

# PARENT/STUDENT HANDBOOK



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# INTRODUCTION

Since its establishment in 1970, Tabernacle Christian School has existed to encourage and assist families committed to fulfilling the biblical mandate to provide a Christian education for their children. The purpose of Tabernacle Christian School is to provide thorough academic instruction from a biblical world view, to help students develop socially by teaching patriotism and respect for authority, and to encourage students spiritually by emphasizing one's personal accountability to God while developing the mind of Christ.

## *Statement of Faith*

Tabernacle Christian School, as a ministry of Tabernacle Baptist Church, believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position.

We believe in the divine inspiration of the Scriptures, the triune God, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God, the necessity of repentance and faith wrought by the Holy Spirit, the glorious display of God's purpose and grace, the progressive work of sanctification, the keeping power of God, the harmony of the law and the gospel, the prominence of immersion and the sacrament of the Lord's Supper, the devout observance of the first day of the week, the honoring of civil government, the resurrection of the righteous to eternal life and the wicked to eternal damnation, and the imminent, personal, pre-tribulation, pre-millennial return of our Lord and Saviour Jesus Christ.

Tabernacle Christian School believes in the verbal, plenary inspiration of the Bible. Only the King James Version is used in the pulpit and for classroom instruction.

## *Purpose and Goal*

The purpose of Tabernacle Christian School is to support the family and the work of the local church. Christian education is the development of the mind of Christ in each student.

## *Affiliations*

Tabernacle Christian School is a member of the North Carolina Christian School Association and the American Association of Christian Schools (an organization of 1,200 Christian schools across the country with similar philosophy and direction). We also hold membership in the North Carolina Christian Activities Association and the North Carolina Christian Educators Association. It is by these associations that we are able to promote teacher development and remain abreast of current methods and materials. Our students also benefit by enhanced and varied opportunities to compete and cooperate with students from other Christian schools.

Tabernacle Christian School is a ministry of Tabernacle Baptist Church. Therefore, the school takes the same fundamental position in its beliefs regarding the Word of God, separation from the world, and standards for Christian living.

## *Administration*

- Scott Hooks, *Pastor*
- Greg Weber, *Principal*
- James Cordell, *Business Administrator*
- Darren Rood, *Athletic Director*

## *School Colors*

Red and Black

## *School Mascot*

Conquerors

## *School Song*

Tabernacle Christian School, where Christ is magnified,  
Where we learn that Jesus lives, although for us He died.  
Finest training there we find, with standards clear and true.  
Tabernacle Christian School, praise God for you!

Conquerors for Christ are we; in His own strength we stand.  
Guided by the Word of God, we live the lives He planned.  
Trained to serve the King of Kings, Who died on Calvary,  
With the Sword, the Word of God, we have victory!

## *School Verse*

*“Nay, in all these things we are more than conquerors through him that loved us. For I am persuaded, that neither death, nor life, nor angels, nor principalities, nor powers, nor things present, nor things to come, Nor height, nor depth, nor any other creature, shall be able to separate us from the love of God, which is in Christ Jesus our Lord.” - Romans 8:37-39*

# ADMISSIONS

The pastor and the administration of the school reserve the right to establish and maintain standards for student conduct, dress, and scholarship. Students are expected to make acceptable progress both spiritually and academically, to abide by the school rules and guidelines, and to conduct themselves in a manner consistent with the policies and practices as established by the administration. Students who consistently violate the letter and spirit of rules and guidelines will be subject to dismissal from school.

Tabernacle Christian School makes no distinction in the admission

of students based on race, gender, nationality, or ethnic origin. As a private, Christian institution, admission to the school is a privilege rather than a right. This privilege may be forfeited should a student fail to meet his responsibilities. It is vital that each student and his family are fully supportive of the goals of the school.

## *Church Attendance*

A strong, Christ-honoring home and faithful attendance to a Bible-preaching church are vital elements for a Christian education. Every family with students enrolled in the school must agree to have their children in a Bible-preaching church each week. Students are encouraged to serve in a local church ministry. As a part of the admissions process, prospective students and their parents must attend at least one public service of the Tabernacle Baptist Church.

## *Testing*

Applicants to the school in grades 1–8 will be given age-appropriate ability and achievement examinations. The scores achieved on these examinations will be used by the administration to determine the grade level best suited to the student’s capabilities.

