding the event (no larger than 11" x 14") may be submitted to the administration for approval. Upon approval the poster may be displayed on a bulletin board or other designated places on campus for the week preceding the event.

## ***SPECIFIC INFORMATION FOR ELEMENTARY PARENTS AND STUDENTS***

### **Arrival/Drop-off and Pick-up/Departure of Students**

For security and other reasons, parents and other individuals authorized to drop off or pick up TCS students are required to mark their cars with a TCS decal placed in the lower left corner of the rear window of the car. These stickers are available through the TCS Main Office in the Administration Building.

### **Morning Drop-off**

Extended Day and Prime Time students may be dropped off as early as 7:30 a.m. at the Extended Day building. Pre-school students must be brought into the Extended Day building and signed in.

Pre-school 3's and 4's who are not enrolled in the extended day may be dropped off as early as 8:00 a.m. at the Extended Day building. Please do not drop off your Pre-schooler unless you can see the aide.

Kindergarten through 5th grade students (not enrolled in AM Prime Time) should be dropped off no earlier than 8:00 a.m. **There is no teacher on duty until 8:00. Please do not leave your children before that time.** Between 8:00 and 8:10, students should report to the teacher on duty in Room 5. After 8:10, students may go directly to their classroom. **For classroom management, traffic flow problems, and for safety reasons we request parents not gather outside the classrooms on the boardwalks prior to the first bell.**

Students are not to be dropped off or picked up anywhere at or near the north entrance of the gym. This area is used by large trucks for commercial deliveries to the cafeteria, and the presence of students in this area is potentially dangerous for our student body.

### **Afternoon Pick-up**

Teachers will oversee their students as they go to their cars. When possible, students will be grouped by carpools. Ordinarily, older elementary students who ride with a younger child in a carpool should go to the area where the younger child is to be picked up.

Students in Pre-school, Gift Year and Kindergarten should be picked up in front of Extended Day building.

Students in second through fifth grade will be picked up in front of the Administration building.

If your child is supposed to ride home with someone other than his usual ride, please notify the school office or the classroom teacher in advance by written note. TCS does not release its students to an unauthorized

person. Please make sure that the person's car is marked with one of the TCS decals. We reserve the right to ask for photo ID as identification any time the teacher is unfamiliar with the person picking up one of our students before releasing the child.

### **Parking Lot Traffic**

Parents of PM Pre-school, Gift Year, Kindergarten, and 1st grade students will drive to the end of the driveway and pull up in front of the Extended Day building.

Parents of second grade through fifth grade students should drive around the circle in front of the Administration Building (not all the way to the end).

Parents please do not let children load or unload before reaching the drop off and pickup areas. The two circles have to yield to each other as they make the turn. Please do this patiently and fairly.

### **Late Pick Up Procedures**

Extended Day/Prime Time students are to be picked up no later than 5:30 p.m. A \$5.00 charge will be added at 5:35 p.m. and another \$5.00 charge will be added for every 10 minutes thereafter until the student is picked up.

Parents of elementary and secondary students (not in Extended Day or Prime Time) who are not picked up by 20 minutes past the dismissal bell may be assessed a fine. Parents must come to the Administration building to ask for their child and may be asked to pay a late fee of \$10.00.

Exceptions to this policy may be made if a serious, unavoidable emergency has caused the parent to be late. Parents should make every effort to call the school and explain why the child will be picked up late. Please understand that this policy is for the safety and well-being of TCS students. TCS cannot be responsible for children after 4:00 p.m.

Teachers responsible for activities that require after-school practice times will notify parents and students of practice schedules. Parents have the responsibility to pick up their children promptly after each practice. At no time will a student be allowed to remain on campus after 4:00 p.m. unless he or she is directly involved in a scheduled practice or a school related event.

### **Birthdays**

Birthdays are special for children. Working together with parents, TCS is pleased to include something additional or special on the child's birthday. Please don't be too elaborate. A special cookie and a pretty napkin make a party! We prefer no cupcakes or cakes because they are messy. A child whose birthday is in the summer months may celebrate a special "pretend" birthday party during the school year. Please do not send invitations to school for a birthday party unless every child in the class is included in the invitations.

### **Parent Helpers**

TCS Kindergarten and elementary school welcome regular parent helpers. Pre-school will use parent helpers periodically. Also, parents will be asked to help with celebrations or holiday parties. Opportunity will be given at the Parent Orientation Meeting and at the home visit to volunteer. Parents can especially help TCS in the area of transportation.

