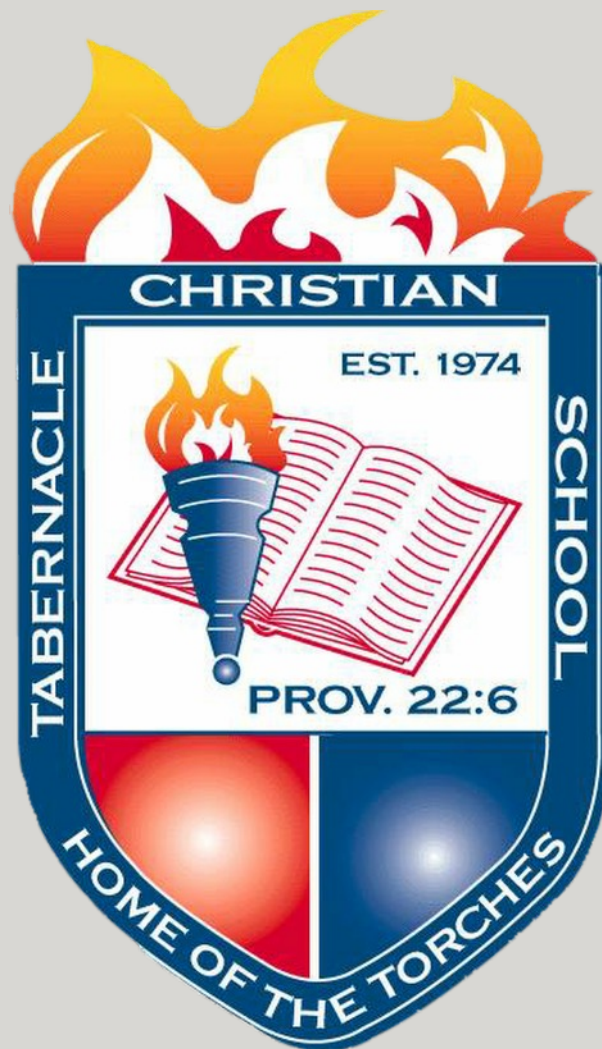


Tabernacle Christian School

2649 Decatur Hwy
Gardendale, AL 35071
Ph (205) 631-9318
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Elementary Parent/Student Handbook



Welcome!

Dear Parents and Students:

Welcome to Tabernacle Christian School! Thank you for choosing our school. It is a joy and a privilege to attend a Christian school. It is the desire of Tabernacle Christian School to assist the parents in training up young lives. We do not take this responsibility lightly.

Since 1974, Tabernacle Christian School has been committed to educational excellence founded in the Word of God. Our Mission Statement is

To teach Biblical truths, to share the plan of salvation, and to train students to draw closer to Christ, while providing a Bible-based, academically advanced education with quality programs.

The purpose of this Handbook is to explain daily procedures and to be a help when it comes to school policies. We ask that the parent and student read through the handbook, and if there is any need for clarification, please feel free to call the school office.

We are here to assist you in any way. Thank you again for entrusting us with your son or daughter. Our prayer has been, and will continue to be, for the Lord's blessing, protection and provision, as well as for God's will, to be done at Tabernacle Christian School.



C. Vance McBrayer, Jr.
Administrator

**Train up a child in the way he should go:
and when he is older, he will not
depart from it.**

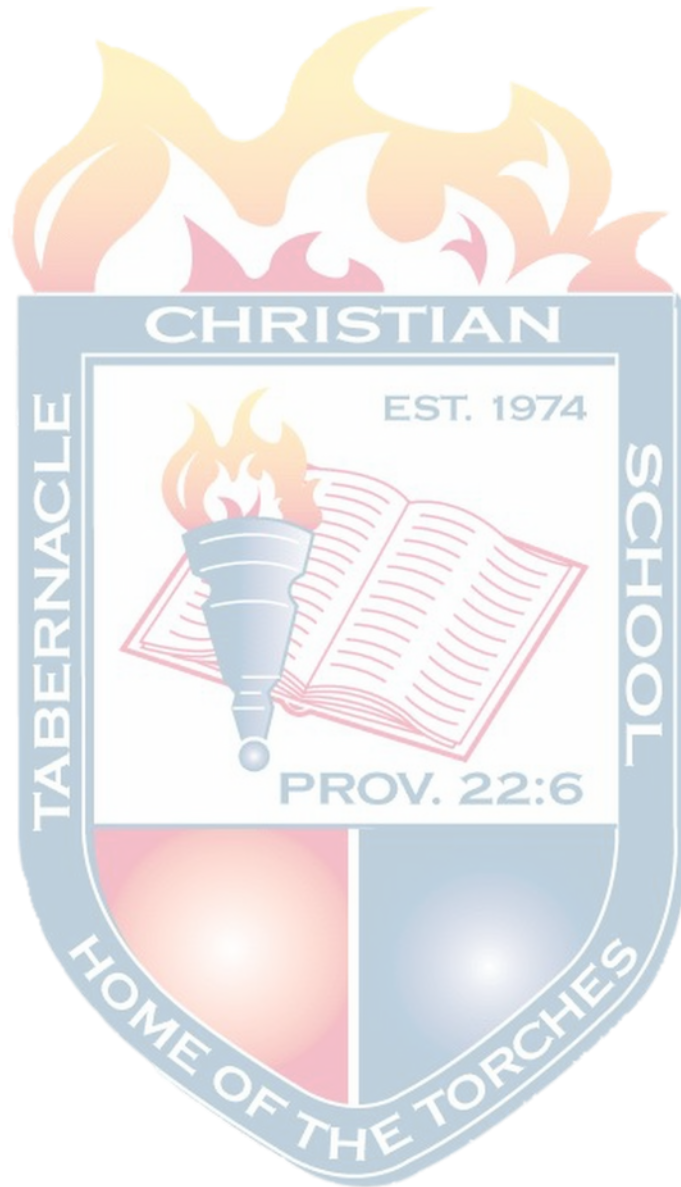
Proverbs 22:6

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School Information

Mission Statement

The mission of Tabernacle Christian School is to teach Biblical truths, to share the plan of salvation, and to train students to draw closer to Christ, while providing a Bible-based, academically advanced education with quality programs.