## *Communicable Diseases*

While it is not the intent of the school to discriminate against any child, a safe learning environment must be provided for the students. This includes protecting students from exposure to communicable disease. In the best interests of both the sick and the well child, it is the policy of the school not to accept students who have been diagnosed as carrying a communicable or potentially lethal disease. This policy includes, but is not limited to, diseases such as syphilis, gonorrhea, tuberculosis, and acquired immune deficiency syndrome (AIDS). This applies also to students known to be infected with HTLV-III/LAV, and to students testing positive for the presence of antibodies to the AIDS virus.

# ACADEMICS

The program of the school places a strong emphasis on academic fundamentals. All students in kindergarten through 12th grade are administered the Stanford Achievement Test each spring. Student scores are included in the AACCS national testing program as well as in the national norms. All subjects are taught in light of biblical truth.

## *Faculty*

Tabernacle Christian School teachers are dedicated Christians who serve faithfully in the Tabernacle Baptist Church or their local church. Each member of our faculty has demonstrated scholastic achievement in their field.

## *Curriculum*

The curriculum for all grades has been structured so that the students will receive training in all academic subjects required by the State of North Carolina. All subjects are taught from a biblical world view. Social development is encouraged through the teaching of good manners, high moral standards, respect for parents and authority, and patriotism.

## *Homework*

Homework will be regularly assigned in each grade level. Assignments are designed to reinforce classroom instruction, to provide additional enrichment, or to allow students to make up work that is missed due to absence from school. Homework is the responsibility of the student; however, parents are encouraged to be actively involved in every aspect of their child's education. To encourage faithful attendance to midweek church services, no homework will be assigned on Wednesdays and no tests scheduled for Thursdays.

## *Report Cards*

Report cards are issued at the end of each nine-week grading period. A progress report is sent home after the fourth week of a nine-week grading period for grades 4-12. In grades K5-3, selected class work, tests, and quizzes are sent home on a regular basis for parental inspection.

## *Grading Scale*

GPA	Letter	Percentage	GPA	Letter	Percentage
4.0	A+	99-100	2.3	C+	83-84
4.0	A	95-98	2.0	C	78-82
3.7	A-	93-94	1.7	C-	76-77
3.3	B+	91-92	1.3	D+	74-75
3.0	B	87-90	1.0	D	72-73
2.7	B-	85-86	.7	D-	70-71
			.0	F	0-69

An “Incomplete” is given when requirements have not been met. Coursework not completed will result in the “Incomplete” being changed to an “F.”

## *Promotion*

Elementary students may not be promoted if they fail two core subjects (Bible, language, math, and reading), or if they fail one core subject and earn a “D” in the other two core subjects. Students who fail one core subject and earn a grade higher than a “D” in at least one of the other core subjects may be promoted but must receive school-approved tutoring in the failed subject. Tutoring must include a minimum of 12 hours of instructional time after which the student must pass a proficiency test in the subject for the appropriate grade level.

Students in grades 7 – 8 must pass all major subjects (language, math, science, and history) for the year to be promoted to the next grade. Students who fail one or more of these subjects and students who earn a “D” in language or math must complete an

approved summer school course or tutoring schedule in the deficient subject(s).

## Requirements for Graduation

### College Preparatory Track

Bible*	4
English	4
Science (must include Biology & Physical Science)	3
a. Biology	
b. Physical Science	
c. Physics or Chemistry	
Math** (through Algebra II is required)	4
a. Algebra I	
b. Algebra II	
c. Geometry	
d. Advanced Math or Calculus	
Social Studies (must include Geography, World History, US History & Gov't/Economics)	4
a. Geography	
b. World History	
c. U.S. History	
d. Government/Economics	
Physical Education	1/2
Health	1/2
Computer Applications	1
Foreign Language	2
Fine Arts	1
Speech	1/2
Creative Writing	1/2

**Total Credits Required for the Class of 2013 .....25**

\*One year of Bible is required for each year enrolled at Tabernacle Christian School.

\*\*General or Business Math may not count in place of Geometry or Algebra II for the College Preparatory diploma.

### General Track

Bible*	4
English	4
Science (must include Biology & Physical Science)	3
e. Biology	
f. Physical Science	
g. Physics or Chemistry	
Math** (through Algebra II is required)	3
a. Algebra I	
b. Algebra II	
Social Studies (must include Geography, World History, US History & Gov't/Economics)	4
a. Geography	
b. World History	
c. U.S. History	
d. Government/Economics	
Physical Education	1/2
Health	1/2
Computer Applications	1
Foreign Language	2
Fine Arts	1
Speech	1/2
Creative Writing	1/2

**Total Credits.....24**

\*One year of Bible is required for each year enrolled at Tabernacle Christian School.

\*\*General or Business Math may not count in place of Geometry or Algebra II for the College Preparatory diploma.