### **Grandparents Day**

This is a special day of celebration and thanksgiving in recognition of all TCS grandparents. A special program is planned for the entire elementary school. Students who do not have grandparents available are encouraged to bring a special, "older friend," to be a substitute grandparent. Grandparents Day is scheduled on the school calendar.

## **Physical Education**

Each school day includes some physical exercise for all students. The P.E. schedule includes a structured time of teaching games and sports, good sportsmanship, physical skills, and opportunities for free choice play. P.E. teachers are expected to work with grades 1-5 each day. Kindergarten students will meet with their P.E. teacher one time per week, and the Pre-school classroom teacher will supervise other P.E. activities. P.E. and athletic activities should involve a variety of all sports and games, and no preference is to be given to any sport, game, or student in the TCS P.E./Athletic program.

## ***SPECIFIC INFORMATION FOR SECONDARY PARENTS AND STUDENTS***

### **Arrival/Drop-off and Pick-up/Departure of Students**

All sixth – twelfth grade students who arrive at school between 8:00-8:10 should be dropped off at the **west entrance** to the gym and report to the teacher on duty at the gym. There is no teacher on duty until 8:00. Please do not leave your children before that time. Students are never to be dropped off at or picked up from the north entrance of the gym (i.e., next to the TCS kitchen). Frequented by heavy trucks loading and unloading, this location is dangerous for students. The entrance is to be used by TCS personnel only, and it also serves as an emergency exit from the gym.

### **Afternoon Pick-up**

All sixth - twelfth grade students should be picked up at the north end of the campus in front of the upper campus classrooms.

### **Parking Lot Traffic**

Parents of sixth – twelfth grade students should pull into the drive way on the north side of the school in front of the upper school classroom. Please be very careful and patient as you pull back into the main stream of traffic.

### **Late Pick Up Procedures**

Secondary students who are not picked up by 3:45 p.m. will be supervised, and their parents may be assessed a \$10.00 late pick-up fee. Parents must come into the building to pick up a child after 3:45 p.m.

Exceptions to this policy may be made if a serious, unavoidable emergency has caused the parent to be late. Parents should make every effort to call the school and explain why the child will be picked up late. Please understand that this policy is for the safety and well-being of TCS students. TCS cannot be responsible for children after 4:00 p.m.

Teachers responsible for activities that require after-school practice times will notify parents and students of practice schedules. Parents have the responsibility to pick up their children promptly after each practice. At no time will a student be allowed to remain on campus after 4:00 p.m. unless he or she is directly involved in a scheduled practice or a school related event. On game days, students who participate in sports activities must leave campus after school and return at the appropriate meeting time (unless other arrangements are made by the coaching staff).

### **Tally System Procedure**

TCS utilizes a tally system to monitor student conduct. Any teacher may issue a tally to any student. Students who misbehave (i.e., through any form of disrespect, disobedience, or negligence) will be given an electronic warning (i.e., a tally) for their misbehavior. Tallies are not given for first period tardies nor are they used for academic errors (i.e., failure, low grades, homework not turned in, etc.). The parents should receive an email notifying them about the tally. Students who accumulated tallies during a week's time may be assigned additional consequences according to the following chart:

Tallies	Detention	Suspensions
0-3	0	0
4-6	1	0
7 or more	2 or more	1 or more

### **Detention**

The Principal is responsible for assigning detention. Students who receive three tallies in one week may be assigned to detention. All class work and homework will be unexcused. An accumulation of excessive tallies may result in detention and /or suspension from school.

Detention may be administered before school from 7:00 – 8:00 a.m. or after school from 3:15 - 4:15 p.m. Any student assigned to detention automatically jeopardizes his eligibility to participate in athletics or extra-curricular activities for a specified time. Students assigned to detention are not excused from detention to participate in other school activities or an after school job. Upon assignment to detention, a student who fails to report will receive an additional detention. Continued failure to report to detention will result in suspension from school. Students who do not respond properly to the disciplinary system may face additional suspension or possible expulsion from school.

### **Lockers**

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school administration without the permission of the student at any time when, at the sole discretion of the school administration, they deem it necessary to do so. Students must understand clearly the following guidelines:

1. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
2. Students should not enter anyone else's locker without permission from the student who is assigned to that locker.
3. The school is not responsible for lost, stolen, or damaged goods belonging to students.