School Verse

“Train up a child in the way he should go: and when he is old, he will not depart from it.” Proverbs 22:6

Tabernacle Christian School History

Brother Ronny Dabbs and the members of Gardendale Baptist Tabernacle founded Tabernacle Christian School in 1974 as an educational ministry. The school was founded for the purpose of assisting the home in training young lives in accordance with sound Biblical principles that will contribute to the spiritual, academic, and social growth of the students. Year in and year out, the Lord has blessed this Christian school. To God be the glory!

School Profile

Tabernacle Christian School operates a complete program for the concerned parent. We serve North Jefferson County with a Childcare, Kindergarten, Elementary and Secondary School. Since the first graduating class of 1979, Tabernacle Christian School has seen hundreds of graduates go on to further their education at Christian colleges, public universities and community colleges. By emphasizing a Christian education that trains the heart as well as the mind, Tabernacle Christian School graduates are providing Christian leadership in a variety of fields across our nation and around the world.

School Affiliations

Tabernacle Christian School is a member of the Alabama Christian Education Association. Within this conference, we participate in academic and fine arts competitions and inter-scholastic sports. Tabernacle Christian School is also a member of the American Association of Christian Schools, a nationally recognized organization for Christian Schools.

Statement of Faith

1. We believe that the Bible, both the Old and New Testaments, was verbally inspired of God, and is inerrant and is our only rule in matters of faith and practice.
2. We believe in creation, not evolution; that man was created by the direct act of God and in the image of God.
3. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures, and that all men are born in sin.
4. We believe in the Incarnation, in the Virgin Birth, and in the Deity of our Lord and Savior, Jesus Christ.
5. We believe in the vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the cross.
6. We believe in the resurrection of His body from the tomb, in His ascension to Heaven, and that He is now our Advocate and that He is personally coming again.
7. We believe in His power to save men from sin, in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit.
8. We believe that salvation is by grace through faith, plus nothing minus nothing, in the atoning blood of our Lord and Savior, Jesus Christ.

Philosophy of Education

Christian education at Tabernacle Christian School is Bible-based, Christ-centered, and Holy Spirit controlled.

1. Christian education aims at the heart as well as the intellect.
2. The Bible is absolute. It is the ruler by which all things are measured.
3. A Christ-centered education emphasizes the importance of salvation and points the student towards a growing relationship with Jesus Christ by the application of Biblical truths.
4. Holy Spirit controlled education means the Christian teacher yields himself/herself to God's will so that he/she can be used of God in the lives of children.
5. Christian education should reinforce the Biblical truths being taught in the home.
6. Christian education teaches a Biblical worldview, which leads students to follow God's will for their lives and to make decisions in light of eternal values.

Admission Information

Selection of students is based upon academic achievement, standardized testing results, interview with the Administration, and the prayerful consideration of the Administration. Tabernacle Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the Administration of its educational policies, admission policies, athletic, or other school-administered programs. Generally speaking, new students may not transfer into Tabernacle Christian School during the 4th quarter. The Administration may grant exception to this policy for students who have recently moved into the North Jefferson County area. Tabernacle Christian School does not provide enrollment to students whose special educational or physical needs cannot be met by our existing programs, services, or staff. Tabernacle Christian School reserves the right to deny admission or continued enrollment to any student whose actions demonstrate that it is not in the School's best interest to allow admission or continued enrollment.

Admission Procedures

1. An Application for Student Enrollment, student grades, and any applicable testing scores are submitted by the parents or legal guardians to the Tabernacle Christian School registrar.
2. A member of the Administration interviews the parent(s) and student.
3. If necessary, an entrance test is given. Standardized testing results are reviewed.
4. The Administration requests completed registration paperwork to be in the business office with the registration fee two weeks prior to the first day of school.
5. Tabernacle Christian School requires all students three (3) years and older to have on file a Certificate of Immunization form before the student can be enrolled.
6. As a church/school ministry, Tabernacle Christian School has elected to qualify for exemption in compliance with *Act. No. 81-310*. Parents of Childcare and Kindergarten (K3-K5) students will need to sign this form in the school office.
7. Parents of students in grades 01-12 will need to file the Church School Enrollment Form in accordance with *Alabama Code §16-28-7*. The form should be sent to your local Board of Education and a copy of the form sent to Tabernacle Christian School.
8. Parents will be notified concerning the outcome of the admissions process.

New Enrollments

New students will be provided the opportunity to register for enrollment at Tabernacle Christian School beginning in the first week in April. Information concerning registration fees and informational materials may be obtained from the school office. Tabernacle Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Re-enrollment

A re-enrollment packet will be provided to current Tabernacle Christian School students during the month of February or March. This early re-enrollment period gives priority to current Tabernacle Christian School families before enrollment is opened to the public in April. All students applying for re-enrollment will be evaluated on the basis of their academic, spiritual, and behavioral progress to determine if they qualify for re-admission.

Announcements

Various means are used to keep the student body and parents up to date on activities and information concerning special events. The following tools are used to keep parents and students informed: chapel announcements, bulletin boards, SchoolCast, online social media, the school website (www.tabernaclechristian.org) and The Torch newsletter, a monthly newsletter e-mailed to the parents via SchoolCast.