Requests for a student to graduate ahead of their class will be considered only in exceptional situations.

Students must carry a minimum of six credits each year.

Students may add a class within two weeks after classes begin. Students may drop a class within four weeks after classes begin. After the fourth week of the semester, students are responsible to complete all course work for the semester.

All courses must be taken and passed in sequence. Failure in a sequential or required course will require the student to pass the course in summer school, through correspondence work, or to repeat it during the following school year.

A maximum of one credit per year of summer school or correspondence work can be accepted. Students may not substitute summer school, correspondence work, or IEP for a class that can be accommodated in their regular schedule. All course work must be approved by the administration. Tabernacle Christian School reserves the right to supplement any summer school, correspondence work, or IEP submitted for credit.

The total number of credits required for graduation must be earned while in attendance in grades nine through twelve. High school courses completed prior to 9th grade will be noted on the student's high school transcript and recognized for placement in the next sequential level of the subject, but will not be included for credit in terms of required credits and will not be included in the student's cumulative GPA.

In addition to fulfilling the credit and attendance requirements, students must take the American College Test (ACT) or the Scholastic Aptitude Test (SAT) before graduation requirements will be considered to be satisfied. All students must score at least in the 30th percentile on the 11th grade Stanford Achievement Test to qualify for a General Diploma, and at least in the 50th percentile to qualify for a College Preparatory Diploma.

High school classification is determined by the accumulation of the following number of credits:

0 – 6 credits	9th grade
7 – 12 credits	10th grade
13 – 17 credits	11th grade
18+ credits	12th grade

## *National Christian Honor Society*

Tabernacle Christian School is a member of the American Christian Honor Society. Members of the Honor Society (10th - 12th grades) are selected on the basis of testimony, scholarship, character, service, and leadership. Qualified members are chosen by a scholarship committee with a heavy emphasis on the grade point average (at least a GPA of 3.3 on a 4.0 scale). A student may be dropped from membership if he or she fails to maintain all of the required qualifications.

## ATTENDANCE

The school day begins promptly at 8:00 a.m. In the case of an absence, the office should be contacted as early in the day as possible. Excused absences or tardies will be granted for the following reasons:

- Doctor or dental appointment (appointments should be made after school hours when possible)
- Funeral
- Local disaster
- Personal illness or emergency
- Pre-approved family trips

Days missed due to late registration (except in the case of transfer) or late financial payments are excused but will be considered days absent and will be included in the total number of absences permitted for the semester.

## *Elementary School*

### **Tardy**

Elementary students arriving after 8:00 a.m. must check in at the school office. Students arriving after 8:00 a.m. but before 9:00

a.m. (or missing up to one hour within the day) will be considered tardy. The accumulation of three (3) tardies in a semester will result in a charged absence as related to perfect attendance.

### **Absence**

Students arriving after 9:00 a.m. (or missing more than one hour of the school day) will be considered absent. Absences are recorded by 1/2 days. Students with an excused absence will be allowed to make up missed work, for full credit, within a reasonable amount of time as determined by the teacher. Requests for excused absences must be received in the school office no later than the day following the absence. Students charged with an unexcused absence must complete missed assignments and may receive, at the discretion of the administration, full or partial credit for work completed. An accumulation of 30 or more absences during the year will jeopardize a student's promotion to the next grade. Exceptions may be made in the case of an extended illness.

### *Junior High and High School*

#### **Tardy**

Students arriving after 8:00 a.m. are considered tardy and should check in at the school office before reporting to class. Requests for excused tardies must be received in the school office no later than the day following the tardy. Students reporting tardy to any subsequent class period must present a pass from the office or faculty member in order to be excused. The accumulation of three first period tardies in a semester will result in a charged absence as related to perfect attendance. The accumulation of four first period tardies and each one thereafter will result in a detention.

#### **Absence**

Students arriving after 8:00 a.m., or reporting to school following an absence, must check in at the school office and submit a written

explanation from a parent/guardian. Students must obtain a re-admission slip from the office before attending class. Absences are recorded by class period. Students missing more than ten minutes of a class period are considered absent for that period. Requests for excused absences must be received in the school office no later than the day following the absence. Students with an excused absence must complete missed assignments within the number of days absent plus one day for full credit. Students charged with an unexcused absence must complete missed assignments within the number of days absent and will have two points deducted from each subject missed on the next report card for each unexcused absence. Exams missed due to an unexcused absence must be made up on the first day of a student's return to school. Sixteen absences accrued in a full-credit class or eight absences accrued in a 1/2-credit class during a semester may result in loss of credit for the class. Exceptions may be made in the case of an extended illness. Students missing up to one hour of the school day will not be penalized as relating to perfect attendance. Students may accumulate a maximum of two such occurrences per semester.

