2023-2024 EDITION

STUDENT POLICY HANDBOOK

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A ministry of
Towering Oaks Baptist
Church

2021-2022 EDITION

STUDENT POLICY HANDBOOK

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Welcome to Towering Oaks Christian School

I. Introduction

As parents, you are cordially invited to visit us, ask questions, and make suggestions. The best assurance for the success of your child's learning experience is the close cooperation and understanding of parents and staff.

II. Mission:

Towering Oaks Christian School exists to partner with families to support the teaching of the home by providing quality Bible-based academics and life training for preschool and school aged children.

III. Purpose:

Believing that children are a precious gift from God to parents, Towering Oaks Christian School serves as an educational branch of Towering Oaks Baptist Church for the purpose of partnering with families (primarily Christian families) in teaching and training children in academics and life skills filtered through God's Word.

Our programs include:

1. Preschool classes
2. Kindergarten through fifth grade
3. Sixth through eighth grade
4. High school

IV. Structure:

The total program is controlled and guided by the voting assembly of the Towering Oaks Baptist Church through the School Administrator. Towering Oaks Baptist Church hires the School Administrator. Towering Oaks Christian School policies may be updated from time to time to reflect changes in "by-laws" or policies of the governing authorities of Towering Oaks Baptist Church. Suggestions concerning the welfare of the school or revisions of policies may be submitted to the School Administrator in writing.

The School Administrator determines administration policy not delineated in writing. In certain situations, he/she may consult the Senior Pastor, church staff, or Weekday Education Committee for advice. Parents and pupils associated with the Weekday programs who disagree with the decision of the Administrator may appeal as provided in the parent contract. The School Administrator is the final authority in consideration of all discipline matters.

The School Administrator operates under the by-laws of Towering Oaks Baptist Church

V. Philosophy

We believe that God is the source of all Truth, and true education must be based on His revealed Word. (John 8:31 and 32:34-36)

We believe that the integration of God's Word into all that we teach is essential to the spiritual, mental, physical, cultural, and social development of our students. (Prov. 1:7)

We believe in a structured curriculum that has been filtered through the Word of God. (Psalm 119:105)

We believe that the curriculum should provide opportunity for each student, as a special creation of God, to be educated as an individual with his/her own unique abilities, personality, and potentials. (Psalm 139:13-14; I Cor. 12; Prov. 22:6)

We purpose to develop in students the "mind of Christ" (Phil. 2:5; 4:4-8) so that God's truth becomes an inseparable part of their lives and thinking process. (Psalm 119:9-11)

VI. Student Goals

A. The goals for spiritual growth of the students are:
   1. To lead the student to accept the Bible as God's inspired, infallible, holy Word. (II Tim. 3:16)
   2. To develop attitudes of love for, respect toward, and dependence upon God's Word. (Psalm 119:165)
   3. To relate the foundational truths of the Bible to everyday life. (Col. 3:16 and 17; Prov. 3:5-6)
   4. To lead the pupil to a decision of confessing Christ as Savior and Lord. (Rom. 3:23; 10:9)
   5. To develop a desire to seek, know, and follow the will of God as revealed in the Scriptures. (Psalm 119:11; Josh. 1:8)
   6. To guide students to evaluate all ideas and to make wise judgments based on God's absolute Truth. (Acts 17:11; Prov. 8 and 9)

B. The goals for physical, cultural, and social growth of the students are:
   1. To encourage the development of self-discipline and responsibility in the student based on respect for and submission to authority. (Heb. 13:17)
   2. To help the student become a contributing member of his/her society and to treat others with love and respect. (Matt. 22:37-40)
   3. To promote good citizenship through developing an understanding and appreciation of our Christian and American heritage and culture. (Deut. 4:9-10)
   4. To teach God's standards for marriage and the family. (Eph. 5:21-6:4)
   5. To promote physical fitness, good health habits, and wise use of the body as the temple of God. (I Cor. 6:19-20)
   6. To impart the Biblical attitudes toward material things and to encourage individual responsibility of using them for God's glory. (Matt. 6:33; Luke 9:25)

C. The goals for mental growth of the students are:
   1. To provide high academic standards. (Ecc. 9:10a)
   2. To encourage the student to realize his/her full academic potential as an individual uniquely created by God. (I Col. 3:23; Phil. 4:13; James 1:5)
   3. To help the student to develop positive attitudes toward learning. (II Tim. 2:15)
   4. To enable the student to develop appropriate skills for learning and communicating in the areas of reading, writing, speaking, listening, and problem solving. (Prov. 2:5b-6; 3:13-14)
   5. To help the student assume responsibility for applying skills he/she has developed. (Prov. 3:6-7)
   6. To encourage the student to continue the use of these acquired academic skills to fulfill God's plan for his/her life as he/she faces the demands of an ever-changing world. (Col. 2:6-8)

VII. Statement of Faith

The members of this corporation, in coordination with the constitution and by-laws of Towering Oaks Baptist Church, hold the following truths in common agreement:

We believe the Bible to be the inspired, the only infallible and authoritative Word of God.

