

*Town East
Christian School*

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

*Student Handbook
2023 - 2025*

Dedicated To:

Dr. Joe H. West

Our Founder & Fellow Laborer

For Your Vision & Leadership

For Your Sacrifice & Conviction

Good and Faithful Servant

Table of Contents

ACCREDITATION.....	1
ADMISSIONS POLICIES.....	1
APPLICATION.....	1
EXTENDED DAY SCHOOL.....	2
ATTENDANCE.....	2
ABSENCES.....	2
TARDIES.....	2
CURRICULAR & EXTRA CURRICULAR.....	3
HOMEWORK.....	3
PHYSICAL EDUCATION AND SPORTS.....	3
DISCIPLINE.....	3
ELEMENTARY SCHOOL.....	4
DISCIPLINE POLICY.....	4
MIDDLE SCHOOL & HIGH SCHOOL.....	6
DISCIPLINE CONSEQUENCES.....	7
MATTHEW 18 PRINCIPLE.....	8
DRESS CODE.....	9
BOYS K-12.....	9
GIRLS K-12.....	10
GIRLS 9-12.....	10
FINANCIAL INFORMATION.....	10
ATHLETIC FEE.....	10
BOOKS AND SUPPLIES.....	10
GRADUATION FEE.....	10
TUITION PAYMENTS.....	10
REFUNDS.....	10
TESTING FEE.....	10
TUITION.....	11
GRADING SYSTEM.....	11
GRADING SCALE.....	11
GRADUATION REQUIREMENTS.....	11

REPORT CARDS.....	11
VALEDICTORIAN.....	12
PARENTAL INVOLVEMENT.....	12
CONFERENCES.....	12
PARENTAL AUTHORITY.....	12
PARENT/TEACHER MEETINGS.....	12
PARENTAL STATEMENT OF COOPERATION.....	13
PHILOSOPHY OF EDUCATION.....	13
SCHEDULES.....	14
CHAPEL DAY:.....	14
DAILY SCHEDULE.....	14
EXTENDED DAY SCHOOL (EDS).....	14
LUNCH SCHEDULE.....	14
STANDARD OF CONDUCT.....	14
STATEMENT OF FAITH.....	15
EARLY OUTS.....	15
TRANSPORTATION.....	15
STUDENT DRIVERS.....	15
VOCATIONAL EDUCATION.....	16
MISCELLANEOUS.....	16
BAD WEATHER.....	16
CLOSED CAMPUS POLICY.....	16
DEFACING AND DAMAGING PROPERTY.....	16
LOST AND FOUND.....	16
TELEPHONE USE.....	17
MOBILE PHONES.....	17
UNACCEPTABLE ITEMS ON SCHOOL PREMISES.....	17

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.

ADMISSIONS POLICIES

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

1. **TESTING:** Each student must be tested or previous testing results must be provided for the applicant's placement.
2. **INTERVIEW:** This interview is conducted by the principal. Only one parent need be present, however, both must sign the application.
3. **ACCEPTANCE:** Our space is limited and demand is great. Not all students can be accepted or placed at Town East Christian School. Those accepted, but not placed, will be put on a waiting list. Parents will be contacted and notified of their child's placement and acceptance status.
4. **PROBATION:** All students accepted are automatically placed on probation for the first six-week grading period. Probation may be extended for any length of time the Administration deems necessary. Parents will be notified of the probation period and conditions for continued or discontinued probation or enrollment. The Administration reserves the discretionary right to place a TECS student on probation at any time during their attendance at TECS.

5. **RE-ENROLLMENT:** Re-enrollment is by invitation. Our re-enrollment policy is based upon: the student maintaining an acceptable academic level of achievement, satisfactory cooperation of parents with school policies, goals and philosophies. School accounts must be maintained during the school year, then finalized and cleared before the new school year begins. A re-enrollment form must be completed. Decisions for re-enrollment are made by the School Administration. A re-enrollment application is required.
6. **IMMUNIZATIONS:** All students enrolled in TECS must be immunized against Diphtheria, Tetanus, Polio, Rubella (10-day measles), Hepatitis B and Rubella (three-day measles). Compliance is necessary for School Attendance. *It is mandatory that pupils with symptoms of a communicable disease be excluded from class until completely well.*

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

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

ABSENCES

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

Only absences for Sickness and Emergencies, or absences that have been prearranged, will be excused. Please be advised that grades may still be affected due to current grade average or excessive absences. Students with unexcused absences lose ten points on tests, and receive zeros on quizzes. Students must attend classes 90% of the time. A student absent more than seventeen days in the school year may receive an "I" (incomplete) for each subject, and will be required to attend Summer School to compensate for days missed. *Excessive absences can result in expulsion or re-enrollment being denied for the following school year.*

If your child has to be absent for an extended period of time due to serious illness, please contact the School Office for special consideration. A doctor's excuse may be required in cases requiring special consideration. If possible, doctor appointments and all other appointments should be scheduled after school hours or on Saturdays.