### **TCS Philosophy of Academic and Athletic Competition**

Texoma Christian School is a member of and competes in the *Private Schools Interscholastic Association* (PSIA) and the *Texas Association of Private and Parochial Schools* (TAPPS) organizations. As such, our school subscribes to, is governed by, and follows the schedules and regulations of these institutions. As an educational institution, TCS emphasizes its interests in and concerns for academic excellence. Nevertheless, TCS also supports the importance of developing the whole student, and it accentuates the nature and values of fairness, competition, sportsmanship, and athletic competition. TCS views both academic and athletic competition as important.

It is the purpose of TCS to offer its students as many opportunities for extracurricular academic and athletic competitions as possible and to encourage full student participation in both. Our goal is to enhance the development of all TCS students to excel in as many areas as they can. While winning is important, TCS believes that the values of teamwork, practice, and sportsmanlike conduct are paramount and that students can learn much from both winning and losing. All can participate, but not everyone can always win. For this reason, the school desires that its students and their parents work together to consider their school work, family life, and other obligations that can be affected by participation in athletic competition. Parents and students are encouraged to prioritize their interests and abilities with a balanced view regarding what the student can and should do. Students who make the choice to compete must also understand the implications and consequences of the choices they make.

In both academics and athletics, the TCS program seeks to be unifying, developmental, inclusive, and sportsmanlike with a view toward attaining excellence. Above all, academic and athletic coaches should encourage full participation among the entire student population to build a lasting and effective program, to offer competitive opportunities for the most participants, to teach them cooperation, fairness, and respect for all, and to prepare them for life in the real world, while simultaneously making every effort to win, if possible.

### **Academic and Athletic Eligibility**

We set high standards for student competition in extra-curricular activities at Texoma Christian School. To participate in interscholastic sports, PSIA, or TAPPS academic competition, or other extra-curricular activities, students must continually maintain passing grades in all classes that are necessary for credit, and they must demonstrate conduct both on and off campus that honors the name of Jesus Christ. Any student athlete or scholar who receives one failing grade on their 9 week report card in any one subject necessary for credit will temporarily lose his or her eligibility to participate in competitive sports and other extra-curricular activities. If any student fails two or more subjects the student will be ineligible according to the TAPPS guidelines. Students who lose their eligibility by failing one or more subjects may continue to practice with the team, but they may not compete inter-scholastically nor will they be permitted to travel with the team nor be with the team in the bench area during the game.

According to TCS policy, the penalty for ineligibility resulting from failing one subject will begin on the first Monday following the report cards being issued. The ineligibility will continue for a period of five school (Monday morning through Friday evening) days to allow the ineligible student time to improve in the marginal class. According to TAPPS policy, if a student receives two or more failing grades on a report card, he or she will become ineligible for 10 days which will allow the ineligible student time to improve in the marginal classes. If a student's semester grade is failing, then the student may become ineligible for 15 days. If the student raises the marginal grade(s) to an acceptable passing level, the student will be reinstated to eligibility on the first day after the period of ineligibility ends. If a student receives an Incomplete on his or her report card, the student becomes ineligible until a passing grade is earned.

If any student (middle school or high school) is failing two or more subjects at report card time, then the first period of ineligibility is ten school days. If the student has not raised the grade(s) to passing after the first period of ineligibility, a second period of ten days will be imposed. If two successive periods of ineligibility prove to be ineffective in assisting a student to improve in a marginal class, the student will lose his or her eligibility to compete inter-scholastically for the rest of the 9 week grading period.

Students are responsible to work together with their assigned classroom teachers to raise any marginal grades to an acceptable, passing level before they may return to inter-scholastic competition. The athletic director is responsible to provide coaches regular updates regarding each player's academic eligibility to participate.

If a student misses two or more class periods, and is determined to be "absent" according to school policy, then the student is not eligible to participate in extra-curricular activities for that entire day.

### **Guidance Services**

#### ***Academic Guidance Services***

Texoma Christian School offers limited guidance services, certain testing opportunities, and counseling through the office of the school guidance counselor. The guidance counselor is available to serve all TCS students, especially middle and high school students. The guidance counselor is pleased to assist students in their college, university, and career planning, graduation requirements, accrual of graduation credits, class deficiencies, the Duke Talent Program, transcript requests, and most standardized testing procedures, including the ACT, PSAT, SAT, etc. Secondary students are encouraged to visit the school guidance counselor regularly. Students are also encouraged to talk with Teachers and Administrators in order to learn more about the curriculum and course offerings.

**STAYING INFORMED:** Students are informed annually about course offerings, graduation requirements, and recommended courses for students preparing to attend college through classroom visits, parent meetings held each spring and the Texoma Christian School High School Handbook and College Planner available on the TCS website.

### **College Planning and Preparation**

Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with the counselor, so that they may take appropriate timely steps throughout their high school years that will best prepare them for such endeavors. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and scholarships.

