



# Parent / Student Handbook

2025-2026

## Town East Christian School

5866 Hwy. 87 East  
San Antonio, TX 78222  
(210)648-2601

### Administration

Dr. Russell Riggs	<i>President</i>
Kevin L. Stephens	<i>Administrator / Principal</i>
Reina Arjona	<i>Office Manager</i>

Town East Christian School is a ministry of Town East Baptist Church. We are a non-profit organization established for the purpose of creating and supporting a Christian school. TECS is accredited by the National Association of Private Schools (NAPS).



**NAPS**

National Association of Private Schools

Dedicated to

**Dr. Joe H. West**

*Our Founder and Fellow Laborer  
For Your Vision and Leadership  
For Your Sacrifice and Conviction  
Good and Faithful Servant*

# Welcome to Town East Christian School

## Where Children Come First

### About Our School

Town East Christian School has a rich history that began in 1969 with the founding by Dr. Joe West and the members of Town East Baptist Church. The school started with just a Kindergarten class and quickly expanded to include K4-12th grade classes. Over the years, the school has grown and developed into a comprehensive educational institution that offers a challenging environment for student growth and success.

Town East Christian School, located in the beautiful River City of San Antonio, TX, is a private, non-profit Day School that receives no government aid of any kind.

ABeka Book curriculum is offered for grades K4-12, and Accelerated Christian Education curriculum is offered for grades 7-12. Both programs operate side by side. All grades are presently meeting in an 11,600 sq. ft. educational facility located next to Town East Baptist Church at the Hwy 87 address. The Day School and the Extended Day School operate as integral, inseparable ministries of the Town East Baptist Church.

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

The school is fully accredited by The National Association of Private Schools (NAPS) and is supported by tuition fees, contributions by concerned Christians, and by Town East Baptist Church. The school's commitment to providing quality education has been evident in its history of nurturing students and faculty alike.

### Mission Statement

**The mission of Town East Christian School is *“to provide an excellent Christ-centered, Biblical education for the development of Christian leaders.”***

Town East Christian School is dedicated to the philosophy that Christ-centered education is the most effective education. We hold that God is central and that everything else exists in relation to Him. Christian education recognizes that children are spiritual, mental, physical, and social beings. This is most important to recognize if we are to train the *“whole student.”*

TECS seeks to develop the whole student to prepare each student to embrace the unique calling God has placed on their lives. As Christians we are commanded to act ethically, to care for our neighbors, and to be good stewards of the resources that God has given us. TECS tries to reinforce these mandates into every program. These programs are designed to guide students in academic success, extra-curricular excellence, and social development with the purpose of equipping students for post-secondary success and Christian service.

TECS holds the belief that diversity is a trait that glorifies God. We strive to reflect our community and maintain a student body that is representative of social, racial, ethnic, and academic differences that exist in our community. TECS desires to be a place where students, parents, and faculty from various backgrounds can come together to glorify Christ in unity.

## Core Values

Town East Christian School is dedicated to a Christ-centered Biblical education that results in:

1. students developing a personal and active faith in Christ, discovering God's will for their lives, and equipping them to carry out their calling (Ephesians 4:12)
2. intellectually equipped students who are prepared to handle challenges they will face in their personal and professional lives (Proverbs 9:9)
3. students who are community-focused in their outlook, intentionally meeting the needs of others (Philippians 2:4)
4. well-rounded students who cultivate their individual giftedness. (Luke 2:52)

## Statement of Faith

The TECS Statement of Faith is built on the fundamental truths of the Christian faith. All TECS administration, teachers, and staff are required to adhere to our Statement of Faith.

### SCRIPTURE

**We believe** the Bible to be the verbally inspired Word of God: the only infallible, authoritative Word of God. It is our supreme and final authority of faith and practice. We use only the King James Version Bible.

(II Timothy 3: 15-17)

### GOD

**We believe** in one God eternally in three persons: Father, Son, and Holy Spirit. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. We believe that the Holy Spirit is the third person of the Trinity, one with the Father and the Son, the indweller of every believer whereby each is sealed unto the day of redemption of the body. His presence in the Christian is the assurance of God to bring the believer into the fullness of the stature of Christ. We believe that the "fullness of the Holy Spirit" is manifested by the fruit of the Spirit (Galatians 5: 22-23), and by power in witnessing. (Acts 1:8; John 15:1-8) We do not agree with modern day "tongues" movement.

(Genesis 1:1; Deut. 6:4; John 4:24; Romans 8:14-15; Isaiah 7:14; John 1:1-8; Isaiah 61:13; John 16:7-15; Romans 8:9-11)

### SATAN

**We believe** in the existence and operational power of a real and personal being, the evil one called Satan or Devil, opposed to all righteousness, and exalting himself against all that God is and desires.

(I Peter 5:8-9)

### HELL

**We believe** in a literal Hell, the place of eternal punishment for those who have not trusted in the shed blood of Jesus Christ.

(Luke 16:19-31; Matthew 25:46; II Thessalonians 1:9)

## HEAVEN

**We believe** in a literal place called Heaven where God's immediate presence is manifested, where the angels are, and where the redeemed shall ultimately be, from whence Christ descended and ascended again, where He maketh intercession for the saints, and from whence He shall come to judge the quick and the dead.

(Hebrews 12:22-23; John 3:5; II Peter 1:10-11)

## MAN

**We believe** that God created man in His own image and in a state of innocence, but that through temptation, man willfully transgressed. All mankind is born dead in trespasses and sins, and is under condemnation, having inherited a corrupt nature.

(Psalm 51; Romans 5; Ephesians 2:1)

## REGENERATION

**We believe** that regeneration is a divine and instantaneous work of the Holy Spirit, whereby God imparts life to one dead in trespasses and sin.

(II Corinthians 5:17-20; John 3; Galatians 2:20, 5:22-25)

## SANCTIFICATION

**We believe** that sanctification is a divine and progressive work of the Holy Spirit whereby God, upon the ground of the finished work of Christ on the cross, His present intercessory ministry, and His divine Word, sets the believer apart and works out, in, and through him, by means of a submissive will, that which is well pleasing to Himself through Jesus Christ. This work culminates in the redemption of the body.

(Philippians 2:12-13; Ephesians 5)

## THE CHURCH

**We believe** in the one true church, the Body and Bride of the Lord Jesus, composed of believers from Pentecost to the Rapture, into which believers are baptized by the Holy Spirit. We believe that the local church is an organization composed of professing believers, instituted for the purpose of fellowship, worship, and service. In the matters of administration and policy, it is self-governing.

(Matthew 16:15-19; Acts 2:41-42; Ephesians 1:22-23; I Timothy 3:1-15)

## BAPTISM

**We believe** that Christian baptism by immersion of a believer in water, in the name of the Father, Son, and Holy Spirit, is the Biblical mode of baptism, and testifies of the believer's faith in, and identification with, the crucified, buried, and risen Savior.

(Matthew 3:13-17, 28:19-20; Romans 6:3-5)

## THE LORD'S SUPPER

**We believe** that the Lord's Supper is an ordinance whereby believers show forth the Lord's death until He comes.

(I Corinthians 11)

## **The Second Coming of Christ for His Church**

**We believe** in the glorious hope of the pre-millennial, imminent, visible, and bodily return of Christ.

(I Thessalonians 4:13-18; John 14)

### **SEPARATION**

**We believe** that every child of God should demonstrate his separation unto God from the world system. This separation involves a fruitful, spirit-filled life of obedience to the commands of Scripture, and the refusal to associate with, or become involved in anything that would bring reproach upon the character and work of Christ and His Church.

(II Corinthians 6:14-18; Ephesians 1; Romans 12:1-2)

### **Vision Statement**

We believe that Christian education is essential and will result in alumni who will influence the world for Christ in their professions, churches, and communities. We desire to make Christian education affordable and accessible to all families who desire a Christ-centered learning environment.