## CONDUCT AND DISCIPLINE

The desire of the administration and faculty of the school is to develop and to nurture an atmosphere of discipline and pleasantness. The Bible clearly states, "*Train up a child in the way he should go...*" (Proverbs 22:6). Discipline is not simply punishment for wrong attitudes or actions. It is the biblical, loving correction that leads to a change in thought and behavior. Discipline is administered in an effort to instill in students a personal accountability to God for their attitudes and actions. Open communication between the teacher and the home is vital. Questions concerning discipline should be directed to the classroom teacher. If the situation warrants, the administration is willing to assist in any matter. Discipline may include one or more of the following:

- Scriptural counseling
- Parent-teacher conference
- Corporal punishment
- Suspension or expulsion from school

### *Preschool and Elementary School*

The elementary school years are critical to the development of good habits and discipline in young people. Good manners and appropriate conduct will be emphasized. Most discipline problems are minor and will be handled by the classroom teacher. Continued discipline problems or those of a more serious nature may be referred to the discipline supervisor or principal.

### *Junior High and High School*

In junior high (grades 7 – 8) and high school (grades 9 – 12) a demerit system is utilized. Demerits may be issued for offences that do not warrant more serious discipline. Demerits are accrued on a semester basis and become a part of the student’s permanent file. If a student receives more than 25 demerits during the fall semester, those demerits will be carried over into the spring semester. The following actions will accompany the stated accumulation of demerits:

Parents will be notified when their child has accumulated 10, 25, and 40 demerits in a semester.

The accumulation of 50 demerits in a semester may result in a one-day suspension.\*

The accumulation of 75 demerits in a semester may result in a multiple-day suspension.\*

The accumulation of 100 demerits in a semester may result in expulsion.\*\*

\* Suspensions will be counted as absences. Work that is missed is

due upon the student’s return to class. Three points will be deducted from the final grading period average in each class for each day of suspension. In the event that a student accumulates excessive demerits within the final three weeks of the semester, disciplinary action may be deferred to the following semester. Deferred disciplinary action may be in the form of probation or demerits.

\*\*Expulsion will be effective immediately upon the notification of the parent/guardian. Academic consequences may range from not less than the deduction of ten points from the final grading period average in each class to a complete loss of credit for the semester. Application for reinstatement must be reviewed by the administration.

The following may result in two demerits for the first two violations and four demerits for each subsequent violation:

- Eating outside of designated areas
- Failure to sign in/out
- Gum chewing
- Locker violation (disorderly locker )
- Unexcused tardy to class
- Unexcused absence (exceptions may be made for absences when advance arrangements are made through the school office)
- Unprepared for class (supplies, assignments)
- Talking/disturbing class
- Dress code violation

The following may result in five demerits for the first two violations and seven demerits for each subsequent violation:

- Crude or inappropriate language
- Disrespect toward faculty
- Unauthorized use of electronic devices (mobile phones,

PDAs, electronic games, iPods, etc. are not allowed on campus for student use)

Violations in the following areas will result in discipline, at the discretion of the administration, ranging from demerits to legal action:

- Reckless driving on campus
- Vulgarity/profanity
- Intentional, inappropriate contact with another student
- Dishonesty (stealing, lying, cheating)
- Possession or use of tobacco in any form
- Offensive or profane literature
- Theft
- Possession or use of any alcoholic beverage
- Possession or use of a controlled substance
- Vandalism
- Possession of a weapon

Detention hall meets from 3:05 p.m. - 4:00 p.m. each Tuesday. Parents will sign a detention hall notice at least one day before each detention.

As detentions accumulate during a semester, regardless of the offenses for which they were earned, the following will take place:

- |              |   |
|--------------|---|
| On the 2nd   | Conference with the discipline supervisor               |
| On the 5th   | Conference with the discipline supervisor and principal |
| On the 7,9th | Conference with principal                               |
| On the 10th  | 1-3 day suspension                                      |
| On the 12th  | Expulsion from school                                   |

*Note:* Should a student receive too many detentions to be completely served by the end of a semester, supervised Saturday work assignments or suspension days may be required.

## STANDARDS OF DRESS & APPEARANCE

The biblical principle underlying all standards of dress and grooming is modesty. Modesty applies not only to common decency but to the matter of calling undue attention to oneself as well. An appearance that makes a person a public spectacle is as inappropriate for the Christian as clothing that calls inappropriate attention to the body. The clothing and grooming of our students should be appropriate in both facets of modesty.