We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His victorious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful man, recognition and repentance of sin followed by regeneration by the Holy Spirit is absolutely essential.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit by indwelling the Christian enabling him to live a godly life.

VIII. Professional Affiliations

Our staff are dedicated professing Christians and are active church members. All kindergarten through high school grade classroom teachers hold college degrees.

Towering Oaks Christian School is a member of:

- Association of Christian Schools International (ACSI)

IX. Enrollment

A. General

In order to enroll the following qualifications must be met:

1. Towering Oaks Weekday Education ministry admits all qualified students of any race, color and national origin (Rom. 10:12-13). Parents must complete an application and provide 3 references.
2. New students must obtain a score of 75 or above on a written assessment for that grade.
3. Both parents must be interviewed at least by the school Administrator but others may be included in the interview before the child 's registration is complete. Parents will be notified in writing of the status of their student within one week of the conclusion of the prequalifying process.
4. We cannot provide specialists who are skilled in teaching every learning disabled or physically handicapped child. Therefore, an evaluation of each applicant's physical, mental and emotional ability to make reasonable education progress may be made prior to acceptance. An applicant whose educational progress is expected to be less than desirable due to the school's inability to provide for special needs is not accepted for enrollment.
5. To enroll in Towering Oaks Weekday Education Ministry is a privilege and not a right. This privilege may be forfeited by any student or parent for lack of progress or failure to follow school policies.
6. All children are important, but we cannot sacrifice our work as staff or the good of a class for one child or one family. Parents who repeatedly have conflict with other parents, staff, or with discipline guidelines may forfeit their child's privilege of enrollment at Towering Oaks. As a general rule, we would define repeated conflict as three or more instances.
7. Applicants for admission to any class are considered according to established priority considerations. Waiting lists are maintained for each class.
8. Each spring, students enrolled in Towering Oaks Christian School or Preschool will be allowed to re-enroll at an announced designated time. Enrollment will then open to waiting lists and then to the public. Student accounts must be up-to-date or show evidence of payment by May 1st. If accounts are not current, no student will be allowed to re-register.
9. Communication is a key factor for a successful year. To help get us off to a good start, at least one parent of each student in K-high school must attend the mandatory parent orientation session at the beginning of the school year. Parents who are unable to do this must schedule a meeting with the student's teacher to go over orientation information.
10. No enrollment is considered complete until **ALL** fees are paid and **ALL** forms returned.
11. School records will not be released until accounts are paid.

B. Kindergarten through High School

The Administrator will review applications for new students in kindergarten through high school.

X. Curriculum

A. Preschool

Our preschool curriculum is built around developmental skills for each appropriate age level. Activities are planned in the following areas: Spiritual Growth, Personal Social Skills, Language Skills, Perceptual Cognitive Skills, and Gross and Fine Motor Skills.

B. Kindergarten

The kindergarten curriculum continues with many readiness activities. The foundation for learning to read is laid in kindergarten. The children participate in an advanced phonics program, which teaches them not only to recognize and know the sounds for each letter but to write them correctly as well. As a kindergarten year progresses the children are reading simple words and short sentences and they are able to read many pre-primer reading books. The mathematics program includes working with numbers 1-100 and learning to compute simple addition and subtraction problems. The kindergarten program also includes work with various art activities, music, social studies, and physical education.

In kindergarten, the children learn Bible verses, stories, how to pray, and how to worship God reverently.

C. Elementary and Middle School

The elementary curriculum consists of Bible, as basal and supplementary reading program, phonics, science, mathematics, language, spelling, history, geography, penmanship, vocabulary, creative writing, health, music, art, Latin, computer, library skills, and physical education.

Parents need to be prepared that academic work increases in difficulty each year with initial adjustments most evident at the beginning of the year in 1st, 2nd, and 3rd grades. The increased time in the school day makes kindergarten a big change for many children. First and second grades involve new experiences in learning. In kindergarten, first and second grades students spend the greatest portion of their time learning how to read. A major change occurs in third grade, as the emphasis becomes reading to learn.

Revised 6/16

Daily Schedule

A. Preschool

8:30 a.m. – 2:00 p.m.

B. Kindergarten, Elementary, Middle School, and High School

8:15 a.m. – 3:15 p.m.

C. Our regular school schedule runs for 7 hours to accommodate 13 built-in snow days.

Revised 1/19

XI. Leaving and Calling For A Child

A. Preschool

1. Arrival

Parents must leave the child at the classroom door with the teacher. Children will not be accepted before 8:15 a.m. The upstairs entrance to the preschool area will be manned by teachers from 8:15 – 8:30 a.m. Upon being shown ID, they will be admitting those arriving during those times. There will be no admittance through the upstairs doors other than those 15 minutes. All other times, parents and visitors **MUST** be admitted through the downstairs doors at the school office and sign in.

