

*Temple Christian School*

# Parent/Student Handbook



*Vision – To be the premier Christian educational institution in  
The Bahamas .*

*Mission - To provide an innovative Christian-based  
curriculum embracing cutting edge technology to equip and  
empower our students to become life-long learners and*

## **TEMPLE CHRISTIAN SCHOOL BOARD**

<b>Rev. Keno Smith</b>	-	<b>Chairman of The Board</b>
<b>Mr. Clement A. Horton</b>	-	<b>Director / Treasurer</b>
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<b>Mr. Dion Bethel</b>	-	<b>Director</b>
<b>Dr. Samuel L. Rutherford</b>	-	<b>Administrator</b>

## **TEMPLE CHRISTIAN SCHOOL ADMINISTRATION**

<b>Dr. Samuel L. Rutherford</b>	-	<b>School Administrator</b>
<b>Rev. Perry R. Cunningham</b>	-	<b>High School Principal</b>
<b>Mrs. Sharmaine N. Porter</b>	-	<b>Elementary School Principal</b>
<b>Mrs. Theodora Fernander</b>	-	<b>Vice Principal, Elementary School</b>
	-	<b>Vice-Principal, Pre School</b>
<b>Mrs. Geta Williams</b>	-	<b>Vice-Principal, High School</b>
<b>Dr. Ellis Peet, Jr.</b>	-	<b>Dean of Students, High School</b>
<b>Mr. Milo Mycklewhyte</b>	-	<b>Business Office Manager</b>

**\*HANDBOOK SUBJECT TO CHANGE UPON ANNUAL REVIEW**

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## **INTRODUCTION**

This Parent-Student Handbook is sanctioned by the School Board of Temple Christian School and is considered the Board's official policy. The Board reserves the right to change portions of this document throughout the course of the school year as might be necessary. Parents/Guardians will be given prompt notification should changes occur.

Temple Christian School is governed by a Board of Directors made up of responsible Christians whose function is to set policy for the operation of the school. The administration of the school is assigned to the administrator, who oversees the total school program, and principals, who supervise academic programs, student activities and disciplinary procedures.

This Handbook provides important information to help parents and students understand their role in an independent Christian School. Temple Christian School is committed to building character and changing lives. As partners in the educational process, the school's administration and staff provide students with a sound general education that meets their spiritual, mental, emotional, physical and social needs. This special booklet presents the policies, rules, regulations, aims and objectives to guide the conduct and activities of all students attending Temple Christian School. Further, it is designed to address the many queries/questions that parents, guardians and students have about the school. However, if there are questions/issues not addressed in this special edition, please feel free to contact the school's office or a member of the school's administration.

Parents/Guardians and students are required to sign appendices 1-4, indicating that they have read and agreed to abide by the rules and regulations as stated in this Parent-Student Handbook.

## **HISTORY**

Temple Christian School is a ministry of Evangelistic Temple Assembly of God. It was established in 1981 with an enrollment of 180 students. The school is located on two campuses; Pre & Elementary Division is on Fourth Terrace West, Collins Ave. and the high school is off Shirley Street and Twynam Avenue. The school is registered with the National Accreditation and Equivalency Council of the Bahamas (NAECOB). The pre-school division is registered with the Pre-School and Day-Care Centre Council, and the high school is a member of the Bahamas Association of Independent Secondary Schools (B.A.I.S.S.). The Ministry of Education recognizes it as an independent, non-denominational Christian institution for pre, elementary and secondary school education in the Commonwealth of the Bahamas.

## **VISION**

Temple Christian School is the premier Christian educational institution in The Bahamas.

## **MISSION**

Our mission is to provide an innovative Christian based curriculum embracing cutting edge technology to equip and empower our students to become life-long learners and problem solvers in their community.

## **STATEMENT OF FAITH**

We believe that the Scriptures of the Old and New Testaments are the inspired, infallible Word of God, and that they are the supreme and final authority in faith and life.

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

We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death for the sins of the world, His bodily resurrection and His ascension to the right hand of the Father and in His present life there for us, as High Priest and Advocate.

We believe that all men are by nature and choice sinful and lost, and have within themselves no possible means of salvation.

We believe in salvation through faith; that salvation is the free gift of God, not by any virtue of man, but received only by personal faith in the Lord Jesus Christ, that all true believers are born again of the Holy Spirit, and thereby become children of God.