### **Nondiscrimination Policy**

All people are the individual creations of God and are made in His image. Town East Christian School invites students of all races and national or ethnic origins to all the rights and privileges, programs, and activities afforded to all students at TECS. Educational policies, admissions policies, extra-curricular policies, tuition assistance programs, as well as any other school-administered programs *do not* discriminate on the basis of race or national / ethnic origins.

### **Desired Student Outcomes**

A maturing student at Town East Christian School will:

- 1. understand and commit to a personal relationship with Jesus Christ:**
  - a. understand the Gospel, salvation, and how to share their faith with others
  - b. understand and practice personal spiritual growth through Bible study and prayer
  - c. be involved in their local church
  - d. express dependence upon the Holy Spirit for their spiritual development
- 2. possess a Biblical worldview and will live their lives from that perspective:**
  - a. develop, understand, and defend a Biblical worldview
  - b. demonstrate a right application of a Biblical worldview into their lives
  - c. identify the differences between a Biblical worldview and other worldviews
  - d. defend one's faith
- 3. be academically prepared in all content areas:**
  - a. become a critical thinker who can apply concepts to solve problems
  - b. access and appropriately use various types of resources
  - c. develop an appreciation of the arts and/or literature
  - d. demonstrate academic competence, which is necessary for advancement

- e. prepare for standardized and academic testing
- f. develop effective verbal and written communication skills
- 4. develop, through the Holy Spirit, moral character, righteous living, and stewardship:**
  - a. make decisions based on Biblical principles
  - b. respect all life, including the unborn
  - c. live with Biblical principles in family and relationships
  - d. demonstrate wisdom in the use of personal, financial, and natural resources
  - e. become a responsible citizen in their community
- 5. become a lifelong learner:**
  - a. pursue continuous learning
  - b. apply learning to healthy life choices
  - c. develop a love for learning

## **ACCREDITATION**

Town East Christian School is fully accredited by the *National Association of Private Schools*. This is an accrediting agency located in Oklahoma City, OK. We are currently seeking membership into the Association of Christian Schools International (ACSI).

The *National Association of Private Schools* is an independent accreditation agency nonaffiliated with any state, secular, or regional accrediting agencies. If a student chooses to re-enter a state or regionally accredited public or private school, the receiving school may choose to test the student to determine if he / she should be placed in the desired grade level or if certain credits may be transferred. Although the vast majority of Public and Private Schools are cooperative concerning transferring credits from Private Schools accredited by the *National Association of Private Schools*, they *are not* required by law to automatically accept credits from any school.

Students who graduate from NAPS accredited schools, providing they have the proper academic credentials, testing, and transcripts have entered: (1) Colleges and Universities, including Community, Regional, Private and State Colleges and Technical Schools, (2) Military Services, (3) Church and Educational Ministries, (4) Business Ownership and the Work Place.

## **ADMISSION AND FINANCES**

As a private institution, attendance at TECS is a privilege. The school maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or dismiss any student who violates the expectations established by the school board and administration. These expectations include academic, behavioral, and financial responsibilities.

All incoming students are placed on academic and behavioral probation for the first six-week grading period. The school reserves the right to place a student at lower grade level or dismiss the student from school if deemed necessary.

### **Application**

Completely fill out all forms in the Registration Packet and submit them to the School Office. Both parents must sign all forms in the registration packet (except for single parent home).

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

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

## Initial Interview

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

1. **TESTING:** Each student must be tested, or previous testing results must be provided for the applicant's placement.
2. **INTERVIEW:** This interview is conducted by the Administrator [or his / her designee]. Only one parent needs to be present, however, both must sign the application [if applicable].
3. **ACCEPTANCE:** Our space is limited and demand is great. Not all students can be accepted or placed at Town East Christian School. Those accepted, but not placed, will be put on a waiting list. Parents will be contacted and notified of their child's placement and acceptance status.
4. **PROBATION:** All students accepted are automatically placed on probation for the first six-week grading period. Probation may be extended for any length of time the Administration deems necessary. Parents will be notified of the probation period and conditions for continued or discontinued probation or enrollment. The Administration reserves the discretionary right to place a TECS student on probation at any time during their attendance at Town East Christian School.
5. **RE-ENROLLMENT:** All students are automatically re-enrolled each year unless the school is notified that you will be withdrawing. If you will be withdrawing your student(s), please contact Reina Arjona at [reina.arjona@teeagles.org](mailto:reina.arjona@teeagles.org).

TECS maintains the following expectation when students are re-enrolled: (1) the student maintained an acceptable academic level of achievement, (2) satisfactory cooperation of parents with school policies was observed, and (3) acceptance of TECS goals and philosophies. TECS reserves the right to refuse re-enrollment of students who do not adhere to our standards.

School accounts must be maintained during the school year, then finalized and cleared [before the new school year begins]. A re-enrollment form must be completed. Decisions for re-enrollment are made by the School Administration. A re-enrollment application is required.

6. **IMMUNIZATIONS:** All students enrolled in TECS must be immunized against Diphtheria, Tetanus, Polio, Rubella (10-day measles), Hepatitis B and Rubella (three-day measles). Compliance is necessary for School Attendance. *It is mandatory that pupils with symptoms of a communicable disease be excluded from class until completely well.*



## FINANCIAL INFORMATION

Commitment to attend Town East Christian School reflects a commitment to uphold financial responsibility in accordance with the TECS payment guidelines.

### Tuition

There are *three* payment options:

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

*All charges are subject to change.*

All tuition bills are due in accordance with the payment plan agreement.

### Tuition Payments

Tuition payments are due on the first of each month, the last payment being due on May 1st. Statements *are not* mailed unless accounts are delinquent. A 10% late fee is charged on any unpaid balances if payment is not made by the 10<sup>th</sup> of each month; on the 15<sup>th</sup>, students are temporarily suspended from class. Accounts must be paid in full before student records are released.

The Administrator monitors all accounts and will work with parents any way possible.

There is a charge of \$50.00 for checks that are returned because of NON-SUFFICIENT FUNDS. If this occurs three (3) times by the same family, the family will be placed on a cash only basis.

### Fees

#### Application Fee

This \$100.00 fee is charged to all new students for processing their application and for the administration of the entrance evaluation. This amount may be subject to change.

#### Registration Fee

This \$125.00 fee is charged each year to all students. This amount is subject to change.

### Book and Supply Fees

Book and Supply prices will vary and are dependent upon calendar year, grade student is enrolled in, classes student is taking, and etc. Junior High (7<sup>th</sup> and 8<sup>th</sup>) and High School (9<sup>th</sup> through 12<sup>th</sup>) students are required to pay a \$300.00 deposit [applied towards books]; final billing for all book fees will be applied to the accounts no later than October 1<sup>st</sup>.

You may obtain current costs in the School Office. No refunds will be made for book fees. Parents are welcome to the books, unless the worksheets are grouped. There is the *option* to pay an ungrouping fee (20%) to ungroup.

#### Testing Fee

This fee is \$75.00 per student and covers the cost of a *Stanford Achievement Test*. This fee will be applied to the accounts in February.

## **Athletic Fee**

These fees are charged through the Athletic Department and associated to the sport(s) that the student participates in. Uniforms *are not* issued until this fee is paid.

## **Graduation Fee**

Graduating Kindergartners and Seniors are charged a graduation fee to cover expenditures associated to graduation. Kindergarten fee: \$40.00; Seniors: \$225.00. This fee will be applied to the accounts in April.

## **Other Fees**

Participation in after school care will be billed monthly for the previous month's usage. All other fees, including athletic participation fees, will be billed as incurred.

## **Late Fees**

Any payment will be deemed late if not received within ten days after the due date and will be assessed a 10% late fee. Failure to make payment may result in a student not being admitted to class. *All tuition and fees must be current by the end of the school year for records to be released; this includes report cards and / or transcripts.*

## **Financial Aid and Discounts**

### **Prepaid Discount**

There is a 10% tuition reduction if the entire year is paid by July 31<sup>st</sup>, or there is a 5% discount if paid by the semester [three 6-week periods in each semester]. Half of the amount is due by August 11<sup>th</sup>, and the remainder is due by January 9<sup>th</sup>.