Pickup

3's through Fall 5's

Your child is **VERY** important to us as well as to you. For this reason, we have a car line for pick up. Parents will receive a car line card when they register. If your child must leave school early or be picked up by someone other than yourself, an authorization form to list persons you designate to pick up your child will be given to the parent at time of registration. A card(s) will be given to you for each person listed one for car line and for early dismissals. You or the designated person will be asked to **PRESENT** the **CARD** before you enter the building and again at the classroom door. This is especially important when a substitute teacher is working.

Before releasing children to a non-custodial parent, a phone call will be made to custodial parents to receive permission.

The school shall reserve the right to refuse to release a child to anyone whom the school deems is too physically, mentally, or emotionally impaired to safely transport the child.

B. Kindergarten through high school

1. Arrival

School begins at 8:15 a.m. Students should be in the gym and seated in their lines by 8:10 a.m. ready to be dismissed to their classrooms.

2. Dismissal

K through high school will begin dismissal at 3:15 p.m. Students should be picked up no later than 3:30 p.m.

Only individuals authorized by the parents in writing shall be allowed to pick up a student from school. Parents will be allowed to authorize individuals to pick up their children at the time of registration, but will also be allowed to do so during the school year. Students will not be allowed to go home with other children unless a parent has personally authorized this in writing through the school office. In case of a medical or other emergency, parents may provide authorization orally by telephone.

3. The state cut-off for kindergarten, is August 15.

Early Checkout

Parents wishing to check their child/and or high school student drivers, out of the school before the end of the school day are allowed to do so, but must sign their child/themself out through the office. Your child will be called to the office. Parents are urged not to pick their child up before closing announcements at 3:10 p.m. if at all possible. Check-outs which are made before the 3:10 bell will be counted in the same way as late arrivals. Both will be excused for the same reasons as absences. In addition, late arrivals and early checkouts will be excused for doctor's appointments, etc.

Revised 2/21

C. Safety

Please observe basic safety rules when arriving in and leaving our parking lot.

1. Drive slowly
2. Watch for children
3. If not escorting your child into the building let your child out as close to the entrance as possible; encourage your child to walk, not run; encourage your child to use sidewalks.
4. Buckle up

D. Security

1. Any time you visit the school, you must stop at the school office to sign in and receive a visitor tag.

Revised 6/16

XII. Before School Care (7:30-8:15) and After School Care (2:00 – 3:15) is available for preschool only

A. Forms for extended care are available at time of registration.
B. The charges for extended care are $3.00 for morning **OR** evening and $5.00 for both. Children need to be approved by the school office (not just through the classroom teacher) ahead of time.
C. Extended Care is billed in about four week intervals. Statements are sent ONLY for the most current charge. Payments are made to the church business office.
D. Corporal punishment is not used in extended care.
E. Children below the age of four will not be accepted as a general rule.
F. Working parents need to keep their own records of childcare for IRS.
G. **ALL** K-high school students should be picked up by 3:30 p.m.

Revised 2/21

XIII. Emergency Closings

School closings because of weather or other difficulties will be directly sent via text message by homeroom teacher. In addition, any closings will be announced on our local radio stations, WJHL channel 11 TV, Facebook, and our school website. TOCS follows the Greene County School system. If Greene County is out, then TOCS is also out. If no announcement is made, you may assume that school is on a regular schedule. (also see COVID-19 addendum.)

XIV. Health

A. NEW STATE IMMUNIZATION RULES AND CERTIFICATE

The Tennessee Department of Health (TDOH) has issued new immunization rules and is issuing a new Official Certificate that is required for entry into school effective July, 2010. All newly required vaccines are routinely recommended for all children: most children should have already received them.

There will now be only **ONE** official TDOH certificate of immunization that must be filled out by medical providers for parents to deliver to schools prior to entry of their child into pre-school, pre-kindergarten, kindergarten, 7th grade, or as a new student. The form is only available from a private healthcare provider or local health department.

B. Upon request by a parent of a student enrolled in grades kindergarten through high school, the school will assist in the administration of medications, provided that (1) the parents authorize the school to do so in writing, and (2) the parents provide written instructions for the person administering the medication which specify when the child is to take the medication and the dosage that is required. The school office will have appropriate forms for the parents to complete for this purpose.

C. All medication must be checked into the office by parents. All medication must be properly identified and packaged. No student will be allowed to have medication in his/her possession. Proper paper work signed by the parent(s) will be kept with medication.

D. Parents are expected to keep a child home whenever his/her condition warrants. If your child becomes ill at school, you or your designated sitter will be notified immediately so that he can be picked up and taken home.

E. **Children with contagious conditions including diarrhea, vomiting, colds, etc., should be free from fever for at least 24 hours (without medicine) before returning to school.**

F. HEAD LICE POLICY

Towering Oaks Christian School is following a NO NIT policy concerning head lice. Students must be checked by a health professional and verification made to confirm the absence of nits before returning to school.