**Students and parents are also encouraged to pay close attention to timely email communications from the counselor's office and attend meetings regularly provided with regard to these matters. Diligent pursuit of the steps outlined by the guidance counselor and the TCS High School Handbook and College Planner will be important to successful college planning.**

### **College Visitation Days**

During their junior year, TCS students may be granted permission to be excused from school for a reasonable period of time to visit an out-of-town college or university campus. Please see the guidance counselor and the principal for further information. Please follow procedures for getting approval for anticipated absence. The form is available on our website and in the office.

### **Admission of Students to Pre-AP, AP, and Special Level Programs**

Whenever resources allow, Texoma Christian School offers Pre-AP, Advanced Placement, Dual Credit, and other specialized-level courses. Such courses are designed to prepare students uniquely for the possibility of testing with a view to attain advanced college placement and university credit. For this reason, these courses are especially rigorous regarding the unusually high level of their requirements (i.e., in-class interaction, homework, reading load, writing ability, research, testing, and other standards), and should not be considered by students unless they are willing and able to meet their expectations.

Admission to Pre-AP and AP courses are not automatic. Both parents and students must understand that admission to advanced-level courses entails more than mere registration. It is essential that students who wish to enroll in such courses meet the entrance criteria by establishing and demonstrating the high level of proficiency, the propensity toward scholarship, and the excellence required by the advanced nature of the academic material. The minimum qualifications for student admission to advanced-level courses include (1) recommendation by the instructing teacher; (2) recommendation of the guidance counselor; (3) demonstrate academic strength in the subject area by establishing and maintaining the minimum average of 90 or higher in all previous work in the subject area; and (4) obtaining written parental permission. Additional admission and retention requirements may also apply such as minimum scores on college entrance exams. More information is available from the school guidance counselor.

### **College-Level and Dual Credit Courses**

In partnership with Grayson College, Texoma Christian School is pleased to offer a limited number of college-level Dual Credit courses. Twelfth grade students should discuss their interests in this program with their parents and request specific information (i.e., unique academic requirements; a list of approved courses; eligibility requirements; additional tuition costs; etc.) about the program from the TCS Guidance Counselor. Dual Credit courses are taught by Grayson College Professors and held on TCS campus in a computer lab setting. These courses are supervised by a TCS faculty member who serves as a teaching aide and liaison with the Grayson professor for each course.

To participate in the program, Grayson College required students to complete a dual credit permission form with the TCS school counselor, obtain acceptable passing scores on College entrance testing as



outlined by the Texas Success Initiative and meet other Grayson College requirements before being allowed to enroll in any college-level courses. Students may take no more than three dual credit courses per semester without the approval of the TCS Head of School. In addition, they must have the approval of the TCS high school principal and their parents' permission. All additional tuitions must be paid to Grayson County College at the time of enrollment or before, and all TCS students and their parents must recognize that participating students become college students and are treated accordingly. This requires a student commitment to a more rigorous level of academic work which is assumed upon enrollment.

### **Dual Credit Courses (12<sup>th</sup> grade)**

This course work, offered to seniors through our local Grayson College, can potentially award you dual (both high school & college) credit for approved courses taken. Experience has shown wide transferability of this coursework to other colleges; however, it is the responsibility of the student to confirm this with the college of their choice.

To enroll, students must:

- 1) Complete a Dual Credit permission form with the high school counselor
- 2) Complete a Grayson College admissions application
- 3) Pass a college entrance test such as the TSI Assessment, SAT or ACT
- 4) Show proof of meningitis vaccination or submit approved waiver form
- 5) Pay the Grayson College course tuition & purchase text books and class materials
- 6) Must earn a "C" or above to earn high school credit for graduation
- 7) Must earn a "B" or above to receive an "advanced measure" toward the Distinguished Scholars with Honors graduation plan
- 8) Dual credit course(s) must be chosen from the TCS approved list (see below).
- 9) Only courses approved by TCS for dual credit purposes will be recorded on the high school transcript. Additional concurrent enrollment college courses will not be listed on the high school transcript or utilized in GPA calculations.

**Dual Credit Approved Courses:** *3 hr Dual Credit course = one semester high school credit (.5)*

- English (1301, 1302) 6 hours total
- US Government (Govt 2305) 3 hrs
- Principles of Macro Economics (Econ 2301) 3 hrs
- College Algebra, Calculus, Elementary Statistics, (pre-requisite high school Pre-Calculus)

### **Summer College Coursework**

Approved dual credit courses must be completed during the academic school year on the TCS campus. Students may enroll in concurrent college coursework during the summer prior to senior year.