### **Student Referral Credit**

There is a \$200.00 tuition reduction for each family referred who completes at least one semester. The family receiving the reduction must be listed on the enrollment information as the referring family.

### **Scholarship Opportunities**

There are two (2) scholarship opportunities each school calendar year. Applicants submitting for the *West Scholarship* [\$1,000.00] and the *Riggs Scholarship* [\$1,000.00] will be reviewed through the summer months and awarded to the recipients on July 31<sup>st</sup>.

### **Financial Aid**

A financial aid request must be completed each year to receive this reduction.

## **Withdrawing Students**

Withdrawal from TECS may take place on both a voluntary and involuntary basis. Voluntary withdrawal is any withdrawal of a student at the direction of the parent / guardian; Involuntary withdrawal is any withdrawal that is deemed necessary by the TECS administration. Parents / guardians *are still responsible to pay all tuition and fees* even if the student is withdrawn from TECS and the office is not notified before July 31<sup>st</sup>.

## **Tuition Paid Monthly**

Monthly tuition is non-refundable. Monthly tuition commitments are required to be honored and paid for the entire school year from which the student has withdrawn. Students who are withdrawn for the upcoming school year *after* July 31<sup>st</sup> will be responsible for the full year's tuition and fees.

## **Tuition Paid in Advance**

Tuition may be paid in advance and receive the financial benefits derived from the advanced payments. Advanced payments for the upcoming school year will only be refunded if the student is withdrawn *before* July 31<sup>st</sup>.

## **Fees**

All fees are non-refundable.

# **CAMPUS LIFE**

## **Student Health**

Town East Christian School is dedicated to maintaining high standards when it comes to the health and wellness of our students. Please disclose any allergies or medical needs to the school office. The office will notify teachers of any specific medical needs.

## **Medical Records**

All student files must contain the following information: a copy of the birth certificate, immunization records or state waiver, and any pertinent health records that are required by the school.

## **Return to School Policy**

If your student displays any of the following symptoms: fever (100.4 or higher), cold chills, stomach distress, vomiting, or diarrhea, your student *will not* be permitted to be on campus. Students must be fever free for 24 hours without medication before returning to campus.

## **Medication**

All student medication must be kept in the school office in the original container and prescribed to the student. All medications must be administered by a school official and will be recorded. It is the responsibility of the student to report to the office at the designated times medication is to be taken. Any changes to medications will require a new pharmaceutical container.

## **EXTENDED DAY SCHOOL**

An Extended Day School (EDS) program is now available. Parents must enroll in this program. The cost is \$100.00 per month, \$35.00 per week or \$12.00 per day. Parents must prearrange this day. Children must be picked up by 6:00 PM to avoid a \$30.00 penalty per child!

## **ATTENDANCE POLICY**

One aspect of the TECS mission is to provide an excellent education. Parental support is essential for us to accomplish this mission. A quality education can only be provided to students whose parents / guardians make regular attendance a priority. Parents are asked to plan vacations and trips during the regularly scheduled breaks [see school calendar]. Habits, attitude, and character are formed – and reinforced – during the school years of a child's life. We recognize, however, that at times there may be a need for a student to be absent.

Attendance policies are strictly enforced. The following guidelines govern our attendance policy.

## **Tardies**

Being late disrupts the learning process for students and teachers. Tardy students *are not* permitted to class without a pass from the office. More than nine (9) tardies for the year *will* forfeit perfect attendance.

Any student arriving to school late will need to go by the School Administrative Office to receive a Late (Pink) Slip before entering class.

After the 6<sup>th</sup> tardy students may be subject to additional consequences including detention, loss of certain privileges, and / or loss of participation in extracurricular activities.

A phone call, note, or email by the parent explaining the reason for tardiness should be presented at this time to office personnel. Three *unexcused tardies* will be marked as one (1) unexcused absence. Note: students are allowed only seventeen (17) absences, excused or otherwise).

## **Absences**

A written excuse [doctor's note, parent note, etc.], signed by the student's parent or guardian, *must* be brought by the student to the School Administrative Office upon returning to school after an absence.

In the event of a planned absence (scheduled doctor's appointment, scheduled dentist appointment, missions trip, family reunion, vacation, planned funerals / memorial services, and etc.), the School Administrative Office shall be notified by the parent / guardian of the expected absence at least one week in advance [a completed and signed Prearranged Absence Form *must be* submitted to the office for the day(s) of absences]. Students have one (1) day per day missed to complete any missed assignments. Planned absences that occur *without* a signed Prearranged Absence Form will be considered unexcused [and the student will lose ten points on tests and receive zero (0) points on assignments and quizzes.

Only absences for Sickness, Emergencies, or absences that have been prearranged, will be excused. Please be advised that grades may still be affected due to current grade average or excessive absences. Students with *unexcused absences* lose ten points on tests and will receive zero (0) points on assignments and quizzes. Students must attend classes 90% of the time.

Sudden family emergencies will be handled on a *case-by-case basis*. If a student misses more than three (3) school days due to an illness or injury, the office must receive written notice from the attending physician.

If your child has to be absent for an extended period of time due to serious illness, please contact the School Administrative Office for special consideration. Medical Allowance: A student who experiences a long-term illness or hospitalization [five or more consecutive school days] or who has a physical impairment and / or medically substantiated illness which results in repeated absences may be granted an attendance medical allowance based on a review of the individual case by the Administrator. Documentation from a medical professional may be required.

If possible, doctor appointments and all other appointments *should be* scheduled after school hours.

A student absent more than seventeen (17) days in the school year may receive an "I" (incomplete) for each subject and will be required to attend Summer School to compensate for days missed. NOTE: *Excessive absences can result in expulsion or re-enrollment being denied for the following school year.*

### **Excused Absences**

An absence may be excused if it falls into the following categories:

1. student illness or injury that prevents the student from being able to attend school
2. the student is quarantined due to order of health officials
3. a student has experienced a death in the family
4. medical or dental appointments
5. student is involved in court proceedings
6. valid educational opportunities with prior administrative approval

### **Unexcused Absences**

An absence may be excused by a parent / guardian, but it *may not* be excused by the school if it falls under the following categories:

1. skipping school with or without the knowledge of a parent/guardian
2. student is absent for any reason *not* listed as an excused absence

**All unexcused absences will result in a grade of "0" for any missed assignments and quizzes and will lose ten points on tests given during their absence.**

All absences must be accompanied by a note explaining the absence the day the student returns to school.

### **Early Out**

If a student must be checked out of school early [sickness or any other reason], a parent or official guardian must come to the School Office to sign the student out. Students signed out before 12:30 PM *will be* marked ½ day absent.

### **Schedule**

School day begins promptly at 8:30 AM.; The day concludes at 2:45 PM., unless otherwise scheduled. Students who are *not* picked up by 3:30 PM are entered into Extended Day School.

**Chapel Day:** Wednesdays at 10:30 – 11:30 AM (typically) [Parents are welcome to attend]. Notifications will be sent when there is a change to Chapel day and / or Chapel time.

### **Extended Day School (EDS)**

Students who *are not* picked up by 3:30 PM will *automatically* be transferred to Extended Day School. There *is* an extra charge for these services.

### **Lunch Schedule**

- K - 2ND      12:00 – 12:30 PM
- 3RD - 6TH    11:30 – 12:00 PM
- 7TH - 12TH   12:30 – 1:00 PM

## **Early Outs / Half Days**

Early outs are normally at 1:45 PM and usually occur the day before a holiday. Half Days are typically at 12:00 PM (see school calendar). There are very few exceptions to this rule.

## **Inclement Weather**

We *usually* do what *East Central School District* does. Should inclement weather develop while students *are in school*, and Administration feels that danger is impending, parents *will be notified as soon as possible*.