Being connected to these lines of communications is vital for parents to receive continued and ongoing information from the school about events, activities, weather related closures/delays, etc. It is the responsibilities of parents to check these sources of information regularly and to ensure their contact information is updated in SchoolCast.

Arrival and Dismissal

School begins at 8:00am for all students. Students must wait until 7:45am before they go to their classrooms. Elementary students (Grades 01-06) are dismissed at 2:45pm.

Early Morning Care

Elementary students that arrive between 7:00am and 7:45am should report to the lunchroom. There is no cost for early morning care. A faculty member will supervise the students during this time.

After-School Care

Parents are asked to pick up students promptly at the time of their dismissal. Parents can choose to pay for After-School Care that is provided from 3:00pm - 6:00pm for Elementary students.

Attendance

Absences

Regular attendance is essential to successful class work. Classes are in session daily from 8:00am to 3:00pm. A maximum of fourteen (14) absences, excused or unexcused, per semester are allowed. More than fourteen (14) absences per semester will result in the student being retained in that grade or in dismissal from school.

Excused Absences

In case of an absence, the parent should send in a written note of explanation to the teacher the day the student returns to school. The absentee note should list 1) the date of absence, 2) the reason for the absence, and 3) must include the signature of the parent. To avoid the academic penalty an unexcused absence carries, an absentee note must be received within three school days of the absence. When a note is not received, an unexcused absence will be recorded and the student will receive a permanent zero quiz grade in each subject for the day. The following is a list of valid excuses for an absence from school.

1. Illness or injury – Doctor’s note is needed for four or more consecutive days absent.
2. Death in immediate family
3. Absences pre-approved by Administration – Request must be made in writing at least one (1) week prior to the desired absence.

Unexcused Absences

Any absence from school, which is not listed in the Excused Absences section, is classified as an unexcused absence. Students having an unexcused absence must make up all work missed. A permanent zero quiz grade will be given in each class or subject for an unexcused absence.

Check In and Check Out Procedures

During the school year, it may become necessary to check in or out of school for various reasons. It is always best to make doctor and dental appointments after school hours. The following is a list of valid excuses for a late arrival to school.

1. Doctor or dental appointment – Student must bring in a note from the doctor’s office with the date and time of the appointment.
2. Delays beyond the control of the student or parent, i.e. – wrecks that cause extended delays, extreme and unavoidable weather events, etc. This does not include typical traffic or construction that should be taken into account on a daily basis and accounted for in commuting.
3. Any other unexpected and unavoidable delays, as approved by Administration.

The following is a list of valid excuses for an early dismissal from school.

1. Doctor or dental appointment – Student must bring in a note from the doctor’s office with the date and time of the appointment.
2. Sickness or illness – Students should first consult with the school receptionist about the sickness/illness, and a phone call home will be made.
3. Any other unexpected and unavoidable dismissals, as approved by Administration

Students are never to leave campus without written or verbal permission from parents. Students must check out with the school receptionist.

We determine how to record the missed time out of school based on the following:

- Students are counted present all day if they are in school for at least 5 hours and have turned in a note from the parent for the late arrival (excused tardy) or have turned in a doctor's note for the early dismissal (doctor or dental appointment, or sick).
- A half-day excused absence is recorded if the student is in school at least 2 hours, but less than 5 hours, and the time away otherwise meets the requirements for being excused.
- A full day excused absence is recorded if the student is in school less than 2 hours and has turned in a doctor’s note.

Students and Student Athletes who are absent the day of an athletic or extracurricular activity may not attend the event. Students or student athletes must be in attendance for 3.5 hours in order to be eligible to participate in after school activities, practices, or games.

Tardies

A tardy is given to any student who is not in his/her seat by the time the 8:00am bell rings. A student arriving after 8:00am is to go to the receptionist’s office and check in. In Elementary grades, every four (4) unexcused tardies to class during each nine (9) week grading period will count as one unexcused absence on a student’s attendance record.

Beginning with the fourth unexcused tardy in a nine (9) week grading period, and every tardy thereafter, a \$5.00 charge per tardy will be added to the student's account.

Make-up Work

A student who has an excused or unexcused absence will be responsible to arrange with his/her teachers to make up work missed. A student will be given a total number of days to turn in his/her work equal to the number of school days absent plus one day. It is the student's responsibility to see that the work is done before the deadline expires. Assignments that are not made up within the allotted time will receive a zero.

School Initiated Absences

Absences which are initiated by Tabernacle Christian School are recorded as releases from class and are not counted as an absence. School scheduled field trips, an athletic team's early dismissal for a game, fine arts competition, etc., are examples of school initiated activities. Class work and homework assignments should be secured before missing a class.

Bible

Bible study is recognized here as of fundamental importance and is a required part of every class. It augments the study of every other subject we study. Without a knowledge of Biblical truth, a student cannot be considered educated. The Bible gives direction for this life, and the only hope for the life to come. No other book can so enrich the minds and hearts of men as the Bible. A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study of it. The application of Biblical knowledge is essential for Christian growth. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation of Christian character. The King James translation will be used in all classes.

Buildings and Grounds

Tabernacle Christian School utilizes the facilities of Gardendale Baptist Tabernacle. As such, we follow certain procedures concerning the buildings and grounds. The School buildings are open from 7:00am until 3:30pm on weekdays. Entry between 3:30pm and 6:00pm is by access card only for individuals picking students up from After-School Care.

Areas in the church/school buildings that are off limits without permission include the following: closets, bus garage, kitchen, offices, and auditorium. Students may not walk on the gymnasium floor unless they have tennis shoes. See the section on *Arrival and Dismissal* for more information about restricted areas.