Revised 2/21

XV. Food

You will be responsible for providing your child's lunch and drink. Please limit soft drinks and only send caffeine-free sodas. Also, please do not send drinks in glass bottles.

Hot Lunch is available as schedules allow. Order schedule for Hot Lunch will be posted in the newsletter. (see Hot Lunch guidelines)

We ask that you support our efforts to instill good nutritional values in your child. While we are not opposed to occasional sweets, we do encourage a balanced daily diet. Remember the education of your child is a cooperative effort. (I Corin. 10:31; I Corin. 6:19-20)

Snack time is optional for each teacher. Only healthy snacks are acceptable (fruit, milk, etc.).

Soft drinks, energy drinks, etc., may not be consumed except with meals. Students may bring water in a closed non-glass container to keep at their desk if allowed by the teacher.

Gum is not allowed on campus because of the mess it makes.

Our teachers do not have time to prepare your child's lunch (heat soup, peel apples, etc.), so please send foods which your child can take care of himself or which are already prepared.

High School has pizza, drinks, and snacks available one day a week. Money is collected by the month with the order form going home in the newsletter. Money collected for this project goes for the eighth grade trip at the end of the school year.

Be sure to label your child's lunch box. Parents of infants should label all food jars, bottles, etc.

Parents who have children enrolled in Towering Oaks Christian School and Preschool need to use a biblical worldview when purchasing any articles of clothing, bringing lunch boxes, toys or other items bearing insignia or emblems of many of the popular secular cartoons, television shows, music groups or other groups or individuals. Worldly items shall be prohibited.

Revised 8/16

XVII. Dress Standards

Parents who have children enrolled in Towering Oaks Christian School and Preschool need to use a biblical worldview when purchasing any articles of clothing, bringing lunch boxes, toys or other items bearing insignia or emblems of many of the popular secular cartoons, television shows, music groups or other groups or individuals. Worldly items shall be prohibited.

A. General

I Cor. 10:23 tells us that as Christians there are things that are "permissible" but not beneficial or constructive. Paul goes on in verse 31 to tell us that everything we do should be for the glory of God. Therefore, we have standardized our dress code. Clothing should not be controversial. "When in doubt, leave it out"; if clothing is questionable we don't need it worn at Towering Oaks. Students who repeatedly violate the dress code are subject to suspension or dismissal.

B. Preschool

Washable play clothes will be suitable. For younger children, please bring a complete change of clothes to include shirt, pants or dress, underwear and socks. Five diapers will need to be sent with children not yet potty trained, and an adequate supply of training pants for those in the process. **CHILDREN REGISTERING FOR 3 YEAR OLDS AND OLDER MUST BE POTTY TRAINED.** It is your responsibility to see that your child has proper clothing here at all times. Please label your diaper bag.

C. Kindergarten, Elementary, and Middle School

Standardized school wear is required of students in grades K-8. ***This wear includes plain, solid colored polo shirts or collared shirts worn with khaki or navy pants, blue jeans, or shorts of the same type. Tight fitting pants of any kind will not be tolerated (skinny jeans, yoga pants, no jeggings, no holes etc.). Girls may also choose skirts or jumpers of the same type and of modest length (top of the knee, minimum length).*** All buttons except the top and second button should be buttoned on the polo shirt. ***All buttons except the top button should be buttoned on all button-up shirts.*** Camis worn underneath the polo should not be visible at the top, but camis without lace around the bottom may extend beyond the bottom of the polo. Shirts which have only decorative buttons or are designed in any way to have an underlying layer of a different color visible at the top are not considered a polo shirt. ***Caps and hoods are not allowed on the head inside the school. They may be worn while outside with teacher approval.***

In colder weather, solid color sweat shirts or sweaters may be worn over polo or collared shirts.

Warrior Wear—Sweatshirts, fleeces, t-shirts, hoodies, etc. with Towering Oaks logos or designs may also be worn at any time Monday through Friday. These items will be available for sale throughout the school year.

All sweatshirts, sweaters, hoodies, etc. should be neat in appearance – no baggy or extra-large clothing.

D. High School

Standardized clothing is also required, but high schoolers may also wear Christian shirts. Non-standardized clothing may be worn for off campus Service projects, if approved by administration.

If leggings are worn, skirts or shorts worn over them still need to be length already specified. Students who violate dress code will receive a warning notice which will be sent home to be signed by the parents. Upon receiving a second notice, parents will be asked to bring their students a proper change of clothing.

Revised 2/20

Occasionally days will be designated as special dress. On those days other items may be worn as long as the following code is adhered to:

1. Outer items (sweatshirts, jackets, etc.) bearing wording or imprints or illustrations that are obscene or unacceptable in a Christian School. This includes clothing which bears reference to tobacco, alcohol, drugs, sex, or any singer or music group (too difficult to keep up with who's bad and who's good). Head coverings and/or accessories are prohibited inside the building.