## **ACADEMICS**

The middle and high school academic program is designed to prepare students for success in college, military, and adult life. The curriculum is designed for students to meet and exceed the Texas high school graduation requirements. The major content areas of focus are Biblical studies, math, social sciences, science, English language arts, and physical education.

## **Accreditation**

Town East Christian School is fully accredited by the *National Association of Private Schools*. This is an accrediting agency located in Oklahoma City, OK.

TECS believes that accreditation is an important part of accountability for our school. NAPS provide us with feedback from a source outside of ourselves. They bring standards and expectations which we are required to meet.

## **Academic Integrity**

Academic dishonesty *is not* tolerated at Town East Christian School. Academic dishonesty includes, but *is not* limited to cheating, plagiarism, and *unauthorized* collaboration on take home assignments. Academic dishonesty may result in receiving a zero (0) on the assignment [and may result in detention, suspension, or expulsion (depending on severity) for continued instances of dishonesty.

## **Achievement Testing**

Each student is administered a standardized test every spring. The test is used to determine whether academic growth is occurring at a proper rate. TECS uses standardized test scores to determine the strengths and weaknesses of the school's instructional program.

The results of the test allow families to compare the level of achievement at TECS with national averages. TECS distributes achievement test results to parents at the end of the year.

## **Report Cards**

Grades may be checked at any time through QuickSchools.

Town East Christian School is on six-week grading periods. Report cards will be finalized at the end of each grading period [refer to the School Calendar for specific dates]. Lack of Progress Reports go out in the middle of the grading period, at teacher's discretion.

End of the year report cards will only be released once all financial obligations have been fulfilled such as textbook replacement cost, library fines, tuition payments, and / or unpaid fees. *Lost Report Cards are reprinted at a cost of \$15.00.*

## Grading Scale

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

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

## Missing Assignments / Incompletes

Students with absences who *have not* yet completed make-up work may be given an “*Incomplete*” on their report cards. They will have the allowed time to complete the make-up work. An “*Incomplete*” at the end of the final grading period will be addressed on an individual basis. Failure to complete missing assignments in a timely manner may result in a reduction in grades.

## Homework

Homework is defined as any schoolwork outside of the school day.

Homework is an important factor in a child's academic program. The responsibility for scholastic achievement in completing homework assignments is placed solely upon the student and parents.

The amount of time spent on homework will depend on the student, grade, and subjects.

If, in the opinion of a parent, a student is spending too much time on homework, the student's teacher should be contacted. We do request parent's full cooperation in insuring homework assignments are completed.

There is *no* homework assigned on Wednesdays. This *does not* include assignments due on Thursdays that have been pre-assigned over extended periods of time.

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

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

Although homework helps students deepen their knowledge of a subject and develop learning skills, homework load is meant to allow students to maintain a balanced life. At TECS our goal is that the amount of time spent on homework per night *should* be equal to ten (10) minutes per grade level [example, 10 minutes for 1<sup>st</sup> Grade; 60 minutes for 6<sup>th</sup> Grade; 120 minutes for 12<sup>th</sup> Grade; and etc.]. Please understand that this is a goal, and this time may fluctuate throughout the year.

## Physical Education

Each student, grades 7 through 12, at Town East Christian School is required to participate in the Physical Education activities of his / her grade. Should injury or sickness prevent student participation, a note from a doctor *will* be necessary.

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

## Retention Policy

The decision to retain a student at the end of the year is based upon a variety of criteria:

1. academic performance
2. social and emotional development
3. excessive absences

Students who fail a course for the year may be required to complete a school approved summer course before being allowed to promote to the next grade. High School students must complete all state graduation requirements before the conclusion of their senior year.

In most cases, parents will be notified after the 5th grading period if retention is being recommended.

## Textbooks

Textbooks that are assigned to the student *are* the responsibility of the student.

## Graduation Requirements

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

Dual credits [high school and college] are available through St. Phillips College. Students may earn as many as twenty-seven (27) college hours [beginning in their Junior Year of High School]. Note: Check with the TECS High School counselor for more information.

Here are the graduation requirements:

Bible	4 credits
English	4 credits
Mathematics	3 credits
Science	2 credits
History	3 credits
Physical Education	3 credits
Electives	5 credits
Total	24 credits

Keep in mind, these are the *minimum requirements*. Certain majors at certain colleges may require more math, science, or foreign languages. Students who test below their chronological grade level will be required to take more core curriculum instead of electives.



## **Senior Year**

### **Exam Exemption**

*With the exception of dual credit courses, Seniors may be exempt from final exams if they have maintained a 95% [or higher] average through the course.*

### **Graduation**

Students who lack one credit *will* be permitted to walk during graduation. However, students *will not* receive a diploma until the required credit is completed. Students missing more than one credit *will not* be permitted to participate in graduation.

### **Valedictorian / Salutatorian**

TECS follows a formula which closely resembles *Castle Hill's* system: A running Grade Point Average is kept on each student; Advanced placement courses, such as dual credits, are weighted. Students must be enrolled for a total of five full semesters in order to qualify Valedictorian or Salutatorian. Students who violate the Student Standard of Conduct may be disqualified.

### **Graduation Night Speeches**

Student speeches done during the graduation ceremony will be limited to the Valedictorian and Salutatorian [unless otherwise directed by the TECS President and / or Administrator. Speeches will be limited to ten (10) minutes; Speeches must be appropriate for graduation [and approved by the School Administrator].

## **EXTRA CURRICULAR ACTIVITIES**

### **Eligibility to Participate**

Extracurricular activities are any activities that are outside of the standard educational requirements of the school, including field trips.

### **Physical Requirements**

All students must pass the required physical exam to participate in sports. A copy of the physical form must be kept on file in the school office.

### **Age Requirements**

Students must not have turned 19 years old prior to September 1 of the current school year to participate in the sports program.

### **Behavioral Requirements**

Students who exceed three (3) detentions, two (2) in school suspensions, one (1) out of school suspension, or have been expelled may not be eligible to participate in extracurricular activities.

### **Academic Requirements**

Students must be enrolled in at least four academic courses and must not fail any course to participate in sports.

### **Ability Requirements**

TECS does not guarantee that a student will participate in a team sport; students may have to pass a team tryout. Students may be cut on a basis of lack of talent, poor attitude, or anything detrimental to the success of the team. For high school sports, playing time is not guaranteed.

## **Attendance Requirements**

Students must attend at least half-day (four class periods) of school to participate in sports.

## **Eligibility**

Town East Christian School competes with other Christian Schools [and some Public Schools] located in San Antonio and other South Texas cities. Any student in grades 6 through 12 are eligible to participate in the sports program of their choice [provided they maintain passing grades in every subject (minimum of 70%)]. All athlete grades are monitored / evaluated on a weekly basis during the sports season.

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

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

## **Sports Programs**

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

Girls – Volleyball in the Fall, Basketball, Cheerleading in the Fall / Winter, Track & Field, and Golf in the Spring

Boys – Football in the Fall, Basketball in the Winter, Track & Field, Baseball, and Golf in the Spring.

## **STUDENT EXPECTATIONS**

Town East Christian School is dedicated to providing an environment conducive to spiritual, academic, and personal growth. Students are expected to follow certain standards throughout their enrollment at TECS. As a Christian school, TECS seeks to maintain a blameless testimony in our community. The behavior of the student body plays a large role in developing that testimony.

### **Orderliness Expectations**

#### **Classroom**

Each student is expected to follow classroom guidelines that are outlined by the teacher. Students are expected to show respect for teachers, other students, and themselves.

#### **Lunchroom**

Students are expected to maintain orderliness and manners in the lunchroom. Students may not leave the lunchroom unless they receive permission from their teacher. Excessive noise, rowdiness, and throwing of any object *will not* be tolerated. If you make a mess, clean up after yourself [do not leave it for someone else to clean].

#### **Electronic Device Use**

Grades K4 – m 6 *are not* allowed to have mobile devices or smart watches [whether they are operable or not]; Grades 7 – 12 may have mobile devices [and are allowed to use them before and after school hours].