### **Concurrent College Courses:**

These courses provide college credit only and do not provide high school credit. Enrollment for concurrent courses must be completed through the high school counselor. These courses must not interfere with the TCS schedule of classes. Some examples are:

**Refer to the TCS High School Handbook & College Planner for additional information on acceptable test scores, possible tuition exemptions or reductions for Dual Credit Coursework.**

## Policy for TCS Students Who Drive

Parents of students who drive should make sure their children have appropriate insurance coverage. Texoma Christian School liability insurance does not cover students who drive their own cars to and from official school events. Generally, when students must travel officially (i.e., to away games, competition events, etc.), they should travel together utilizing school provided transportation, if possible. In certain cases, the principal may grant permission for students to use their own vehicles for travel provided they maintain their own, sufficient insurance coverage and their parents have signed a release of liability. Copies of these documents must be on file in the main office. Under no circumstances may a TCS student ride along in a vehicle driven by another TCS student unless both students have met the foregoing criteria.

## Academic Policies for High School Students

Students must achieve an average grade for both semesters of at least 70% or above in their course work to earn credit. A failed course does not earn credit and must be repeated. Students who fail to earn credits will be responsible for completing credit recovery coursework at their own expense and on their own time through an alternate resource such as summer school at their local ISD. **Students must NOTE that not all alternate sources of high school credit are accepted by NCAA and other college sport eligibility clearing houses.** It is the responsibility of the student to research acceptable sources of high school credit if applicable. Failure to complete this recovery in a timely manner may interfere with the natural sequence of classes resulting in a student's inability to obtain grade level promotion and graduate on time with his or her current classmates.

Transfer High School Students – Every effort will be made to ensure a smooth transition for students transferring into TCS during the high school years. However, students who have yet to complete coursework as outlined in our annual sequence of courses may be responsible for completing such coursework at their own expense and on their own time through an approved alternate resource. Failure to do so may interfere with the natural sequence of classes and result in student's inability to obtain grade level promotion and graduate on time with their current classmates.

Summer School Credits for Acceleration - High school credits obtained from other high schools during the summer (such as summer acceleration courses at local public high schools) other than course for credit recovery, will NOT be accepted as credit toward the TCS high school diploma.

Report cards will be posted on RenWeb at the end of each quarter on specific dates as listed on the school calendar.

Progress reports will be emailed at specific dates listed on the school calendar midway between each quarter for students that are not passing.

Semester Exams: Semester exam grades may count up to 20% of the semester average. This is determined by each individual teacher.

Exemption policy for fall and spring semester finals: Seniors may be exempt from finals in all classes in which a 90% or above average is obtained. Seniors can be absent no more than four times in a 45-minute class or five times in a 90-minute class for the semester in order to be eligible to be exempt from the final. This includes excused absences, but this does not include absences due to school activities. Students suspended during the semester will not be allowed to exempt any finals. All exemptions are at the discretion of each individual teacher.

## Grade Point Averages

Credits and Grade Point Averages become officially recorded for students in grades 9-12 (including Algebra 1 taken in 8<sup>th</sup> grade). GPAs are used to measure a high school student's academic achievement over time. TCS calculates the GPA according to national standards set by the *National Center for Education Statistics* (NCES) based upon Carnegie Units of Instruction. GPAs are derived from a four-point system based upon the following numerical scale: grades of 90 to 100 earn 4.0 points; grades of 80 to 89 earn 3.0 points; grades of 70 to 79 earn 2.0 points, and grades of 69 or less earn 0 points. No points are earned for failing

grades of 0 to 69. Pre-AP and Dual-Credit college classes earn an additional 0.5 GPA points, and courses classified as AP earn 1.0 additional GPA points.

Grade point averages (GPA) are calculated for each student in grades 9-12 (including Algebra 1 taken in 8<sup>th</sup> grade) at the end of each semester. If a student's GPA drops below 2.0, the student will be placed on academic probation during the following quarter. The Principal will notify the parents in writing regarding their child's change in status. If, by the end of the next quarter, the student's grades do not show improvement, the Head of School will inform the parents and arrange a conference to determine the problem. Students who are on academic probation may be ineligible to participate in any extra-curricular activities.

### **Transfer High School Students and Graduation Transcripts**

Students who transfer into TCS with high school graduation credits from other high schools are subject to the following:

- 1) Transfer students must complete required credits for one of the two graduation plans offered by TCS in order to become a graduate of Texoma Christian School.
- 2) Previous high school graduation credits are subject to the TCS GPA calculation and transcript system including calculation for class rank as set forth in the "Class Rank" policies outlined herein.