While at school, student dress will be governed by the school uniform program. Students are to be neatly and appropriately dressed for all school-sponsored activities. Students violating the dress code at school or other activities may, at the discretion of the administration, be asked to leave campus until their appearance meets school standards. Parents and guests of students are encouraged to honor the standards of modest dress exemplified by the school dress code (skirts or dresses for ladies, long pants or slacks for men) while participating in school activities or attending school functions.

All uniform purchases must be made from our supplier, Read's Uniforms. The uniform options for our school will be available in the school office, as well as at Read's Uniforms.

Read's Uniforms is located at:

1774 N. Center Street  
Hickory, NC 28601

**Phone:** (828) 441-2255

**Fax:** (828) 324-0445

**Website:** [www.ReadsUniforms.net](http://www.ReadsUniforms.net)

## *Young Men*

All students must wear the school uniform each day.

Haircuts are to be traditional and masculine in nature. The hair may not rest on the collar or cover any portion of the ear. Hair must fall at least 1 inch above the eyebrow. Sideburns may not extend below the middle of the ear or be cut above the top of the ear. Hair coloring is not permitted. Facial hair is not allowed.

Effeminate or excessive jewelry is not allowed.

No earring holes or tattoos are allowed.

Brown or black casual or dress shoes are to be worn. No sandals or flip-flops will be permitted. Boys in preschool through 6th grade may wear athletic shoes.

Appropriate socks must be worn.

Brown or black leather belts must be worn.

All shirts are to be tucked in.

## **Preschool**

Preschool students are not required to wear the school uniform, but we do ask that parents follow these guidelines:

Please avoid clothing that is faddish, of questionable taste, or that promotes questionable products, people, places, ideas, words, etc.

Long shorts or pants are permitted.

## **Elementary After-school Activities**

Long pants are to be worn. Neat blue jeans that are in good condition may be worn. If pants have belt loops, belts must be worn. Shirts other than uniform shirts may be worn as long as they are neat, and do not advertise anything inappropriate.

## **Secondary After-School Activities**

Shirts with collars will be required. Shirts with tails should be

tucked in. Square bottom shirts may be left out. Shirts must be buttoned except for the top two buttons. Shirts without buttons must not be low-cut.

Long slacks are to be worn. Neat blue jeans that are in good condition may be worn. Slacks are to be worn at the normal waistline.

Belts must be worn with slacks that have belt loops.

Socks are to be worn at all times.

Neatness is required, therefore, there will be no bib overalls, military clothing, shirt tails worn out, P. E. uniforms in class, sweat shirts, T-shirts, etc. Clothing should not be sloppy, or excessively baggy.

Neck jewelry or bracelets of any kind are not permitted. Watches and rings are acceptable.

Extremes in fashion or clothing which promotes questionable products, people, places, ideas, words, etc. should not be worn. Unisex items for boys (necklaces, earrings, etc.) are not allowed. Any clothing which is considered by the administration to be inappropriate or in bad taste is not permitted.

Facial hair is not permitted.

## *Young Ladies*

All students must wear the school uniform each day.

The length of a skirt or dress should be no shorter than the middle of the kneecap when the student is standing.

Proper, age-appropriate undergarments must be worn at all times.

Brown or black casual or dress shoes are to be worn. No sandals, flip-flops, or backless shoes will be permitted. Girls in preschool through 6th grade may wear athletic shoes.

White knee socks, white ankle socks, or nude-colored, conventional hosiery may be worn. Girls in preschool through 6th grade may wear appropriate socks or tights but may not wear sheer hosiery.

All shirts are to be tucked in.

Make-up may be worn conservatively in grades 7-12. Make-up may not be used by elementary girls, with the exception of clear lip gloss and nail polish. Nail polish must be traditional in color.

Jewelry must be conservative in both quantity and style.

Hairstyles must be conservative and consistent with a traditionally feminine appearance. Hair must be tied back or otherwise held off the face. Hair accessories must coordinate with the uniform program.

Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

### **Preschool**

Preschool students are not required to wear the school uniform, but we do ask that parents follow these guidelines:

Please avoid clothing that is faddish, of questionable taste, or that promotes questionable products, people, places, ideas, words, etc.

No spaghetti strap or midriff tops—tops must be touching the top of skirt or shorts when arms are up.

For your child's safety, flip flops or slide-type shoes should not be worn.

Long shorts are permitted. Slacks are permitted. Dresses and skirts should be of modest length. Shorts may be worn underneath skirts or dresses.

### **Elementary After-school Activities**

Blue denim/jean skirts and jumpers in good condition, are permitted for after school athletic events.