All mobile devices and / or smart watches *must* be turned off when entering the building. Electronic devices *must* be powered completely off during school hours. If an electronic Device is found to be powered on during school hours, it is confiscated. A parent must then pick the phone up in the office. A \$25.00 fine will be assessed, and the student will lose the privilege to have a mobile device at school.

Texas House Bill 1481, passed during the 89th Legislative Session, requires all school systems to adopt and implement a policy prohibiting the use of personal communication devices by students on school property during the school day.

Again, devices will be turned into the office if students use them without permission.

Students who need to make a phone call must go to the School Administrative Office; this includes before calling parents / guardians because they are sick.

Town East Christian School is not responsible for lost or missing electronic devices.

## **Social Media**

Town East Christian School has the right to monitor or examine any electronic device at school or at any TECS activity. Additionally, TECS may monitor or examine any postings, pictures, or videos on social media and messaging sites. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the students themselves. TECS retains the right to request that any post be removed from a student's account. Further, TECS retains the right and will invoke all disciplinary measures for posts that are deemed inappropriate and / or not removed as requested by the administration.

## **Bullying**

Bullying will not be tolerated whether it comes from a student, faculty member, or parent directed at another student, faculty member, or parent. For purposes of this student guide, bullying is defined as hitting, kicking, teasing, threatening, taunting, assaulting, or any form of written, verbal, physical, or electronic (cyber bullying) harassment or taunting toward another person. Should students feel as though they are victims of bullying, it is imperative that a teacher, counselor, or administrator be notified immediately. Any act of bullying will be evaluated for appropriate consequences. The content of social media posts or emails directed at a TECS student, a TECS faculty member, or a TECS parent that contains inappropriate language (whether written or implied) or inappropriate visuals will be addressed accordingly and may result in expulsion.

Actions that warrant immediate administrative response:

1. physical altercations
2. willful destruction of property
3. outburst of unprovoked rage
4. threats of any kind, verbal or written
5. possession of weapons of any kind
6. self-harm or threats of suicide
7. emotional or psychological abuse

By law, some instances of bullying may be reported to proper authorities.

## Student Appearance Expectations

Town East Christian School Administration reserves the right to determine what is acceptable and unacceptable in matters of appearance while on campus. These expectations are not designed to make a statement regarding one's spiritual condition, rather they are institutional standards that are designed to promote an effective learning environment. TECS students are expected to be in uniform during school hours.

*French Toast is the only authorized brand for TECS uniforms [except for the embroidered polo uniform shirt].* The K-4 through 12th grade uniform may be purchased at FrenchToast.com [currently there is *no* Resource Code available, but you may still order from them]. Please note that "JC Penney", "Walmart", "Academy", "Dollar General", and "Flynn O'Hara Uniforms" now seasonally carry the French Toast line. We suggest you "try on" for size at one of the local merchants, however, the uniform may be purchased at a lesser price online.

Grades K-4 through 12th *are not* required to wear a uniform shoe or sock. The only exception is that all shoes must have a back to them [sneakers, boots, and etc.]. Note: Crocs (with socks) are allowed only on Fridays.

Fridays are Spirit Days at Town East Christian School. Students are permitted to wear TECS shirts, faith-based shirts, or patriotic shirts with jeans [cardigans are highly recommended for girls in jeans], skirts, pants, or shorts. No cargo pants allowed. Crocs with socks may be worn on Fridays.

Attire for **field trips** and **special events** will be communicated before the event. Dress expectations will be directly linked to the type of trip or event and must adhere to the TECS Parent / Student Guide.

### Dress Codes

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

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

#### **BOYS DRESS [K4 through 4<sup>th</sup>]**

1. Shirts are to remain tucked in [boys require a green polo (French Toast)].
2. Belts must be worn at all times.
3. All shoes must have a back.
4. Boys' hair is to be groomed neatly and kept out of the eyes and off the shoulder.

\*\*\* A regular boy's haircut [or military styled haircut] is ideal for how the boys' hair is to look. The hair *should not* extend past the collar; the front *should not* touch nor be in the eyes; touching the ears [or a little over] is fine; sideburns *are* to be *no* longer than mid-ear length. Hair color must be natural. Mohawks, Mullets, Clean-shaven, and Extensions are not permitted. \*\*\*

The student's hair *should never* be worn in such a way to unduly call attention to oneself. Extreme hair fashions or styles, headbands, hats, or headgear *are not* acceptable for male students of Town East Christian School.

5. Boys *may not* wear piercings during the school day or at school functions.

6. Uniform (French Toast) pants / shorts *should not* be torn or frayed.

\*\*\* Pants (French Toast / shorts (French Toast) *should not* have patches. Pants *must* be black or khaki; Shorts *must* be khaki (French Toast Brand). *No* cargo pants. Appropriate fitting jeans are authorized on scheduled Dress Down Days. \*\*\*

7. Shorts *must* reach the knee.

#### **GIRLS DRESS [K4 through 4<sup>th</sup>]**

1. Girls require a white shirt (French Toast).

2. Girls who are wearing shorts [when authorized] *must* wear a belt.

3. All shoes *must* have a back.

4. Hair *must* be a natural hair color.

5. Piercings should be limited to no more than two (2) per ear.

6. Fingernails may be painted [Gothic (black) nail polish is not permitted]; no artificial nails are permitted.

7. Uniform (French Toast) jumpers (green plaid) / shorts (French Toast) [when authorized] *should not* be torn or frayed.

\*\*\* Uniform jumpers (French Toast / shorts (French Toast) *should not* have patches. Jumpers *must* be the green plaid color (French Toast Brand). *No* cargo pants. Appropriate fitting jeans or shorts *are* authorized on scheduled Dress Down Days; shorts [when authorized] *must* be khaki. \*\*\*

8. Jumpers / shorts [when authorized] *are* to be to the knee in the front and the back.

9. Solid colored leggings that reach the ankles [and have no zipper] *may* be worn under skirts or shorts.

\*\*\* Dark colored dress boots and cowboy boots *are* permissible; flip flops *are not* allowed. K4 through 4th grade students *are not* allowed to wear makeup. \*\*\*

Extreme hairdos, headbands, feathers, or excessive jewelry *are not* acceptable attire.

#### **BOYS DRESS [5<sup>th</sup> through 8<sup>th</sup>]**

1. Shirts are to remain tucked in. Note: Former school year students have until January 1, 2026, to receive their new embroidered polo shirts.

2. Belts must be worn at all times.

3. All shoes must have a back.

4. Boys' hair is to be groomed neatly and kept out of the eyes and off the shoulder.

\*\*\* A regular boy's haircut [or military styled haircut] is ideal for how the boys' hair is to look. The hair *should not* extend past the collar; the front *should not* touch nor be in the eyes; touching the ears [or a little over] is fine; sideburns *are* to be *no* longer than mid-ear length. Hair color must be natural. Mohawks, Mullets, Clean-shaven, and Extensions *are not* permitted. \*\*\*

Facial hair *is not* acceptable for students.

The student's hair *should never* be worn in such a way to unduly call attention to oneself. Extreme hair fashions or styles, headbands, hats, or headgear *are not* acceptable for male students of Town East Christian School.

5. Boys *may not* wear piercings during the school day or at school functions. Students *are not* permitted to have visible tattoos.

6. Uniform pants (French Toast) / shorts (French Toast) [when authorized] *should not* be torn or frayed.

\*\*\* Pants / shorts [when authorized] *should not* have patches. Pants must be black or khaki (French Toast Brand). No cargo pants. Appropriate fitting jeans or shorts are authorized on scheduled Dress Down Days; shorts [when authorized] *must* be khaki. \*\*\*

7. Shorts [when authorized] *must* reach the knee.

8. TECS spirit or blank (with no wording) hoodies [that completely zip open / close] *will* be permitted. Pullover sweatshirts and / or hoodies are not allowed [EXCEPTION: TECS quarter zip pullovers will be allowed; TECS uniform polo shirt must be worn beneath quarter zip pullover].