### **Class Rank**

Texoma Christian School ranks only the top ten percent of students for the purpose of the current Texas top 10% rule. This policy exists because ranking students in a small pool or number does not fairly and accurately represent the academic achievements of our students. This policy, common to many small schools, is listed on all TCS transcripts and school profile. The Administration retains the right to rank only those who begin attending TCS within the first 2 weeks of their Sophomore year, and complete their Sophomore, Junior and Senior years at Texoma Christian School. Class ranking may be provided to families upon request to the Guidance Counselor via email.

The class rank calculation is based on a numerical scale with the highest numeric grade being 100. Further, it is calculated based on weighted numeric semester grades rather than GPA points. This provides a very specific student ranking. Students who take Pre-AP and Dual Credit courses receive an extra five points per class per semester to be calculated into their rank. AP courses receive an extra 10 points per class per semester to be calculated into their rank. Please note that these extra points are for ranking and GPA purposes only. The un-weighted numeric grades will appear on the transcripts.

Transfer credits are subject to the TCS GPA calculation policies. Weighted credit for honors, pre-AP, AP or "local" credit(s) from other high schools that is not available to TCS students in the annual course offerings for each specific graduation class of students will not be considered during the actual ranking process.

### **Transfer Students – Ranking, Valedictorian and Salutatorian**

Only students who begin classes at TCS within the first 2 weeks of their Sophomore year, and complete their Sophomore, Junior and Senior years at Texoma Christian School will be eligible to be ranked and considered for Valedictorian and Salutatorian honors. Students must complete the highest diploma offered at TCS to be eligible for Valedictorian/Salutatorian honors at Texoma Christian School; the Distinguished Scholars with Honors Diploma for the class of 2019, 2020, and 2021; the Distinguished Scholars for the class of 2022.

In order to allow for a fair and consistent ranking system for all high school students, weighted credit for honors, pre-AP, AP or "local" credit(s) from other high schools that is not available to TCS students in the annual course offerings for each specific graduation class of students will not be considered during the actual ranking process.

## **Class Schedule Adds, Changes, or Drops**

Texoma Christian School makes every effort to prioritize and provide its students with class loads and schedules designed to assist them to complete high school within four years. To accomplish this objective, TCS students must cooperate by completing all the necessary courses. No changes will be made to any student's class schedule for any reason unless the student observes the following guidelines: (1) a student who desires to add or drop any course must first meet with their instructor, (2) next, meet with the TCS guidance counselor to discuss the implications of possible changes to the student's goals and graduation plan and to receive the counselor's recommendation or permission. (3) next, the student must secure written, parental permission to make a schedule change. (4) Finally, the student must confer with the Principal who has the final authority to approve or deny the request for any change. All changes to a student's schedule must be requested within two weeks of the beginning of the semester.

## **Graduation**

High school students and parents are encouraged to stay informed regarding the completion of their individual Graduation Plan. Failure to pass or complete coursework as outlined may result in the student's inability to graduate on time with his or her current classmates. Students that fail more than one course their senior year may not be allowed to participate in graduation ceremonies. Parents and students are encouraged to meet regularly with teachers and counselor to monitor progress. Group guidance meetings are offered to students and parents regularly and individual guidance is available upon request. Academic guidance and college planning resources are sent regularly via email from the counselor to parents and students, based on individual grade level needs. In addition, numerous resources including the TCS High School Handbook and College Planner are available on the TCS website.

Colleges and universities have the right to determine their own admissions requirements. Moreover, the entrance requirements of colleges and universities vary and college entrance is becoming ever more competitive. For this reason, TCS parents and students are strongly encouraged to consider and investigate the entrance requirements of the college or university of their choice early in the high school years so that a more informed course selection and graduation plan choice can be made. Students should consider and investigate the entrance requirements of the college or university of their choice — well before selecting their high school course of studies or a graduation plan.

## **National Honor Society**

Membership in the Texoma Christian School Chapter of the National Honor Society is a high honor bestowed upon a limited number of TCS junior and senior students. National Honor Society (NHS) is more than just an honor roll. The National Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of: Scholarship, Service, Leadership, and Character. These criteria for selection form the foundation upon which the organization and its activities are built. Induction of members will be held each year.