Sun dresses worn without a blouse are not acceptable. Shirts should not be sleeveless.

Slits in dresses or skirts should be no shorter than the middle of the knee-cap when standing.

No low-cut or see through garments are permitted.

### **Secondary After-school Activities**

Girls' dresses are to be feminine, appropriate, and modest in length, style, fit, and neckline. Length of dress/skirts and culottes for 7th - 12th grades must be at least to the middle of the kneecap when standing (this includes slits and flaps). Button-down skirts must be stitched to prevent accidental unbuttoning higher than allowed.

Sheer, see-through, half blouses, low-cut, or scoop front garments are not permitted. The neckline must never be lower than three inches from the throat.

The back of a dress or blouse must be no lower than four inches below the base of the neck (where shoulders and neck meet). Shoulders must be completely covered.

Skirts and dresses are to be worn to all school sponsored events (games, parties, rehearsals, etc.). Slacks, pantsuits, shorts, gauchos, culottes, etc. will not be worn.

Neatness is required. Clothing must not be wrinkled, sloppy, excessively baggy, etc. Hairstyles should always give a neat appearance.

Extremes in fashion or clothing which promotes questionable products, people, places, ideas, words, etc. should not be worn. Unisex items, clothing, or hairstyles (extreme boy-cut styles), etc. are not permitted.

Jean skirts in good condition are permitted.

Sleeveless tops and dresses are not permitted.

Skirts, dresses, and tops should fit modestly, but not to the degree that they are baggy or sloppy in appearance.

Any hair or clothing style considered by the administration to be in bad taste or inappropriate is not allowed.

Girls whose dresses do not meet dress code standards may be sent to change or go home. Demerits may also be given for each offense.

In grades 7-12, make-up will be allowed only in moderation to enhance natural beauty. Over use is prohibited.

Jewelry must be conservative in both quantity and style.

No backless shoes are to be worn. Tennis shoes are acceptable if they are in good condition.

## EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities and participants should exemplify the spirit and guidelines of the school. The following policies will govern student participation in such activities.

### *School Attendance*

Students may not participate in extra-curricular activities on a day for which they have been charged with an unexcused absence. In the case of illness, a student must have checked in before 11:30 a.m. in order to be eligible to participate. Any student checking out before 3:00 p.m. due to illness is not eligible to participate on that day.

### *Academic Eligibility*

Only eligible students may participate in inter-scholastic athletics. Each eligibility period begins on the Monday after progress reports or report cards are issued. A student must maintain the following on each grade evaluation to maintain eligibility:

- A “C-” average (76) must be maintained (all subjects)
- No “F’s” or Incompletes in any subject

Grades will be checked at mid-term (progress report) and the end of each grading period. Students who become ineligible for extra-curricular activities will remain so until the next grade evaluation is issued.

### *Conduct Eligibility*

Students are suspended from participation in sports for three weeks if 60 demerits are earned in one semester or if any suspension days are received. Should a student become ineligible for disciplinary reasons, the first week the student may not practice with the team. The student may practice with the team during the last two weeks of the three week suspension. During the entire three week period, the student may not play in any games, ride the bus to away games, or sit on the team bench.

### *Travel Procedures*

Students involved in extra-curricular activities will travel on school-provided transportation to and from the activities unless the administration, the appropriate sponsor, and the parent/guardian agree upon other arrangements. Students must wear school-approved attire. Detailed travel procedures will be explained and implemented by the supervising personnel. Parents helping to chaperone a school trip must follow the dress code.

### *Leadership Commitment*

Students who are involved in extra-curricular activities are expected to provide the student body with strong, spiritual leadership. In order to participate in such activities, students are expected to demonstrate a higher level of commitment than that required of the general student population.

## FINANCIAL POLICIES

The total tuition amount may be paid annually, semi-annually, or divided into ten monthly payments. Monthly payments must be made through the FACTS Tuition Management Program. Information about this program is available in the school office

and on our school website.

Your monthly statement includes all the charges incurred that month.

Make checks payable to Tabernacle Christian School.

Payments are due on the first and are subject to a \$10 late fee when not received in the Business Office on or before the fifth of the month.

School payments may be made in the school office during office hours or in the after-hours payment drop box located on the outside wall to the left of the main school entrance.

If a student is withdrawn or dismissed, the parent must contact the Business Office and officially withdraw in the school office. Financial records must be cleared and all school materials must be returned before records can be released.

The Business Office is open Monday through Friday from 8:00 a.m. - 4:00 p.m.

No deduction is made from the tuition payments for a student's absences.