### **GIRLS DRESS [5<sup>th</sup> through 8<sup>th</sup>]**

1. Shirts must be tucked in. Note: Former school year students have until January 1, 2026 to receive their new embroidered polo shirts.

2. Girls who are wearing shorts [when authorized] *must* wear a belt.

3. All shoes *must* have a back.

4. Hair *may* be dyed a natural hair color.

\*\*\* Colored extensions and shaved lines *are not* permitted. \*\*\*

5. Piercings should be limited to no more than three (3) per ear.

6. Fingernails may be painted [Gothic (black) nail polish is not permitted]; sports length nails [natural or artificial] are permitted

7. Students *may not* have any visible tattoos.

8. Uniform skirts (French Toast) / shorts (French Toast) [when authorized] *should not* be torn or frayed.

\*\*\* Skirts (French Toast) / shorts (French Toast) *should not* have patches. Skirts must be green plaid (French Toast Brand). No cargo pants. Appropriate fitting jeans or shorts *are* authorized on scheduled Dress Down Days; shorts [when authorized] *must* be khaki. Cardigans are highly recommended but not required. \*\*\*

9. Skirts / shorts [when authorized] *are* to be to the knee in the front and the back.

10. TECS spirit or blank (with no wording) hoodies [that completely zip open / close] *will* be permitted. Pullover sweatshirts and / or hoodies are not allowed [EXCEPTION: TECS quarter zip pullover will be allowed; TECS uniform polo shirt must be worn beneath quarter zip pullover].

11. Solid colored leggings that reach the ankles [and have no zipper] *may* be worn under skirts or shorts.

\*\*\* Dark colored dress boots *are* permissible; flip flops *are not* allowed. Make-up must be used in moderation [5<sup>th</sup> and 6<sup>th</sup> grade students *are not* allowed to wear makeup]. Girls are to refrain

from wearing their hair, jewelry, and / or makeup in such a way to be excessive or call attention to the individual in an improper manner.

Extreme hairdos, headbands, feathers, or excessive jewelry *are not* acceptable attire. Highlights and low lights *are* permitted if they blend with the natural color of hair.

### **BOYS DRESS [9<sup>th</sup> through 11<sup>th</sup>]**

1. Shirts are to remain tucked in. Note: Former school year students have until January 1, 2026, to receive their new embroidered polo shirts.
2. Belts must be worn at all times.
3. All shoes must have a back.
4. Boys' hair is to be groomed neatly and kept out of the eyes and off the shoulder.

\*\*\* A regular man's haircut [or military styled haircut] is ideal for how the boys' hair is to look. The hair should not extend past the collar; the front should not touch nor be in the eyes; touching the ears [or a little over] is fine; sideburns are to be no longer than mid-ear length. Hair color must be natural. Mohawks, Mullets, Clean-shaven, and Extensions are not permitted.

Facial hair is not acceptable for students [medical exemptions will be considered on a case-by-case basis].

The student's hair should never be worn in such a way to unduly call attention to oneself. Extreme hair fashions or styles, headbands, hats, or headgear are not acceptable for male students of Town East Christian School.

5. Boys may not wear piercings during the school day or at school functions. Students are not permitted to have visible tattoos.
6. Uniform pants (French Toast) / shorts (French Toast) should not be torn or frayed.

\*\*\* Pants (French Toast) / shorts (French Toast) should not have patches. Pants must be black, khaki, or grey. No cargo pants. Appropriate fitting jeans or shorts are authorized on scheduled Dress Down Days; shorts [when authorized] must be khaki. \*\*\*

7. Shorts [when authorized] must reach the knee.
8. TECS spirit or blank (with no wording) hoodies [that completely zip open / close] *will* be permitted. Pullover sweatshirts and / or hoodies are not allowed [EXCEPTION: TECS quarter zip pullovers *will* be allowed; TECS uniform polo shirt must be worn beneath quarter zip pullover].

### **GIRLS DRESS [9<sup>th</sup> through 11<sup>th</sup>]**

1. Shirts must be tucked in.
2. Girls who are wearing shorts [when authorized] must wear a belt.
3. All shoes must have a back.
4. Hair may be dyed a natural hair color.

\*\*\* Colored extensions and shaved lines are not permitted. \*\*\*

5. Piercings should be limited to no more than three (3) per ear.
6. Fingernails may be painted [Gothic (black) nail polish is not permitted]; sports length nails [natural or artificial] are permitted
7. Students may not have any visible tattoos.

8. Uniform skirts (French Toast) / shorts (French Toast) should not be torn or frayed.

\*\*\* Skirts (French Toast) / shorts (French Toast) should not have patches. Skirts must be black, khaki or grey. No cargo pants. Appropriate fitting jeans or shorts are authorized on scheduled Dress Down Days; shorts [when authorized] must be khaki.

9. Skirts / shorts [when authorized] are to be to the knee in the front and the back.

10. TECS spirit or blank (with no wording) hoodies [that completely zip open / close] *will* be permitted. Pullover sweatshirts and / or hoodies are not allowed [EXCEPTION: TECS quarter zip pullovers *will be* allowed; TECS uniform polo shirt must be worn beneath quarter zip pullover].

11. Solid colored leggings that reach the ankles [and have no zipper] may be worn under skirts or shorts.

\*\*\* Dark colored dress boots are permissible; flip flops are not allowed. Make-up must be used in moderation. Girls are to refrain from wearing their hair, jewelry, and / or makeup in such a way to be excessive or call attention to the individual in an improper manner. Extreme hairdos, headbands, feathers, or excessive jewelry are not acceptable attire. Highlights and low lights are permitted if they blend with the natural color of hair.

### **BOYS AND GIRLS DRESS [12<sup>th</sup> Grade (Seniors)]**

12<sup>th</sup> grade students (seniors) are required to have a minimum of one (1) embroidered school polo [to be worn on field trips and / or special events].

12<sup>th</sup> grade students (seniors) are expected to keep an orderly appearance, throughout the school week, setting an example for their fellow students in lower grades.

12<sup>th</sup> grade students (seniors) are permitted to wear *appropriate* fitting jeans [no holes, tears, rips, etc.] throughout the school week. Boys should wear a professional style shirt [short / long-sleeved button up or polo shirts are acceptable], Girls should wear a professional style blouse or polo shirt.

All general dress code guidelines and standards continue to apply to 12<sup>th</sup> grade students [belts worn, tucked in shirts (when appropriate), hair, make-up, nails, authorized hoodies / pullovers, and etc.].

Shorts and T-shirts (TE Spirit, faith-based, or patriotic) are permitted on *scheduled* Spirit and Dress Down Days; Crocs with socks may only be worn on Friday Dress Down Days.

If there is a question regarding Senior attire, please consult the High School counselor [do not go directly to the Administrator].

### **Dress Down Days**

On *scheduled* Dress Down Days [typically on Fridays], students *may* wear appropriate jeans or shorts with a TECS spirit, faith-based, or patriotic t-shirt. Appropriate hats for a school setting may be worn. Jeans *must not* have holes or tears and *must* be an appropriate fit [no excessively tight jeans]. Shorts *are* to be to the knee in the front and the back. Cardigans are highly recommended. Shirts *must* have appropriate writing. Crocs [with socks] *are* only allowed on Friday Spirit Days.

## **DISCIPLINE**

We believe it is God-ordained that parents bear the primary responsibility for teaching their children godly behavior and attitudes. Town East Christian School provides an atmosphere of order that is essential to allowing a student to lead a Spirit-controlled, Christ-like life.



It is the responsibility of the teacher to define behavioral boundaries consistent with Biblical principles and developmental capability. Teachers will establish classroom procedures and discuss school-wide rules with students at the beginning of the school year.