In addition to meeting the above criterion, a student must have completed at least four semesters of high school one of which must be at TCS. Candidates must have at least a 3.5 cumulative scholastic GPA to be considered. A list of potential candidates will be submitted to the high school principal and teachers who will evaluate candidates on their character, leadership, and service. A violation of the TCS code of conduct or of academic integrity may be cause for non-recommendation to or removal from membership in the National Honor Society. Members must continue to meet the standards for nomination and to engage in service-related activities and projects to remain active and to earn the NHS designation at graduation.

## **Valedictorian / Salutatorian**

Senior class Valedictorian and Salutatorian are determined based upon the cumulative numeric weighted semester grades at the conclusion of the eighth semester. To be considered, students must enroll at TCS in the first 2 weeks of their sophomore year and complete their entire sophomore, junior and senior year. Further, to be eligible to be considered for Valedictorian and Salutatorian honors, students must complete the highest diploma offered to be eligible for Valedictorian/Salutatorian honors at Texoma Christian School;

the Distinguished Scholars with Honors Diploma for the class of 2019, 2020, and 2021; the Distinguished Scholars for the class of 2022.

The Valedictorian and Salutatorian have traditionally been given the opportunity to speak at graduation. Since TCS is an evangelical Christian school and promotes beliefs and ideals consistent with its mission statement and with biblical truth, students are required to submit their completed speeches in writing to the Head of School for approval prior to the graduation ceremony. If a student fails to specifically adhere to the pre-approved speech, the microphone will be cut and they will be escorted from the stage, back to their seat with the other graduates. **See specific policy referring to ranking for Val/Sal for transfer students listed herein.**

### **Graduation Ceremony**

The TCS graduation ceremony is usually held the fourth Friday in May. The Board of Trustees and Administration has worked to create a special time of worship and thanksgiving as we celebrate all God has done in the lives of the seniors. All graduates are required to wear the cap, gown, and TCS red sash that are purchased by the school. Students will not be allowed to wear anything other than what the school has designated and ordered.

### **Honors Graduates**

Eligibility is based on the cumulative eight semester grade point average (GPA). A 3.75 GPA qualifies the student as an honor graduate. Note, this should not be confused with the honors diploma "Distinguished Scholar with Honors" which is noted on a student's high school transcript only.

### **Extracurricular Activities**

Students in grades 9-12 have opportunities to participate in sporting and academic events throughout the school year. Parents may be asked to help provide transportation to and from certain extracurricular events for their children. During home and away after-school events, parents are expected to supervise and control their own children; TCS students are expected to follow the same behavioral guidelines that are established for school hours. Students must remain in the gymnasium (or other scheduled location) during events on the TCS campus. Students should not linger in the gym halls, on the walkways, on the playgrounds, or in the school parking lots. Students are reminded that public displays of affection are inappropriate at games and official school events. Any student unsupervised and found in an unauthorized area is subject to discipline and will be required to call a parent for transportation home.

### **Student Council**

The purpose of the TCS Student Council is to encourage good citizenship, school spirit, and harmonious relationships; to promote helpful school and community activities and opportunities for community service; to present student ideas and requests to the administration; and to receive and present administrative suggestions and ideas to the student body. Student Council officers and class representatives are usually elected in the Fall for the upcoming school year.

**Graduation Requirements and Graduation Plan Choice (for the Class of 2019, 2020 and 2021)**

TCS graduation requirements meet and exceed the State of Texas graduation plans described as the Recommended and Distinguished Plans. Both plans are designed to provide courses needed to adequately prepare students for college.

<b>Distinguished Scholar</b>	
(4) Bible	or 1.0 each year enrolled
(4) English	English I, II, III, IV
Social Studies	W. Geography
(4)	W. History
	U.S. History
	Government .5
	Economics .5
Math	Algebra I
(4*)	Geometry
	Algebra II
	Pre-Calculus
*Math is required each year of High School	
Science	Biology I
(4*)	Chemistry I
	Physics I
	4 <sup>th</sup> Science
*Science is required each year of High School	
(2)	Foreign Language (Same Language)
(1)	Fine Arts
(2)	Physical Education
(3)	Electives
<b>Total Credits</b>	<b>28</b>

<b>Distinguished Scholar with Honors</b>	
(4) Bible	or 1.0 each year enrolled
(4) English	English I, II, III, IV
Social Studies	W. Geography
(4)	W. History
	U.S. History
	Government .5
	Economics .5
Math	Algebra I
(4*)	Geometry
	Algebra II
	Pre-Calculus
*Math is required each year of High School	
Science	Biology I
(4*)	Chemistry I
	Physics I
	4 <sup>th</sup> Science
*Science is required each year of High School	
(3)	Foreign Language (Same Language)
(1)	Fine Arts
(2)	Physical Education
(2)	Electives
<b>Total Credits</b>	<b>28</b>
<b>*4 Advanced Measures – see below for details</b>	

**\*NOTE:** The Distinguished Scholar w/Honors Plan choice includes the following additional requirements:

1. An additional year of foreign language (3 years of the same foreign language)
2. Four “advanced measures” obtainable as follows:
  - a) Outstanding performance in Advance Placement and/or Dual credit college course work with a grade of “B” or higher. Note: AP earns one per course; DC earns one per 3 hour course.
  - b) Earning a commended score on the PSAT earns one advance measure (awards one of the four advance measures).