Chapel

Tabernacle Christian School has regular chapel programs throughout the year. Parents are invited to attend all chapel services. Be sure to check the school calendar for specific dates and times for chapel services. The purpose of the chapel program is to point students to Jesus Christ. We aim to give God the glory for all that is accomplished in chapel. The students will not only hear a message from the Bible, but will also participate in singing, special music, or dramas from fellow students.

Dress Guidelines

The purpose of this dress code is to encourage an environment that reflects modesty and is conducive to learning. We understand dressing a certain way does not make one more spiritual. However, there is a correlation between appropriate attire and student performance and behavior. In general, the goal of the dress code is intended to address three areas: *modesty, neatness, and appropriateness.*

The determination of whether or not the apparel meets the criteria listed is ultimately up to the discretion of the Administration. We ask that our parents be supportive of the decisions made, and we ask that our students adhere to our dress code guidelines willingly while attending school or school related activities. Students out of dress code will be required to have the appropriate clothing brought to the school, an academic penalty will be given for missed time out of class, and appropriate discipline will be administered.

Cooperation between the home and school regarding the matter of dress guidelines will strengthen our school. Anytime a parent does not understand a dress infraction, or has a question about a policy, he/she should feel free to speak with a teacher or school Administration.

Girls in Grades 01-04 may wear loose fitting modest (no higher than one (1) inch above the knee) shorts, capri pants, culottes, pants, jeans, dresses or skirts to school. Skirts or dresses should come no higher than one (1) inch above the top of the knee when standing. Splits and open pleats will not be allowed to open higher than one (1) inch above the top of the knee. The jeans and pants may not be extremely baggy, ragged, torn, or excessively faded. Shirts with appropriate writing, symbols, or pictures are permitted. Tank tops are acceptable if worn with a blouse on top. Sleeveless shirts are acceptable. Tennis shoes are recommended for use on the playground and required in the gymnasium. Flip-flops are not permitted for safety reasons. Sandals are acceptable if they have a back. Girls may not have faddish hairstyles. Girls should not wear makeup.

Girl's in Grades 05-06 may wear loose fitting capri pants, culottes, pants, jeans, dresses or skirts to school. Skirts or dresses should come no higher than one (1) inch above the top of the knee when standing. Splits and open pleats will not be allowed to open higher than one (1) inch above the top of the knee. The jeans and pants may not be extremely baggy, ragged, torn, or excessively faded. T-shirts are not permitted, except on days designated as "Casual Days." Tank tops are acceptable if worn with a blouse on top. Blouses, if not tucked in, should be long enough to come below the waistline when the arms are raised so that the stomach and back are not visible. Shirts should not be tight fitting or revealing. Sleeveless shirts are acceptable.

Flip-flops are not permitted for safety reasons. Sandals are acceptable if they have a back. Tennis shoes are required for Physical Education. Girls may not have faddish hairstyles. Girls should not wear makeup. Excessive earrings, necklaces, or bracelets should not be worn. When the weather is extremely hot during the Fall and Spring months, girls will be permitted to wear modest (no higher than one (1) inch above the knee) shorts and follow the teacher's instructions for specific time frames.

Girl's Chapel Days for Grades 05-06: On any regular or specially scheduled Chapel Day, no denim pants of any kind are acceptable. Girls should wear a dress, a skirt with a blouse, or loose-fitting, casual pants (Dockers or similar style) with a blouse.

Boys in Grade 01-04 may wear modest (no higher than one (1) inch above the knee) shorts, jeans, or pants to school. The jeans and pants may not be extremely baggy, ragged, torn, or excessively faded. Belts and socks should be worn. Shirts with appropriate writing, symbols, or pictures are permitted. Hair must be cut neatly around the ears, eyes, and collar. No faddish hairstyles are permitted. Tennis shoes are recommended for use on the playground and required in the gymnasium. Flip-flops are not permitted for safety reasons.

Boy's Regular School Dress for Grades 05-06

1. Khakis (Dockers or similar style) or jeans can be worn to school. Jeans and pants may not be baggy, ripped, torn, or excessively faded. Belts are required. When the weather is extremely hot during the Fall and Spring months, boys in Grades 05-06 will be permitted to wear modest (no higher than one (1) inch above the knee) shorts and follow the teacher's instructions for specific time frames.
2. Boys are to wear a collared shirt that should be neatly tucked in and properly buttoned. Except for brand names, shirts may not have worldly advertising, slogans, pictures, or symbols on them. Sweaters may be worn over shirts with collars. Shirts without collars may not be worn as sweaters.
3. T-shirts are not permitted, except on days designated as "Casual Days." When worn, they may not have worldly advertisements, slogans, pictures, or symbols on them.
4. Sweatshirts, hoodies, and jackets may be worn with permission on extremely cold days. Otherwise, these should be left in the student's locker.
5. Boys must maintain a short haircut that includes a neat trim around the ears, eyes and collar. Sideburns should not extend lower than the middle of the ear. Hairstyles should be traditional, which would also include maintaining the natural hair color. Boys may not dye or bleach their hair or completely shave their heads bald. Faddish hairstyles will not be permitted. Facial hair is not permitted. Therefore, young men should arrive at school clean-shaven each day.
6. Boys are to wear socks at all times with tennis shoes or casual shoes. Sandals, shoes without a back, and beach shoes are not acceptable. Hats should not be worn inside the buildings, with the exception of the gymnasium. Tennis shoes are required for Physical Education.
7. Jewelry, which would include wrist bracelets, necklaces and earrings, should not be worn to school or school-related activities. The Administration will approve medical necklaces.