Report cards will not be issued to a student if the school account is delinquent. No transcripts will be released if an outstanding debt exists with the school.

A student may be prohibited from attending class if the account is 60 days delinquent.

## GENERAL POLICIES & INFORMATION

### *Automobiles*

Properly licensed students may drive an automobile to school (no bicycles, scooters, or motorcycles). Students driving to school must complete a Student Driver Form and return it to the school office.

Speeding and reckless driving on campus will not be tolerated. Driving privileges will be revoked.

Students may not return to their car during the school day without permission.

Students may not loiter in the parking lot before or after school. Upon arrival on campus, students must enter the building within a reasonable amount of time (as opposed to waiting in a car).

Automobiles may be inspected at the discretion of the administration.

Students must have written permission from a parent/guardian to leave the campus with another student or adult. In the case of an emergency, a parent/guardian must contact the school office.

### *Awards*

Extraordinary achievement on behalf of the students is honored at awards ceremonies scheduled at the conclusion of each school year.

Senior high students competing for the valedictorian and salutatorian awards must have completed the requirements for the college preparatory track and must have earned at least one-half of their total high school credits (or attended two full years) at the school.

### *Books and Supplies*

All textbooks and workbooks are provided through the school. The book fee covers the use of non-consumable textbooks as well as required workbooks. Students are responsible for lost or damaged textbooks.

### *Change of Address or Telephone Number*

Families should inform the office promptly of any change of address or telephone number.

## *Chapel*

Chapel services will be held twice each week for all students. Separate services are conducted for elementary and secondary school students. All students are required to participate in the chapel services. All 7th-12th grade students are required to bring their Christian Life Journals to chapel.

## *Check-In and Check-Out Procedures*

Parents of preschool students must check in/out in the preschool area.

Parents of elementary and secondary students arriving to class after 8:00 a.m. or leaving campus before 3:00 p.m. must check their child in/out through the school office. Junior high and high school students arriving to class after 8:00 a.m. or leaving campus before 3:00 p.m. must check in/out through the school office. Students must have permission from their parent/guardian to check out early. Parents must contact the office if arrangements have been made for students to leave the campus with someone other than the parent/guardian.

Parents arriving on campus to pick up children during school hours must report to the school office after which the office will send for the student. Messages and/or deliveries from home must be left in the office.

## *Class Funds*

All class, organization, and activity funds are to be deposited in the business office.

Funds that are raised through school/class fund-raising projects will not be refunded to individual students. Personal deposits will be refunded unless already committed for travel expenses or other reservations.

## *Class Officers*

Class officers will be elected by majority at the beginning of the second quarter of the school year. Only students with at least a “C” average and no “F’s” qualify to serve as class officers, student body officers, or officers in any school organization. The basis for eligibility will be the most recent grading period (nine weeks at Tabernacle Christian School). A student’s spiritual outlook and discipline record are also factors in a class officer’s eligibility. Receiving over 60 demerits in a semester will result in the loss of this office.

## *Emergency Announcements*

Weather delays or closings are announced over television channels 3 and 9 and their radio affiliates. We do follow the call of the Catawba County school system. Our announcement will be listed as Tabernacle-Hickory. If we have a delay, the start time for all school activities, including early care, will be delayed to the announced time.

See the revised schedule for delay days for classes in 7th – 12th grades below. Preschool and 1st-6th grade teachers may make their own choice for what subjects to omit on delay days.

### **One Hour Delay Schedule for Grades 7-12**

Period I	9:00 a.m. – 9:42 a.m. ( <i>No homeroom – Take attendance in Period I</i> )
Period II	9:45 a.m. – 10:22 a.m.
Period III	10:25 a.m. – 11:00 a.m.
Period IV	11:03 a.m. – 11:40 a.m.
Period V-VII	Normal

### **Two Hour Delay Schedule for Grades 7-12**

Period I	10:00 a.m. – 10:32 a.m.
Period II	10:35 a.m. – 11:05 a.m.
Period III	Omitted
Period IV	11:08 a.m. – 11:40 a.m.
Period V-VII	Normal

## *Extended Care*

Supervised care is provided each morning beginning at 6:30 a.m. Students arriving at school before 7:50 a.m. must report to a designated area. Students are not to be in other areas of the campus without permission.

After school each day, supervised care is provided from 3:15 p.m. – 6:00 p.m. Students remaining on campus after 3:15 p.m. will be taken to the designated area. The charges for this service are detailed on the Tuition and Fees Rate Schedule.