Discipline is defined as the training of the mind that produces proper conduct and obedience. At Town East, we approach discipline as discipleship based on an overarching school-wide philosophy which emphasizes the following principles:

A Positive Attitude – Philippians 2:5  
Proper Respect – 1 Peter 2:17  
Personal Acceptance – Psalm 139:14  
A Pure Heart – Matthew 5:8

These principles form the foundation of a Biblically based classroom management plan. Our goal is to help train the student to grow toward a Christ-like image using the Scriptures as the student's foundation. It is God's way to discipline with love. ***“Train up a child in the way he should go...”*** means to mold character, to direct growth, and to point in an exact direction. Discipline is *“training that corrects, molds, or perfects character.”*

## **Philosophy of Discipline**

At TECS we believe that discipline is more than behavioral modification. While consequences are a part of discipline, our goal is that the heart of discipline is teaching, training, and learning. The goal is that through discipline, students will be taught to respect authority, to think before they act, to control their impulses, and to accept responsibility for the choices they make.

To be successful, discipline must be regular and consistent. Rules and procedures are established to help achieve the development of godly character in students.

We believe that our students and their parents must know our expectations and must agree to implement and support Town East Christian School's discipline policies and procedures. Students must see that their parents and the administration agree on the consequences of behavior, or the effectiveness of the school will be greatly diminished.

Regarding discipline, we ask the parents to carefully follow these guidelines:

- Realize that a student's report of an incident may be emotionally biased and without all the information.
- Give the teacher and the school the benefit of the doubt and your full support.
- If you feel more facts are needed, please contact the school.

## **Detentions and Suspensions**

Detentions may be given for minor infractions; suspensions will be issued for major infractions. Detentions may be served during lunch or after school at the discretion of the Administrator; suspensions may be in school or out of school. TECS extracurricular activities are not a valid excuse for missing or rescheduling detentions and / or suspensions.

## **ELEMENTARY SCHOOL**

### **Discipline Policy**

It is understandable that not all offenses resulting in discipline can be listed. The administration has the right to discipline each behavior from its own unique circumstance. Determination of

what is considered a level I, II, III & IV (upper levels) infraction is at the discretion of the principal. All behavior resulting in discipline will be prayerfully considered by the administration of Town East Christian School.

### **Steps in the Disciplinary Process**

Most disciplinary action will happen in the classroom. When a student's actions are disruptive to the class, the teacher will address the situation as he or she deems appropriate. Consequences will be appropriate, and it is expected that calling attention to student actions in a timely and constructive manner will change the behavior. If, however, disruptive behaviors continue, teachers will use the steps below. Repeat offences will accelerate this process.

#### **Early Childhood Levels K4 – 2nd**

1. The student will be redirected by the teacher and/or moved to another place in the classroom.
2. Student's name may be placed on the board
3. Time out will be given. Time out is a loss of privilege
4. Teacher and student will have a private discussion. Teacher will communicate with the parents to explain the child's poor choice in behavior.
5. Student may be sent to the Vice-Principal for additional consequences.

#### **Elementary Levels 3rd – 6<sup>th</sup>**

1. The student will be redirected. This could involve moving the student to another seat in the classroom, calling attention to the student.
2. Teacher and student will have a private conversation about the inappropriate behavior.
3. Teachers will communicate (e-mail) with the parents to inform them about what is going on in the classroom and solicit the parent's assistance.
4. Student will be sent to the Vice-Principal for additional consequences.

### **Progression of Discipline**

It is important that we offer clear, firm and supportive guidelines for those students who occasionally fall short of our standard. Inappropriate student behavior is divided into three categories: Level I, Level II, and Level III. Types of infractions and possible consequences are listed below. The list is intended as an example and is not considered all-inclusive. The administration will serve as the final authority on matters of discipline.

#### **Level I Infractions**

The following behaviors will be handled by the classroom teacher and will result in that teacher calling and/or emailing a parent. The Vice-Principal reserves the right to assess greater discipline for repeated offenses.

- Leaving the classroom or any area without permission
- Continual failure to obey classroom rules
- Continual disruption of class
- Continual dress code violations

#### **Level II Infractions**

The following behaviors will result in the student being sent to the Vice-Principal for intervention. Typically, the parent will be contacted, an apology from the student will be required, and additional consequences employed such as silent lunch, recess detention, after-school

detention, or in-school suspension. Depending on the severity of the infraction, at-home suspension is a possible consequence.

- Inappropriate language
- Insubordination
- Disrespect of faculty, staff, or even fellow classmates
- Theft
- Fighting
- Verbal altercations with another student

### **Level III Infractions**

The following behaviors will result in the student being sent to the Vice-Principal for intervention. One or more of the following steps will be taken: communication with the parent, after-school detention, in-school suspension, or at-home suspension.

- Bullying
- Cyber bullying
- Swearing/foul language
- Threatening remarks toward faculty, staff, or fellow classmates
- Accessing inappropriate material on the computer/bringing inappropriate material to school
- Possession of matches, fireworks, or weapons

## **MIDDLE SCHOOL & HIGH SCHOOL**

### **Level I Infractions**

The following behaviors will be handled by the classroom teacher and will result in that teacher calling and/or emailing a parent. The principal reserves the right to assess greater discipline for repeated offenses. After-school detention and or Saturday school may be assigned at an additional charge.

- Minor classroom disruption
- Dress code violation
- Failure to obey classroom rules
- Loud or disorderly conduct while in hallways and/or restrooms
- Failure to participate in class
- Eating in the classroom
- Failure to bring book and/or materials to class
- Chewing gum/eating candy
- Misconduct in chapel
- Tardiness to class

### **Level II Infractions**

These infractions will result in one or more of the following: after-school detention, in-school suspension, or Saturday school. These disciplinary measures all require an additional charge. The Vice-Principal reserves the right to use other disciplinary measures if needed.

- Public displays of affection (hugging, kissing, holding hands, etc.)
- Repetition of Level I offenses
- Being in unauthorized places on campus
- Vulgar or profane language, written or spoken
- Out of class without permission

- Insubordination
- Disrespect toward faculty/staff (rolling eyes, back talking, etc.)
- Verbal altercation with another student
- Unauthorized use of telephone
- Lying
- Excessive in-between class tardies or morning tardies

### **Level III Infractions**

These will result in multi-day in-school suspensions/Saturday school and immediate referral to the Vice-Principal. *At the discretion of the administration, any Level III infraction may be elevated and considered as a Level IV offense depending on severity.*

- Vandalism
- Fighting
- Traffic violation on campus
- Bullying
- Cheating
- Plagiarism
- Alteration of report card
- Skipping class or school
- Forgery
- Gambling
- Leaving campus without proper permission or improper check-out
- Visiting inappropriate websites
- Inappropriate postings on social media
- Assault of any type, sexual or otherwise
- Damaging school property, teacher's property, or student's property

### **Level IV Infractions**

These infractions will result in extended suspension, referral to Principal, and possible expulsion. Determination of consequences will be at the discretion of Principal and Vice-Principal.

- Committing extortion, coercion, or blackmail – that is obtaining money or other objects of value from an unwilling person or forcing an individual to act using force or threat of force.
- Immorality
- Any verbal or physical assault on faculty or destruction of property

## **DISCIPLINE CONSEQUENCES**

### **After / Before-School Detention**

Detention will be held at times established by the administration. Usual times will run from 3:00 till 4:00. After-school detention will be conducted as a study/homework period with an enforced quiet environment.

### **Behavioral Probation**

A student who exhibits significant disruptive behavior and who continues to do so despite measures to correct his/her behavior will be placed on probation (trial period). The student will then have a reasonable time, as determined by the administration, to correct the behavior. Violation of the probation may result in expulsion, as determined by the administration.

### **Charges**

Regarding discipline, the following charges will apply: 1) in-school detention - \$10.00 hr., 2) after/before-school detention – \$20.00, 3) in-school suspension – \$30.00 per day, 4) Saturday school (9:00-12:00) – \$40.00.