2. **Shorts should be one inch from the knee. No short-shorts and biker shorts.** Shorts should not be worn with shirts that are longer than the shorts, giving the illusion of no shorts.
3. Minimum length for skirts and dresses should be top of the knee.
4. If pants are loose a belt should be worn. All pants should fit at the waist.
5. Tightly fitting or immodest attire of any nature will not be tolerated.
6. Appropriate shoes should be worn; no high heels. Sneakers should be worn on PE days.
7. Clothing is not to have holes, tears or other conditions that allows the body to be seen through such openings. This is true of both pants and tops.
8. Body piercing is limited to pierced ears and that for girls only. (no gages, no spikes)

TOCS standardized shirts and pants or skirts are to be worn for all field trips. These shirts may be ordered through the school office. On cool or cold days, a long-sleeved solid-colored T-shirt may be worn under the Polo Shirt for field trips.

Students may wear jeans and shorts on designated field trips, pre-approved by the Administrator.

9. No visible tattoos, permanent or temporary, may be worn.
10. No unnatural hair colorings may be worn.
11. The Administrator reserves the right to make decisions about questionable appearance not specifically covered in these guidelines.

On other specially designated days such as pajama day, character days, etc., students are expected to maintain modesty and proper Christian decorum.

Revised 2/21

E. Physical Education

Students in grade kindergarten through high school must wear tennis shoes for PE. Although shorts are highly recommended, girls in kindergarten through fifth grades, who wear skirts on PE day, should wear shorts underneath, please. Students not prepared for P.E. will lose daily participation points.

Revised 2/20

XVIII. Attendance for School

Tennessee school law requires punctual and regular attendance at school. Parents are urged to see that children arrive promptly and attend each day. A student missing twenty days of school will automatically be retained unless arrangements are made and approved (by the school Administrator) for the child to receive special tutoring.

School begins at 8:15 a.m. Students should be in the gym, seated, and ready to begin the day at 8:10 a.m. ready to be dismissed to their classrooms. The parents of any student who has 3 or more unexcused tardies in a nine-week grading period will be contacted by the Administrator to work out an acceptable plan of action. Three unexcused tardies will be counted as an unexcused absence. Students who have unexcused absences due to unexcused tardies will be ineligible for perfect attendance.

Students in grades K-high school who are tardy must sign in at the office. Those who are unaccompanied by a parent will receive a note to be taken home, filled out, signed by the parent, and returned to school.

Check-outs which are made before the 3:10 bell will be counted in the same way as late arrivals. Both will be excused for the same reasons as absences. In addition, late arrivals and early checkouts will be excused for doctor's appointments, etc.

A child must be present for at least one half of the school day to be counted present and to participate in evening school sports events. (3 hours and 30 minutes) 11:45 a.m.

If a child is absent the parent should call the school office to notify us of the absence and bring a note to the office on the day he/she returns to school. The parent or guardian must sign the note. If your child is going to be out for several days, please contact the teacher to arrange for books and assignments that need to be done at home. The Administrator must pre-approve any absences related to trips, etc. for students in kindergarten through high school. **This request should be made in writing and turned in to the Administrator at least two weeks before the date of the trip**. If this procedure is not followed, the student will be counted as unexcused absent.

Students with unexcused absences will not be allowed to make up missed work. Home work will not be ready to be picked up until 2:00 p.m. on the day of the absence (this allows teachers time to get work together).

Students with unexcused absences will not be allowed to make up missed work. Home work will not be ready to be picked up until 2:00 p.m. on the day of the absence (this allows teachers time to get work together).

Students with excused absences are expected to complete all missed work within week of return to class.

Absences will be excused for:

- Personal illness
- Illness in family
- Death in family
- Trips approved in advance by the Administrator

Revised 2/20

It is especially important that the students be present during achievement tests. Students absent during achievement tests for any reason other than personal illness or death of an immediate family member will be charged a fee of $15.00 per day for achievement test makeup.

Revised 2/20

XIX. Retention

A student may be retained in a grade due to unsatisfactory academic progress and excessive absenteeism. A study may also be retained, particularly in kindergarten through second grade, if in the judgment of the teacher and Administrator it is in the best interest of the child to mature another year before proceeding. These decisions will not be made hastily, and parents will be fully informed.

Revised 2/20

XX. Parent-Teacher Communication

A. Parent Orientation

Communication is a key factor for a successful year. To help get us off to a good start, at least one parent of students in kindergarten through high school must attend the mandatory parent orientation session each fall. (see page 5 #10)

B. Student Planner

All students will have a student planner, which should come home each night. Students' assignments and special notes from the teacher should be in it. Parents of students are asked to sign the student's planner each night at each grade level teacher's discretion and student's conduct grade-responsibility.

C. Parent-Teacher Conferences

Twice a year parents of elementary students are requested to come to the school for a scheduled conference with the teacher to discuss their child's progress. Parents are invited to ask for special appointments at any time. Teachers are generally available immediately before school, planning time, and after school for brief discussions. Please arrange for an appointment.