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

TARDIES

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

CURRICULAR & EXTRA CURRICULAR

HOMEWORK

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

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

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

PHYSICAL EDUCATION AND SPORTS

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

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

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

Girls - Volleyball in the Fall, Cheerleading in the Fall/Winter, Track & Field, Golf in the Spring

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

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

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

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

DISCIPLINE

We 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's 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."

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.

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 – 6th

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.

DRESS CODE

The attire of students can influence their habits, attitudes, and self-image. Town East Christian School has chosen a uniform dress code which represents a modest, separated 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.

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

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

BOYS K-12

A regular man's haircut, or military styled haircut, is the ideal for how the boys' hair is to look. The hair should not 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.

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

GIRLS K-12

Dark colored leotards may be worn in cold weather, no prints. Nylon hose are not acceptable attire for K-6 grades. Elementary girls will be allowed to wear a jersey short underneath their jumper. K-6 are not allowed to wear makeup or nail polish.

GIRLS 7-12

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.

FINANCIAL INFORMATION

ATHLETIC FEE

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

BOOKS AND SUPPLIES

Prices will vary, and are dependent upon: year, grade, class. You may obtain current costs in the School Office. *No refunds will be made for book fees.* Parents are welcome to the books, unless the worksheets are grouped. There is the *option* to pay an ungrouping fee (20% - 10%) to ungroup.

GRADUATION FEE

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

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 7% late fee is charged on the unpaid balance if payment is not made by the 9th. On the 15th, students are temporarily suspended from class. Accounts must be paid in full before student records are released.

The principal oversees all accounts, and will work with parents any way possible.

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

REFUNDS

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

TESTING FEE

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

TUITION

There are *three* payment plan options:

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

All charges are subject to change.

GRADING SYSTEM

GRADING SCALE

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

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

GRADUATION REQUIREMENTS

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

Dual credits (high school and college) are now available through St. Phillips College. Students may earn as many as 27 college hours, beginning in their Junior Year. Check with the dual credit office for more information.

Here are the graduation requirements:

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

REPORT CARDS

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

VALEDICTORIAN

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 a total of *five full semesters* in order to qualify Valedictorian or Salutatorian. Students who violate the *Student Standard of Conduct* may be disqualified.

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.

SCHEDULES

CHAPEL DAY:

Wednesday – 10:30-11:30 AM (Parents Welcome)

DAILY SCHEDULE

Classes begin at 8:30 sharp and end around 2:45. Students not picked up by 3:30 are funneled into EDS.

EXTENDED DAY SCHOOL (EDS)

Students not picked up by 3:30 P.M. will automatically be transferred to EDS. There is an extra charge for these services.

LUNCH SCHEDULE

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

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.

STATEMENT OF FAITH

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

EARLY OUTS

These are easy to figure out. Early outs are normally at 2:00 PM. They usually occur the day before a holiday. There are very few exceptions to this rule.

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

BAD WEATHER

We *usually* do what East Central School District does. Should bad weather develop while students are in school, and the Administration feels that danger is impending, parents will be notified as soon as possible. A bad weather day is built into the school calendar. If we do not use it, school is usually dismissed for the "Battle of Flowers" parade.

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.

MOBILE PHONES

Grades K - 6 are not allowed to have mobile phones. Grades 7 - 12 may have and use them before and after school hours. *They must be turned off when entering the building.* They must be left off during school hours. If a phone goes off during school hours it is confiscated. A parent must then pick the phone up in the office. A student will then lose the privilege to have a mobile phone at school.

UNACCEPTABLE ITEMS ON SCHOOL PREMISES

The following items are not acceptable items for students to bring on Campus: Guns, matches, lighters, knives, radios, pagers, unethical and unsuitable literature, and any other items that the Administration feels are unnecessary, unethical, and/or dangerous to the well-being of others in the School. CD players, iPods & 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: 04/27/23