## Graduation Requirements and Graduation Plan Choice (*for the Class 2022*)

TCS graduation requirements meet and exceed the State of Texas graduation plans described as the Recommended and Distinguished Plans. Both plans are designed to provide courses needed to adequately prepare students for college.

<b>Distinguished</b>	
(4) Bible	or 1.0 each year enrolled
(4) English	English I, II, III, IV
Social Studies	W. Geography
(4)	W. History
	U.S. History
	Government .5
	Economics .5
Math	Algebra I
(4*)	Geometry
	Algebra II
	Pre-Calculus
*Math is required each year of High School	
Science	Biology I
(4*)	Chemistry I
	Physics I
	4 <sup>th</sup> Science
*Science is required each year of High School	
(2)	Foreign Language (Same Language)
(1)	Fine Arts
(2)	Physical Education
(1)	Applied Leadership
(3)	Electives
<b>Total Credits</b>	<b>29</b>

<b>Distinguished Scholar</b>	
(4) Bible	or 1.0 each year enrolled
(4) English	English I, II, III, IV
Social Studies	W. Geography
(4)	W. History
	U.S. History
	Government .5
	Economics .5
Math	Algebra I
(4*)	Geometry
	Algebra II
	Pre-Calculus
*Math is required each year of High School	
Science	Biology I
(4*)	Chemistry I
	Physics I
	4 <sup>th</sup> Science
*Science is required each year of High School	
(3)	Foreign Language (Same Language)
(1)	Fine Arts
(2)	Physical Education
(1)	Applied Leadership
(2)	Electives
<b>Total Credits</b>	<b>29</b>
<b>*4 Advanced Measures – see below for details</b>	

**\*NOTE:** The Distinguished Scholar w/Honors Plan choice includes the following additional requirements:

1. An additional year of foreign language (3 years of the same foreign language)
2. Four “advanced measures” obtainable as follows:
  - a) Outstanding performance in Advance Placement and/or Dual credit college course work with a grade of “B” or higher. Note: AP earns one per course; DC earns one per 3 hour course.
  - b) Earning a commended score on the PSAT earns one advance measure (awards one of the four advance measures).

## High School Course Planner

AP Coursework varies based on student interests and resources available.

Credits	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>Bible</b> <i>(1 for each yr enrolled)</i>	Rejoicing In God's Good Design	Gospel of John	Systematic Theology	Apologetics
<b>English (4)</b>	English I English I Pre-AP	English II English II Pre-AP	English III English III AP	English IV English IV Dual Credit
<b>Math (4)</b>	Algebra I Geometry Geometry Pre-AP	Algebra II Algebra II Pre-AP Geometry Geometry Pre-AP	Algebra II Algebra II Pre-AP Pre-Calculus Pre-Calculus Pre-AP	Pre-Calculus AP and Dual Credit Math varies
<b>Science (4)</b>	Biology Biology Pre-AP	Chemistry Chemistry Pre-AP	Physics Physics Pre-AP	Anatomy & Physiology Earth Science AP Sciences varies
<b>Social Sciences (4)</b>	World Geography	World History	US History US History AP	Gov't/Economics Gov't/Econ. Dual Credit
<b>Foreign Language</b>	Spanish I	Spanish II	Spanish III Pre-AP	Spanish IV AP/Dual Credit
<b>Fine Arts (1)</b>			Worship Team Art Theater	
<b>Electives</b>	Worship Team Art Theater Journalism/Yearbook Digital Arts & Media Home Economics	Worship Team Art Theater Journalism/Yearbook Digital Arts & Media Home Economics	Worship Team Art Theater Journalism/Yearbook Digital Arts & Media Home Economics Applied Leadership	Worship Team Art Theater Journalism/Yearbook Digital Arts & Media Home Economics Applied Leadership
<b>Physical Education (2)</b>	PE Athletics	PE Athletics	PE Athletics	PE Athletics



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