D. Student will not be called out of class for phone calls except in emergency situations.

E. Cell phones will not be allowed for student use. Personal phones being used without permission between hours of 8:15-3:15 will be confiscated and returned only to student's parents. Students will be allowed to use the office phone in cases of illness, emergencies, and forgotten lunches or other items.

F. Teachers will return calls during their plan time or after school.

Revised 2/21

G. Parent/Teacher Service Organization

Towering Oaks Christian School encourages the involvement of parental support and service in various events and school-related activities. Organizational and regular or special meetings will be announced via the Tuesday newsletter. Revised 3/09

H. Concerns or Complaints

To be effective with your child, parents, teacher, and administration must share a spirit of mutual cooperation, honor, and respect.

When someone offends us, Matthew 18:15 instructs us to go privately to that person and discuss the matter. Ephesians 4:32 tells us to be kind and forgiving of one another.

When you have a problem with a staff member or even another parent at Towering Oaks, please go directly to that person and discuss the problem privately and with kindness. Matthew 18 acknowledges the fact that sometimes the problem is still not resolved, when that happens the proper step is to ask the school Administrator to meet with you and the other person, but only after first contacting the person directly to seek reconciliation.

XXI. Discipline

Proverbs 12:1

We believe that discipline plays a major role in the success of a student's education. The purpose of any form of discipline is to change improper behavior. Parents' input into discipline, which is having a positive effect with their child at home, is valued input. Mutual respect and understanding between parents, students, and teachers are necessary to both discipline and learning.

Fairness and impartiality for all are stressed along with as much consistency as possible. As listed in our goals (see page 3) we are interested in developing self-discipline, respect, and submission to authority, and respect and love for others.

School personnel are not to raise their voices before, during, or following disciplinary action.

The school is keenly aware of the increasing incidence in recent years of the misuse of physical control over children by adults. Recognizing that parents have the God-given primary rights and responsibilities regarding their children, we believe that parents have a right to know exactly how the school administers discipline.

A. Preschool
   1. In all preschool classes the use of a "time-out" chair is used quite effectively. This may be used for such offenses as disturbing the class, disobedience, and defiance.
   2. Our teachers are instructed that they may firmly say "NO" for biting, scratching, hitting, or throwing objects, which could harm another child.
   3. In extreme cases where the above discipline is not deemed effective, a preschooler's parents may be asked to remove the child from class or with repeated problems, to remove the child from the program.
   4. In extreme cases the administrator will be notified and will take responsibility for discipline.

      Once again, our desire is to change improper behavior.

B. Elementary and Middle School

1. All discipline will be based on biblical principles (e.g. confession, repentance, reconciliation, restitution, forgiveness, etc.). Misbehavior shall be viewed from a spiritual and Scriptural perspective with the goal of shepherding the child's heart toward a God-pleasing life. It is also understood that parents are ultimately responsible for their child's behavior even while the child is at school. These discipline procedures shall have the function of placing the responsibility of discipline on the parent. Appropriate consequences for unacceptable behavior will be administered at school in order to maintain a Godly environment. However, the parents will be expected to administer corrective punishment at home. It is the parents' responsibility to make sure that the behavior does not recur.

2. Practically, the vast majority of real and potential discipline problems will be dealt with at the classroom level. The kind and amount of discipline (within these stated guidelines) will be determined by the teachers and the Administrator. The specifics and nature of each discipline incident and the individual personality of the student involved will be considered in the administration of discipline. Each teacher has his/her methods of classroom discipline. These policies will be explained to parents on orientation night at the beginning of the school year. Parents will also receive a written copy of classroom procedures.

3. Cellphones are an educational distraction and are not allowed out unless requested by the teacher as a learning tool. Therefore, the first time a cellphone is out without permission it will be taken and given to the parent. The second time it will be turned into the administrator until the parent comes in for a meeting. Third offense, it will not be allowed back in the building for the remainder of the year.

4. Misconduct and Discipline:
There are five basic behaviors that will automatically necessitate discipline from the School Administrator. Those behaviors are:

a. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
b. **Dishonesty** in any situation while at school including lying, cheating, stealing.
c. **Rebellion** e.g., outright disobedience in response to instructions.
d. **Fighting** e.g., striking in anger with the intention to harm another student.
e. **Unkind, obscene, or profane language,** including, but not limited to, taking the Lord's name in vain; or taunting or teasing a fellow student in a malicious way with intent to provoke that student to anger, humiliation or other distressing emotions. The supervising teacher, with input from students if deemed beneficial, shall be the judge of whether or not these actions have occurred.

5.Coroporal Punishment
We have read the School Discipline policy, understand it, and agree to abide by it. We understand that in rare cases corporal punishment (paddling) will be administered, after parent contact is made if deemed necessary for behavior correction, by the school administrator or assistant administrator. Corporal punishment is intended to hurt and that in some children, corporal punishment could cause bruising.