Parents should sign up for the Extended Care program at enrollment or at such time during the year that these services will become needed on a regular basis. Students using Extended Care as a drop-in service will be charged a slightly higher rate. Monthly billings will reflect charges for this service. Students picked up after 6:00 p.m. will be charged a late pickup rate of \$2.50 for each 5 minutes late.

In the event of early, weather-related closings, arrangements should be made to pick up students as quickly as possible. Supervision will be provided until a parent/guardian arrives.

Groups meeting before or after school must use only the area of the building reserved for them and must leave all rooms and equipment in proper condition.

## *Fundraising Projects*

To enable Tabernacle Christian School to keep tuition rates as low possible, we usually engage in several different types of fundraising projects each year. Some projects involve little effort on the part of parents or children, purchasing items through the school that you would purchase elsewhere anyhow. Some will admittedly require more work (school-wide auction and other special projects). To benefit our families, we set tuition lower than what is really needed. We then plan development projects to make up the difference.

## *Health*

### **Accidents**

Injuries incurred on the campus or during a school-sponsored activity should be reported immediately to the school personnel responsible for supervision. Information requested by an insurance company may be obtained through the business office.

### **Forms**

All students are required to comply with health department regulations with regard to vaccinations and immunizations. All pertinent records must be on file in the school office by September 1st of the current year.

### **Illness**

Students who become ill during the school day will report to the school office. If it becomes necessary for the student to go home, the office will contact the parent/guardian. Upon arrival, parents must report to the office. All students must check out before leaving the campus.

### **Medication**

The school office must be informed of any significant and/or long-term medications taken by a student. No medications (including aspirin, vitamins, etc.) are to be kept on a student's person or in their locker. If it is necessary for a student to take medication during the school day, it must be sent to the school office with specific instructions for administering. No medication can be provided by Tabernacle Christian School.

## *Insurance*

Accident insurance covering students while at school or while participating in a school activity is provided. This insurance

is supplementary to personal medical insurance. All questions regarding claims should be directed to the business office.

### *Lockers*

Lockers will be assigned to all students in grades 5 – 12. Students are to use only the locker assigned to them and may not share a locker with another student. Locker combinations will be issued by the school. Lockers should remain locked when not in use. Stickers, pictures, slogans, etc. may not be placed on/in the lockers. Lockers may be inspected at the discretion of the administration.

### *Lunches*

Students may provide their own lunch or may take advantage of the hot lunch program that is available through the school cafeteria. Students may also purchase drinks, ice cream, and other snacks. Deliveries from local food vendors are not allowed. Parents are invited to join their children for lunch at any time. Other guests must secure permission through the school office. To insure student safety, all guests must check in/out through the school office. Guests are encouraged to honor the school dress code while on campus.

### *Parent-Teacher Communication*

It is often necessary for the parent/guardian and the teacher to meet to discuss certain situations. Individual teachers may be contacted directly or they may be reached through the school office. If a meeting with several teachers is desired, the school office will work with the parent/guardian and the teachers that are involved to determine a time for the meeting. Any situation that is not adequately addressed through a parent-teacher conference should be referred to the administration.

### *Photographs*

Pictures taken of students and events may be used for promotional material and for the school yearbook.

### *Required Meetings*

Parents and students are required to attend Parent/Student Orientation at the beginning of the school year.

### *School Hours*

Half-day preschool meets from 8:00 a.m. – 11:45 a.m. Full-day preschool, Kindergarten – 12th grade classes are from 8:00 a.m. – 3:00 p.m. each day. School office hours are Monday through Friday, from 7:30 a.m. – 4:30 p.m.

### *Special Programs*

All students with parts in special programs (speech, choir, etc.) are required to attend. Unexcused absences will be reflected in a student's grade.

### *Telephone*

Students may obtain permission to use the telephone in the lobby for necessary calls. Students do not have permission to use mobile phones on campus during the school day (from 8:00 a.m. - 3:00 p.m.).

Students involved in extra-curricular activities may carry a mobile phone. Use will be restricted to appropriate times as determined by the supervising personnel.

## *Visitor Policy*

All visitors to the campus must check in at the school office upon arrival. Visits will be confined to the office area unless otherwise approved by the administration. Any student request to visit classes must be approved through the office at least one day in advance. All visiting students attending class must honor the school dress code and must secure a visitor's pass from the school office.

## *Withdrawal*

When withdrawing from the school, a student must check out at the office. All textbooks, library books, choral music, athletic uniforms, etc. owned by the school must be turned in. A withdrawal form must be completed and financial obligations must be satisfied before withdrawal can be finalized.

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# PARENT/STUDENT HANDBOOK



*A Ministry of Tabernacle Baptist Church*

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