Boy's After School Dress for Grades 05-06: Boys may wear modest (no higher than one (1) inch above the knee) length shorts or wind pants to extracurricular activities after 3:00pm or on days designated as "Casual Days". Boys may wear shirts that do not have collars. However, the following should not be worn: shirts without sleeves or shirts with worldly advertising, slogans, pictures, or symbols. Boys may not wear cut off shorts or shirts to after school activities. Follow all regulations above regarding pants and jeans. Jewelry, which would include wrist bracelets, necklaces and earrings, should not be worn to after school activities. Hats should not be worn inside the buildings, with the exception of the gymnasium.

Boy's Chapel Days for Grades 05-06: On any regular or specially scheduled Chapel Day, no denim pants of any kind are acceptable. Boys should wear Khakis (Dockers or similar style) with a collared shirt, properly buttoned and tucked in. Belts are required.

Emergency Closings

In case of inclement weather that would necessitate the closing of school, or early dismissal from school, a SchoolCast would be sent via email, text message and phone calls. Parents must update their contact information so that all emergency phone numbers can be reached. Tabernacle Christian School also utilizes social media to alert the school family of closings. Information will also be posted on the school website (www.tabernaclechristian.org) and its Facebook page.

Generally, if Jefferson County schools close, then Tabernacle Christian School will also close. However, in some cases, Tabernacle Christian School will remain open if the weather permits in the Gardendale area, or we will close if we deem it necessary.

Financial Information

Questions concerning tuition rates, fees, and other financial details should be referred to the Tabernacle Christian School Financial Office. It is the parents' responsibility to see that these and fees and/or fines are paid. All records for students withdrawing or expelled will be withheld until the account has been cleared through the Financial Office.

Financial Policies

All payments are to be made in the Financial Office. A drop box is provided before and after office hours. Tuition payments are due on the 1st of the month and late after the 10th. The late fee is \$5.00. A \$10.00 charge will be applied for returned checks. Two insufficient checks within a nine-week grading period will result in a cash basis for the remainder of the year. Any account not paid in accordance to specified terms is past due, and is subject to the following provisions:

1. A student whose account is more than sixty days past due is ineligible to enroll or to return for the following semester until satisfactory payment arrangements have been made.
2. Report cards and transcripts will not be released for any student whose account is more than sixty days past due until satisfactory payment arrangements have been made.
3. A student whose account is more than sixty days past due may not charge lunches, or have any item added to the account, i.e., After-School Care.

Registration

Registration fees are due in full before the fall term begins. The registration fee covers all textbooks, testing fees, insurance, and the annual membership fee to our State Association. A grace period of seventy-two (72) hours is granted from the time of receipt of registration to the time of withdrawal, at which time a portion of the registration fee is refunded. The registration fee is non-refundable after the seventy-two (72) hour grace period.

Tuition

Tuition is a yearly fee that is divided into ten payments due August 1st through May 1st. There is usually a small increase each year in tuition cost. If tuition is paid in full before August 10th, a discount is given.

Fees

There may be fees throughout the year for events such as field trips and class parties. Information will be sent home about these as they occur.

Childcare

Childcare is available year-round for Elementary students. After-School Care is available from 2:45pm - 6:00pm. Summer Daycare is available from 7:00am - 6:00pm during the summer months. Fees are due weekly for these services.

Lunchroom

Lunches can be purchased on a daily basis and can be paid for in advance. Payment may be sent with tuition, and proper credit will be given in the lunchroom. When the credit on the lunch account becomes low, the parent will be notified. Except for an emergency, there will be no charging of items in the lunchroom.

Fire and Tornado Drills

Fire and Tornado Drills are conducted on a regular basis to ensure the proper and safe movement of all students and personnel should a fire or tornado occur. During a tornado warning, students will not be permitted to leave the safe place until the threat is clear, or unless a parent personally comes into the building and checks them out.

Fundraisers

Tabernacle Christian School desires to keep tuition rates as low as possible. For this reason, we conduct one fundraising program per semester and anticipate each student and parents' participation in helping raise additional funds needed for designated school projects. Any parent who would like to donate time in organizing and working with our fundraisers, please call the school office.

Health and Safety

Medication

All medications should be brought to the office with a note from the parent or physician. By state law, Tabernacle Christian School will not give any medication without written consent from the parent or doctor. All medicines must be left in the receptionist's office for the receptionist or school secretary to administer at the appropriate time. Prescription medicine must be in the original container with the student's name on the prescription. Tabernacle Christian School may occasionally check purses, lockers, book bags, etc. to ensure that no student is found with medication. See the *Discipline* section for penalties relating to students bringing medications to school.

Head Lice

Should a student have head lice, the parent will be called to check the student out. They will need to be treated with a special shampoo. Hair must be totally free of nits before a student may return to class. Before returning to class the student will be re-checked by the receptionist.

Illness and Injuries

Should an illness or injury occur on school property, or during school related functions, the parent will be called immediately. Students with any symptoms needing medical attention will be immediately directed to the school receptionist. Depending on the seriousness of the illness or injury, emergency medical assistance may be requested.

Communicable Diseases

While it is not the desire of Tabernacle Christian School to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illness. We also recognize that Tabernacle Christian School is not equipped to physically care for the needs of very ill students or any student with a serious, continuing, or chronic communicable disease.

Therefore, because we are moved with deep sympathy for the sick student and the well student, it will be the policy of Tabernacle Christian School to deny admission to or to require dismissal from, the school for a student with a serious and continuing communicable disease. The concern is twofold: 1) That the other students not be infected; and 2) That the ill student not become infected with other diseased transmitted by fellow students or others within the school family.