### **ISS (In-School-Suspension)**

ISS is a full day suspension from classes served in an isolated area. Students in ISS are required to report to the Main Office before 8 AM., and are to return to the Main Office at 3:00 PM. It is the students' responsibility to turn in required work to their respective teacher. They may receive full credit for school work, but it must be turned in on time. No extra-curricular participation is allowed on assigned ISS days.

### **OSS (Out-of-School Suspension)**

At times, students may be suspended from school for significant disciplinary infractions. Suspension is a warning that a student's privilege to remain enrolled in school is in danger if future behavior does not show significant improvement.

Typically, but not in all cases, suspensions are issued on an incremental basis. The first suspension is usually for one day. The second suspension is usually for three days. The third suspension is usually for five days. If a student returns from a five-day suspension and commits another suspension-worthy infraction, upon review by the administration, the child may be expelled. This action may or may not be noted on the final transcript.

Suspension from classes may vary from 1-5 days depending on the severity of the offense. A student will not be allowed to earn any credit nor make up assignments or tests missed during his/her suspension. All work missed due to suspension will be assigned a grade of zero. Out-of-School suspension is a severe measure of discipline reserved for extreme acts of misbehavior.

Anytime a student is suspended, he or she is also placed on probation (trial period) for nine weeks or longer, depending on the administration's decision. While on probation, a child's behavior and academic performance will be watched closely. Disciplinary infractions incurred while on probation will result in escalated consequences. Probation may be extended for continued violations.

### **Silent Lunch**

Student will sit quietly at a separate table for lunch. Teachers may employ this consequence and will supervise the student during the assigned lunch period.

### **Recess Detention**

Student will be required to sit out for a period during recess and will not be allowed to engage in play activities. Alternatively, the student may be required to walk the perimeter of the playground during the assigned detention time. Recess detention will be supervised by a classroom teacher or a member of the administration.

### **Lines**

Lines are given for procedure violations. The first offense will constitute up to twenty lines. The punishment should generally take fifteen to twenty minutes. If the lines are not turned in on the following day, the student will be assigned doubled lines.

## **MATTHEW 18 PRINCIPLE**

Town East Christian School is made up of parents, administrators, teachers, and students. Like any other group of people, those associated with Town East Christian School have the potential for misunderstanding, mistakes, disagreements, and even wrongdoing. However, God has

placed within His Word (the Bible) guidelines and principles that we should follow in order that we might live and work together in harmony and love. Jesus said, "a new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if you have love one to another." (John 13:34-35)

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

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

(1) Keep the offense private between you and only those who are directly involved in the matter. "If thy brother shall trespass against thee, go and tell him his fault between thee and him alone." (Matthew 18)

(2) Be honest and open with the person you are confronting. "If thy brother shall trespass against thee, go and tell him his fault..." (Matthew 18:15)

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

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

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

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

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

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

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

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

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

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

## **PARENTAL INVOLVEMENT**

### **Conferences**

We at Town East Christian School care a great deal about your thoughts, feelings, and concerns. We welcome your inquiries, suggestions, and ideas. At any time, you feel you need to meet with the Administrator or a teacher regarding any matter that concerns you, whether you are a student or a parent, we will make arrangements to do so.

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

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

### **Parental Authority**

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

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

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

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

## **Parent / Teacher Meetings**

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

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

## **PARENTAL STATEMENT OF COOPERATION**

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

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

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

The policy of Town East Christian School is to give advance notice of change, whenever possible, to permit adjustment. However, Town East Christian School reserves the right to make changes at any time it is deemed necessary. Town East Christian School admits students of any race, color, and national or ethnic origins to all the rights and privileges, programs, and activities available to students. It does not discriminate based on race, color, national, or ethnic origin in the administration of its educational policies, admissions policies, athletic, or other school administered programs.

### **As a parent I agree:**

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

### **As a parent I further agree:**

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



## **PHILOSOPHY OF EDUCATION**

God created three institutions: 1) the home, 2) the church, and 3) the government. Of these three, only two are given life training responsibilities, that being the home and the church. God never intended for government to train children. The fundamental purpose of government is the maintenance of basic security and public order. Our fundamental purpose is to educate God's heritage from His point of view. After all, God is the Author of Math, English, History and Science. The ultimate responsibility to train children though, does rest with the home, Deuteronomy 6:6-7. If a parent chooses to delegate that responsibility to the church school, then the church becomes an extension of the home. The desire of our hearts is to first bring students to a saving knowledge of Jesus Christ, then help these precious souls find God's will for their lives. Students will surely succeed when they discover God's will, and then do it.

## **STANDARD OF CONDUCT**

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

Town East Christian School must provide an environment conducive to the Spiritual growth and development of our students. In order to provide such an environment, our standard of conduct is based on the following biblical imperatives. All of the activities of the believer must be subordinated to the glory of God who lives within us. The believer will endeavor to avoid practices which cause the loss of sensitivity to his spiritual needs and worldly practices which are detrimental to his own physical, mental, or spiritual well-being. I Corinthians 8:9; 9:27; 10:13; 10:29-32.

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

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

4. To appreciate the standards of the school and not tolerate profanity, obscenity in word or action, dishonor to our Lord Jesus Christ or to the Word of God, or disrespect to the school staff. To agree to support regulations published in the Student Handbook

Students found to be out of harmony with the Town East Christian School ideals of work and life may be invited to withdraw or in some cases expelled. The student and parents must voluntarily agree to honor and consciously obey the rules and standards of Town East Christian School in action and/or attitude or the student will be under obligation to withdraw.

## **TRANSPORTATION**

### **Student Drivers**

Those students who transport themselves to and from school:

1) Must possess a valid Driver's License, 2) Must observe the 5 M.P.H. speed limit entering, exiting, and while on school premises, 3) Must drive safely and properly on school premises. Students are not allowed to ride on hoods, bumpers, fenders, etc.

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

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

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

## **VOCATIONAL EDUCATION**

Eleventh and Twelfth grade students are allowed to participate in a Vocational Education program. The job must be secured after school hours. Twelfth grade students may leave school at 12:30 but are usually not allowed to return to school until the next day. Generally, eleventh grade students must earn their credits after school hours. Students working a minimum of fifteen hours a week can receive one elective credit per year. Students who fail to submit copies of their check stubs may lose their credit.

## **MISCELLANEOUS**

### **Closed Campus Policy**

Students may not leave the school campus during school hours without written permission from their parents. Those that do have written permission must follow proper check-out procedures in the School Office. After a student has signed out for the day, he/she is not allowed back until the next day. Visitors must check in through the School Office. *No exceptions!*

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

### **Defacing and Damaging Property**

Students will be held accountable financially for irresponsible use of school property, regardless of the offense intentional or not. We want students to be considerate of the property of others and thoughtful, responsible stewards of that which God has given us here to use in His service.

## **Lost and Found**

Parents, please label every item of clothing on the tags attached inside the garment. This will assist us in returning clothing belonging to your child as well as save you money by not having to replace these items. Lost and found articles are taken to the School Office. Articles may be claimed there by proper identification. Unclaimed items will be sold or discarded periodically. If your child is missing some item, please check with the School Office personnel.

The School, or any of its leadership, will not be liable nor responsible for any personal items (any property not belonging to Town East Christian School) that may be lost or stolen on the School premises at any hour of the day or night. It is the individual owner's liability and responsibility to ensure the safety and security of all personal belongings.

## **Telephone Use**

Students will not be to use the phone during school hours unless there is an emergency. All such calls should be directed through the School Office. *Students may use the office phone before school, at noon & after school, no questions asked.* Any other time student must receive special permission from the secretary. Please note, the school office cannot coordinate rides. These must be worked out between parents.

## **Unacceptable Items on School Premises**

The following items are not acceptable items for students to bring on Campus: Guns, matches, lighters, knives, bb / pellet guns, radios, unethical and unsuitable literature, alcohol, tobacco, vapes, or any other items that the Administration feels are unnecessary, unethical, and / or dangerous to the well-being of others in the School. CD players, iPods, ear buds, and cameras are not allowed except on special days.

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

*Revision Date: 08/07/2025*