6. Consequences: If for any of the above behaviors or reasons, a teacher deems it necessary for a student to receive discipline from the Administrator, the following accounting will be observed. Within the entire school year.

   a. The **first** time a student is sent to the Administrator for discipline the student's parents will be contacted and given details of the visit. The parents' assistance and support in averting further problems will be expected.
   b. The **third** incident will be followed by a meeting with the student, student's parents, Administrator, and teacher if necessary.
   c. Should a **fourth** incident arise, a two-day suspension will be imposed on the student. The student will be required to make up all classroom assignments and tests missed during the suspension period.
   d. Should a **fifth** incident arise, the parents will be asked to withdraw their student from school.
   e. The Administrator may, at his/her discretion, bypass the above office-visit process and impose an immediate suspension or expulsion on a student who is not making progress in correcting serious misbehavior. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any flagrant act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours or when school is not in session.

7. Procedure for expelling or having a student withdrawn from school: The Administrator realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his/her parents not be able to eliminate the behavioral problems the student is having, the Administrator is empowered to either expel the student or request that the student be withdrawn.

The procedure will be as follows:

   a. Parents will be notified immediately after the decision for expulsion.
   b. The student will turn in all school texts/materials, clear out his/her desk and locker, and be picked up by his/her parents the same day.
   c. Transfer of school records will be arranged within a week following expulsion.
   d. Appeals may be made first to the Administrator and then to the Towering Oak Baptist Church Staff.
   e. Re-admittance: Should the expelled student desire to be readmitted to Towering Oaks Christian School at a later date, the administrator in consultation with the church staff will make a decision based on the student's attitude and circumstances at the time of reapplication.

8. Other examples of unacceptable behavior include, but are not limited to the following:
    a. Disobeying classroom or school rules.
    b. Bringing unnecessary and inappropriate items to school campus. Among these are weapons, sharp objects, distracting toys, alcohol, drugs, (or their counterfeit) cigarette lighters, matches, inappropriate pictures, inappropriate reading material, etc. Such objects may be confiscated and returned only to the student's parents.
    c. Disrespect for school property. Students damaging, destroying, or losing school property will be responsible for replacement and repair of damage at their own expense.
    d. Rowdiness, loud talking, or running inside the school building or playing in the restrooms.
    e. Leaving the school campus at any time during school hours without a parent or guardian's signature or the release form in the school office.
    f. Discourtesy to any other person, including fellow students.
    g. Rudeness and exhibitionism.
    h. Tardiness to class. (too many tardies may result in discipline.)
    i. Going or being present anywhere on campus without adult supervision and/or permission.
    j. The use of cellular telephones is prohibited. We recognize that some parents may choose to have their students carry telephones for security reasons outside of school hours and activities. We allow students to use an office phone for emergency telephone calls. Therefore, there is no reason for the use of personal telephones during school hours. Personal telephones being used between hours of 8:15 and 3:15 will be confiscated and returned only to the student's parents.
    k. Electronic equipment such as video games, iPods, MP3 players, iPads, kindles, nooks, etc. should be left at home unless required for a specific assignment and approved by the Administrator. Any electronic device being used between the hours of 8:15 and 3:15 will be confiscated and returned only to the student's parents.
    l. Chewing gum is not permitted on school campus.

Revised 8/16

I. Field Trips

Based upon I Corinthians 10:31-33 the "Eight Commandments" for field trips are expected to be followed:

a. Obey those in authority

b. Respect all people, especially those older

* Yes, sir, No, sir, Yes ma'am, No ma'am
* Please and Thank You
* Use Mr., and Mrs., Miss
* Speak one at a time
* Follow instructions and directions
* Stop what you are doing when spoken to
* Do not distract others

c. Show Kindness and Love

d. Regard feelings

e. Pay Attention

f. Take breaks only as needed or directed

g. Stay with your group

h. Clean up after yourself

Students may listen to iPods, MP3 players, etc. on field trips at the discretion of the teachers and will allow teachers to supervise and listen to what is being played at any time.

Revised 8/16

Towering Oaks Christian School publishes a standard grade scale used in our system. The same scale will be required for home school grades.

XXII. Report Cards

Report cards will be sent home every nine weeks.

A. Satisfactory Grading Scale

Progress reports will be sent home every nine weeks. The following scale will be used for Kindergarten:

1. Satisfactory
2. Progressing
3. Needs Improvement
4. Unsatisfactory

B. Standard Grading Scale

Report cards will be sent home every nine weeks:

A 90-100
B 80-89
C 70-79
D 65-69
F Below 65 (denotes failing work)

Revised 10/18

C. Related Arts

Teachers in Art, Music/Drama, PE, Library and Computer will be using S (satisfactory) and U (unsatisfactory) grading scale for K. Related Arts teachers in grades 1st – 5th will have the option to use either the S & U grading system or the standard grading system. Sixth and above will utilize the standard grading system only. Conduct will be considered in tabulating the grade. The standard grading system listed above will be utilized.