Students enrolled at Tabernacle Christian School, or who seek to enroll at Tabernacle Christian School, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall be denied admission to, or dismissed from, the school. They will not be permitted to enroll or re-enroll in regular classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases, including, but not limited to, syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) or who are infected with ARC (AIDS Related Complex) are included in the policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for a current student).

In adopting this policy, Tabernacle Christian School recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.

Lunch

Tabernacle Christian School offers a variety of items that are available to students. Lunches may be purchased on a daily basis, or students may bring their own lunches and purchase milk, juice or snacks in the lunchroom. Hot lunches are not offered. However, fresh sandwich items such as hamburgers, barbeque, and pizza can be heated in microwaves. Chicken salad, tuna fish, and other sandwich items are also available.

Students will need to have permission to have pizza or other fast foods delivered to the school. Students will not be permitted to leave the school building to purchase food. Before bringing brownies and cookies on your child's birthday, check with your child's teacher the day before to make arrangements. Students will not be able to charge a lunch to their account. The parent will be called to bring a lunch if a student forgets to bring his/her lunch to school. Many parents find it easier to pay by the week or month in advance. When the credit on the lunch account gets low the parent will be notified.

Music Lessons

Private lessons in voice, piano, and instruments may be available to Tabernacle Christian School students. Inquiries can be made through the school office.

Offices

The school offices are open from 7:30am until 3:30pm each school day. The office staff is here to help in any way possible. Please do not hesitate to ask for help.

Parent and Guest Visitors

When parents wish to visit a classroom for any reason, they are asked to go to the receptionist's office where assistance can be provided. Parents may not visit a classroom without a pass. All visitors are required to sign in with the office to receive a visitor's badge. Students may bring visitors to school on the following conditions:

1. Only prospective students or out-of-state guests may visit during the school day.
2. Permission must be secured from the Administration at least one-day in advance. This includes visitors just for lunch.
3. The visitor must be brought to the receptionist's office to receive a visitor's tag before visiting the classroom or lunchroom.
4. Each visitor must abide by all the school rules as to conduct and dress.
5. Visitors will not be permitted during exam days.
6. A student who has been expelled or asked to withdraw may not visit within a calendar year of the expulsion or withdrawal.
7. Visitors who may come during lunch are limited to parents, prospective students, alumni, and local church youth leaders. Visitors must check in with the receptionist's office before going to the lunchroom.

Parental Involvement

Experience has shown that students whose parents get directly involved in their child's school and education are much more likely to reach their full potential. We appreciate and encourage parental involvement. Some suggested ways of doing this are:

- Eating lunch with your child in the lunchroom on special occasions
- Volunteering with Athletics
- Volunteering as a teacher aide
- Chaperoning field trips
- Working as a substitute teacher

For more information on how you can get involved in your child's education, call the school office.

Physical Education

All students taking Physical Education (Grades 05-06) must purchase a t-shirt and gym shorts provided through Tabernacle Christian School. Students who lose their shirt must purchase a new one. Tennis shoes are required to be worn in the gymnasium.

Student Websites/Social Media

While we encourage the use of computers and the internet, we strongly recommend that parents monitor the personal online presence of their child. Any student who operates a personal online website, contributes to a blog, or participates with online social media is accountable for maintaining a Christian testimony in regards to the content of the site. Websites will be monitored for content on a regular basis. Any student found with material that is deemed inappropriate to the purpose and to the mission of Tabernacle Christian School will be subject to disciplinary action up to and including

expulsion from school. Please see the *Discipline* section of this handbook for further information regarding what is considered inappropriate.

Telephone Usage

School Telephone

A phone is maintained in the school office for the purpose of conducting school business. The phone is not intended for the student's personal use. However, in the case of an emergency, students may request to have a call made on their behalf, with permission from the office staff.

Cell Phones

Cell phones (and all electronic devices) may not be used during the school day by any students. The policy for cell phones is two-fold: 1) cell phones should be kept out of sight from the time a student enters the building in the morning before school begins until after the final bell; and 2) cell phones may not be turned on during these same times. If a cell phone is in plain view during the day or if a cell phone is heard, the phone will be taken up and sent to the principal's office. The student will receive five demerits for the first offense, and the student will pick up the phone after school. If a student uses a cell phone throughout the day, a detention will be given for the first offense, the phone will be sent to the principal's office, and the parent will need to personally pick up the phone. Repeated offenses will necessitate further disciplinary action.

Textbooks

The school provides necessary textbooks and workbooks. All workbooks belong to the students. A supply list will be provided for each grade. Parents should supply any additional items needed that are not included in the supply list.

Transportation Guidelines

Throughout the school year, students may be traveling on a school bus or a van to a field trip, athletic competition, or other activity. The safety of all who ride is dependent upon complete adherence to the rules provided. The student's right to ride on school transportation will be revoked if these rules are not observed.

1. No eating or drinking on the bus/van without consent of the driver (gum included).
2. Only moderate talking will be permitted.
3. Riders are not to shout at people or throw any objects outside the vehicle.
4. Once seated, the rider will remain seated until the destination is reached.
5. The driver has complete authority and will report to the Administration any misconduct on the bus.
6. Students may not use music players (headphones) on any extracurricular activities, which includes the ride to and from the event.

When Problems Arise

At some time during the school year, a problem may arise with your child. Usually, this problem can be solved with a simple phone call. The steps outlined below provide a method for solving difficulties. We suggest you follow this procedure in handling any problems which might surface.

1. First, call the teacher or person directly involved. In a concise and accurate manner state the problem, as you know it to exist.
2. If both parties involved cannot resolve the problem, then call the Elementary Supervisor to seek a solution.
3. Contact the Administrator if the matter has not been resolved at this point.

Withdrawals

Withdrawals from school must be made through the school business office. All tuition continues until the withdrawal is completed. It is the policy of Tabernacle Christian School not to issue report cards or transcripts if an account is not current. A student wishing to withdraw from school should see the School Registrar. The student will not be considered officially withdrawn until the withdrawal form has been signed by the Registrar stating that accounts are paid in full and textbooks have been returned. Transcripts will not be released until a student has officially withdrawn and the account has a zero balance.

Academics

Students form most of their basic beliefs, concepts, and life principles before they reach the secondary level of education. At the Elementary school level, great emphasis is placed on the basic fundamentals of education. This begins with Bible study every day, a strong phonics program that builds on fundamentals taught in Kindergarten, and a mathematics program using traditional methods. Homework, progress reports, report cards, concerned teachers, and informed parents are the rule and not the exception.

It is our desire to train students to be diligent and to use their abilities to the fullest extent. High expectations and effective, Biblical discipline are hallmarks of the Elementary program.

Tabernacle Christian School offers a proven educational program designed for the average student but produces above-average results. This is all accomplished in a warm, caring, and Christian environment.

Elementary After School Care

Elementary after school care will be available for students who are not picked up at the 3:00pm dismissal time. Students will be taken to the lunchroom. Elementary Childcare is provided until 6:00pm and includes a snack, enrichment activities, time to play, and a study hall.

A and A/B Honor Roll

Honor roll students will be honored at the end of each quarter and at the Honors Assembly held the end of the school year. Recognition will also be given in The Torch newsletter and through local media.

Curriculum

A Beka Books curriculum and some Bob Jones University Press curriculum are used as the school curriculum in grades 01-06.

Elementary Enrichment Classes

Students in Elementary have scheduled visits to the library, to the art department, to the physical education department, and to the music department. These classes compliment the strong academic program and allow students an opportunity to develop their special gifts.

Elementary Graduation

The Elementary graduation ceremony will be held the last week of school for all students completing our grade 06 program.

Grading Scales for Grades 01-06

A+	99-100	B+	90-91	C+	81-82	D+	72-73	F	0-62
A	94-98	B	85-89	C	76-80	D	65-71		
A-	92-93	B-	83-84	C-	74-75	D-	63-64		

Homework

Homework is a necessary part of the school program. Each teacher is at liberty to give homework to aid each student in his/her studies. Students are expected to complete homework assignments on time. Homework is given for several purposes. Firstly, most students require solid drills to master material essential to their educational process. Secondly, homework is assigned for practice. Following classroom explanation and illustration, homework is given so that the material will be mastered. Thirdly, as instruction progresses, various weaknesses may become evident, and homework can be an effective remedial activity. Lastly, homework may be assigned from special projects such as book reports, compositions, special research assignments, and projects. Homework on Wednesday evenings will be shortened so students may attend church services.

Any student who is absent from school, or for a portion of the school day for the purpose of doing a major homework project or assignment, will receive an unexcused absence. In Grades 01-04, three (3) unexcused absences will result in a permanent zero quiz grade in each subject. In Grades 05-06, two (2) unexcused absences will result in a permanent zero quiz grade in each subject. Repeated delinquent homework assignments will result in further disciplinary action.

Make-up Work

A student who is absent, excused or unexcused, will be responsible to arrange with his/her teachers to make up work missed. A student will be given a total number of days to turn in his/her work equal to the number of school days absent plus one day. It is the student’s responsibility to see that the work is done before the deadline expires. Assignments that are not made up within the allotted time will receive a zero.

Progress Reports

Students in grades 01-06 will receive a mid-term progress report for each nine-week grading period. These reports are an excellent means of keeping parents up to date on the student’s academic progress. Parents are asked to sign the progress report and to return it with your child the next school day.

Report Cards

Report Cards for students in grades 01-06 will be distributed at the close of each nine weeks. Teachers are always ready to meet with parents, by appointment, to discuss the student’s progress.

Testing Program

Students in grades 01-06 will be given a national standardized achievement test each year to ascertain the academic progress he/she is making in school. At Tabernacle Christian School, our students are given the Iowa Test. Parents will receive a copy of the Iowa Test scores with the 4th quarter report cards.

Discipline

Purpose of Discipline

Discipline is necessary for the welfare of the student, as well as for the entire school. The goal of Tabernacle Christian School is to provide the best possible learning environment in a Christian atmosphere. Christian principles as set forth in the Bible will be followed in all disciplinary procedures. Tabernacle Christian School expects full cooperation from both students and parents. Any parent or student suggestion or complaint is expected to be taken through the proper chain of authority in a respectful manner.

Tabernacle Christian School has a commitment to its school families to maintain its standards and procedures for all students. We believe attendance at Tabernacle Christian School is a privilege and not a right. Therefore, the privilege may be forfeited by any student who does not conform to the expectations of the school. We feel a great responsibility at Tabernacle Christian School for the students and families we serve, and with this responsibility, a commitment to please the Lord Jesus Christ.

Tabernacle Christian School must provide an environment conducive to the spiritual growth and development of the young people placed in our care. We feel our students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being.

Conduct that is Expected

Good behavior must come from the heart, in love and obedience to Jesus Christ.

1. Proper respect for Administration, faculty and all other staff members is expected.
2. Proper speech: Vulgarity, profanity, spreading rumors, slang, and lying have no place at or away from Tabernacle Christian School.
3. Proper respect for the buildings and property of Tabernacle Christian School and Gardendale Baptist Tabernacle
4. Proper respect for teachers and other students: Christian kindness, unselfishness, courteousness, civility, and honesty should characterize all dealings with faculty and fellow students.
5. Proper attitude: Attitude is a measure of a person's spiritual life, and allows the individual to reach his/her full potential. With the proper attitude, one will demonstrate initiative and leadership and the influence of Christ upon their life will be evident.