D. Extracurricular Activities

Students involved in school sponsored extracurricular activities (basketball, cheerleading, etc.) must maintain a grade of C or above in all academics. F grades at midterms will also cause a student to become suspended. Behavior issues will be determined in coordination of the teacher and the school administrator or the administrator's designee.

Students who are suspended because of grades are expected to participate in practice but may not participate in games. Students grades will be reviewed weekly. Students may be reinstated after one week if grades are brought up to required standards.

XXIII. Honor Roll

We will recognize students who have excelled academically by placing them on the Honor Roll.

A. Grades 1 through high school

Honor Roll will be figured each nine weeks in the following way:

Students with all A's will be on the A Honor Roll
Students with A's and B's will be on the AB Honor Roll
Handwriting will not be included in calculation for honor roll

B. Related Arts

These grades will also be included in determining honor roll.

Revised 2/20

XXIV. Students with Disabilities

See page 5 #4

Revised
2/21

XXV. Child Abuse

In accordance with state law, we are required to report any case of suspected child abuse to the Tennessee Department of Children Services. Tennessee is a mandatory report state.

8/16

TOCS Covid-19 Addendum (when guidelines are recommended)

TOCS will adhere to the following recommendations and guidelines from the State of Tennessee: Child Care Providers COVID-19 Daily Update (tn.gov)

1. Limiting the number of people from entering the building.
   (Sign-in, sign-out, for appointments, tardies, etc. will take place outside.)
2. Temperature checks of staff and students before entering the building and mid-day temperature checks. Anyone with temperature readings which exceeds 100.0 will be required to leave the building.
3. Extra handwashing practices for staff and students. (Teachers will monitor that students will adhere to 20 seconds of washing with soap. Sanitizing frequently touched surfaces throughout the day of door handles, tables, etc. will be performed.)
4. Daily/Weekly reminders of the best hand hygiene and respiratory etiquette
5. 6^{th} – 8^{th} Grades will remain in their homerooms and teachers will rotate classes.
6. All a.m. and p.m. communal time is eliminated and students will report directly to classroom.
7. Social distancing as much as possible
8. Splitting Wednesday chapel times into two smaller groups
9. Mandating the wearing of masks as mandated by local or federal authority.
10. Enhanced cleaning is performed by our cleaning staff in the afternoon and evening hours.

Covid-19 Attendance Policy:

Any student or staff member with a COVID-19 diagnosis **should not be on campus for a minimum of 10 days after the date of the original test with a positive COVID-19 diagnosis.** After 10 days from the original test, the student/staff member may return to school if they meet the following criteria:

- 3 days with no fever without the use of fever reducing drugs
- Symptoms have improved
- 10 days since symptoms first appeared

1. Any student or staff who feels ill, or has direct contact with anyone who is ill, should remain home.
2. If anyone in our TOCS family tests positive, please know that you will be informed.
3. If our student body and staff population exceed a 10% absenteeism, TOCS will close for a period of two weeks to quarantine. Should this occur, teachers will prepare work to be completed during the two weeks off campus.

4. If a student or staff member lives within the same household of a person who has been positively diagnosed with COVID-19, all enrolled students and/or staff members living in the household should not be on campus for a minimum of 10 days from the day that the person within their immediate household was tested for COVID-19. After a minimum of 10 days from the original test date, those living in the household of the person diagnosed with COVID-19 may return to school if the person who was diagnosed has fully recovered and all of those living in the household have no fever and no symptoms of COVID-19.
5. Those who have tested positive for COVID-19 do not need to quarantine or be tested again for up to 3 months (90 days) so long as they do not develop symptoms again. If COVID symptoms represent with 3 months (90 days) of the first bout of COVID-19, the individual may need to be tested again if there is no other cause identified for their symptoms.

Return to Physical Activity following COVID-19 Diagnosis:

All student athletes with a confirmed diagnosis (positive test) for COVID-19 must undergo an evaluation by a medical provider AND receive written clearance that specifically states that the athlete is cleared to participate in sports prior to returning to practice or competition. It is recommended that all students with a confirmed diagnosis (positive test) for COVID-19 undergo an evaluation by a medical provider prior to participation in or physical education classes and athletic activities (including: physical education classes, conditioning, weights, practice, games, etc.). Ongoing symptoms related to COVID-19 should be explored, including the presence of chest pain or shortness of breath with exertion, palpitations (heart racing), excessive fatigue, or decreased exercise tolerance.

TOCS follows all TSSAA rules and regulations COVID-19 Regulations-and-Considerations-2021-01-22.(tssaa.org)

Inclement Weather:

When the Greene County School system utilizes distant learning, calls for inclement weather delays, early dismissals, and cancellations will be the sole responsibility of the principal. Notification of such changes will be sent through your child's teacher.

ALL information is subject to change. The school's administrative office will notify you of revisions to the existing COVID-19 plan.