Inappropriate Conduct

Inappropriate behavior will be handled by the individual teachers and/or the Administration, according to the seriousness or persistence of the offense. The listing of offenses is not all-inclusive.

Students at Tabernacle Christian School can be suspended or expelled for being involved with, or for identifying with, both at school and away from school, the following:

- Possessing, distributing, selling, or using alcohol, tobacco, or illegal drugs
- Engaging in, or identifying with, any form of homosexuality, homosexual behavior, or orientation
- Immorality, which would include physical contact or contact of a sexual nature with another student, pregnancy, or the causing of pregnancy, sexual innuendos, sexual gestures, other sexual misconduct, or being involved with pornography
- Engaging in, or threatening acts of violence towards, other students, teachers, or Administration by the student or parent; bringing firearms, or other weapons, on campus or to a school function; fighting, assault, or threatening a student, teacher, or any other person; bullying, physically or verbally (including online and by phone), both on and off campus
- Having a hatred for people, groups, or making racist comments, or writing racist remarks

- Involvement in stealing, gambling, profanity, sensual dancing, cheating, plagiarism, or vandalism
- Disorderly or boisterous behavior, fighting, or disrespect to faculty and Administration
- Maintaining a personal online website, or contributing to another's website or online social media, that identifies with the inappropriate conduct listed in this section or that is deemed by the school Administration to be immoral, harmful, threatening, demeaning, derogatory, defaming of the reputation and character of others, or other conduct or content that is inconsistent with school policies and Biblical teaching
- Not following proper procedures regarding prescription and non-prescription medications and the use or transfer of these medications
- Excessive detentions, failing to serve detentions or Saturday school; leaving the school building, campus, or school function without permission from school faculty; see *Arrival and Dismissal* for where students are permitted to be after school and where restrictions are applicable
- Any behavior, action or attitude considered by the Administration of Tabernacle Christian School to be out of harmony with the school and that is dishonoring to Christ.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer from the school. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of Tabernacle Christian School, whether or not there is any definite breach of conduct, he/she may be requested to transfer from the school. The failure of parents to cooperate with the school in the disciplining of the student will result in the student being transferred from the school.

Items That Should Not Be Brought to School

Tabernacle Christian School reserves the right to conduct searches, if necessary, in student lockers, book bags, or vehicles on campus, or at a school function, by the Administration and staff. Tabernacle Christian School reserves the right to invite the county or city law enforcement to search for questionable materials or items.

Students at Tabernacle Christian School can be suspended or expelled for bringing the following items to school or school-related activities: firearms, weapons of any kind, knives, laser pointers, matches or lighters, radios, questionable music lyrics or magazines, music players, headphones, computer games, worldly magazines or books, pornography, or any other objects that the Administration would consider harmful to the safety of the school or its students, or that would identify with inappropriate conduct listed above.

Conduct at Sporting Events or School Related Programs

Students and parents are asked to observe the following guidelines during sporting events or school related functions. A serious infraction of this nature by a parent, student, or family member may lead to the dismissal of the student due to lack of parental support.

1. Christian conduct in Athletics or Fine Arts from our students and parents is important to the testimony of Tabernacle Christian School.
2. Derogatory remarks or threatening comments should never be yelled or made to opposing players, coaches, spectators, or the officials.
3. Showing disrespect to an official, speaker, or staff person is not appropriate at school related functions and will result in a conference with the Administration.

Elementary Discipline

Though the goal of Tabernacle Christian School is to motivate students through positive reinforcement, there are times when corrective measures must be taken. When these times occur, we will administer the corrective discipline in a loving, yet firm, manner.

Discipline Procedures

1. Teachers will keep a written record of a student's behavior.
2. Minor offenses will be handled by the classroom teacher. The following forms of discipline will be incorporated by the classroom teacher with the support and approval of the Administration. Choice of consequence will vary based on the severity and the frequency of the inappropriate behavior.
 - Verbal warning and re-teaching
 - Loss of privilege - quiet lunch, partial recess, etc.
 - Time out - in class or on playground
 - Note sent home by teacher
 - Tally issued - requires parent signature on the discipline form and turned in the next day
 - Parent conference
 - After school detention – fifty (50) minutes of after school detention
 - Saturday School – one (1) or two (2) hours of Saturday school
 - Visit to the Administrator's Office
 - Suspension or Expulsion
3. Consistent behavior problems will be brought to the attention of the Administration, and parents will be notified.
4. Immediate referral to the Administration will occur as a result of the following offenses:
 - Fighting
 - Defiant or disrespectful attitude to authority
 - Profanity or vulgar language
 - Stealing or destruction of property
 - Verbal threats or bullying towards other students or any other person
 - Cheating, assisting in cheating, or failure to report offensive behavior of any kind
 - Immoral conduct
 - Any major problems with a student
5. Students who fail to respond to the disciplinary procedures will be transferred from the school.

Closing Statement

This Handbook is a guide for parents. It is not all-inclusive of the policies and procedures of Tabernacle Christian School. The policies stated may be amended or replaced at any time. The Administration reserves the right to add a policy should the need arise.

Since policies and guidelines tend to be negative in nature, it is important to note that the students who choose to do right and not to conduct themselves inappropriately are the students who will flourish and blossom at Tabernacle Christian School. The guidelines set forth serve multiple purposes that include safety, a high standard of academics, and Biblical separation. It is our desire that this framework of guidelines allows for an environment that promotes safety, excellence in academics, athletics and fine arts, and an absolute love and surrender to God's Word.