We believe in the bodily resurrection of all people, the everlasting life for the saved and the everlasting punishment for the lost.

We believe that moral values should be determined not by human expediency or intellectual pursuits but by the determination and acceptance of the principles of righteousness found in the Scriptures.

## **SCHOOL VALUES**

The Temple Christian School community understands individual behaviors are the cornerstone to advancing its school's Mission and Vision. Collectively and individually we commit to the following practices:

- **Service: We believe God blesses us so we can serve others (1 Peter 4:10)**
- **Love: We demonstrate the love of God in all we do (2 Corinthians 5:14)**
- **Integrity: We are determined to uphold Christian values and moral principles (Philippians 4:8)**
- **Discipline: With God's help we will seek to do what is right (Philippians 4:13)**
- **Excellence: We are committed to giving our best effort always (Colossians 3:23)**

## PLEDGES

### Bible

*I pledge my allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Word in my heart that I may not sin against God.*

### Christian Flag

*I pledge my allegiance to the Christian Flag and to the Savior for whose kingdom it stands, one brotherhood, uniting all true Christians in service and in love.*

### Bahamian Flag

*I pledge my allegiance to the flag and to the Commonwealth of the Bahamas for which it stands, one people united in love and service.*

## SCHOOL SONGS

### Elementary

### High

#### "We Love Our School"

*We are the students of Temple  
Christian School,  
Making a difference in our nation,  
God bless our teachers and student  
body too,  
We love our school.*

*In our school we help each other,  
worship and obey,  
Trusting our God each and every  
day,  
Never forgetting the golden rule,  
We love our school.*

*We are the students of Temple  
Christian School,  
Making a difference in our nation,  
God bless our teachers and student  
body too  
We love our school.*

*We love our school.  
We love our school.*

#### "God Bless Our School"

*From these great halls our hearts and  
voices blend  
Lifting one song to, You O Lord our King.  
Dwelling in our hearts,  
Your word will never part  
Steadfast and true,  
depending Lord on You.*

*As sons we will shine, as sons we will  
shine  
Our strength we've combined,  
our strength we've combined  
Steadfast and true,  
depending Lord on You.*

*God Bless our school, God Bless our*

## PLEDGE TO TEMPLE CHRISTIAN SCHOOL FAMILIES

Through Christian education, Temple Christian School seeks to:

- guide students into a personal encounter with Jesus Christ;
- encourage and prepare students to fulfill the principle task in life, namely, to glorify God;

- present a Christ-centered curriculum which provides a solid basic academic foundation for every student;
- establish Christian patterns of thinking and behavior;
- establish stronger Christian homes and families in the community;
- become a living challenge by word and deed in a community where all students and teachers demonstrate the love of Jesus Christ for each other and for the world;
- strive to maintain the highest degree of academic excellence, both in respect to requirements for faculty and in terms of the basic curriculum to enable students to contribute to the general welfare of the society in which they live.

### **PARENT/TEACHER FELLOWSHIP (P.T.F.)**

The primary purpose of the Parent/Teacher Fellowship is to bring parents, administrators and teachers together to address educational concerns, offer suggestions for the school's development, plan fundraisers, or have invited guests share on worthwhile topics. At the discretion of the elected P.T.F. President, meetings are usually held once per term, and all parents/guardians are encouraged to attend.

Although the administration of the school partners with the elected P.T.F. body, it is not dictated to by, nor does it have to concede to demands made by elected officials. Parents are urged to address problems directly with the school's administration to bring about speedy resolutions to concerns, thereby ensuring a continuous smooth flow on the campuses.

### **PARTNERSHIP BETWEEN SCHOOL & HOME**

Parents/Guardians can help the school to accomplish its objectives to reinforce Christian values, responsibilities and conduct when they:

- recognize that the school is an extension of the parent/guardian while the child is at school
- teach the child respect for the law, authority, the rights of others and for private and public property
- teach the child that he/she will be held accountable for a high standard of conduct
- share with the child and the school an active interest in the child's schoolwork and personal development
- arrange for the child's regular school attendance and comply with the attendance regulations and procedures
- work with the school in carrying out its recommendations which both the school and parents/guardians feel are in the best interest of the child
- cooperate with the school in carrying out its disciplinary plan when such action is necessary.

### **CHANGE OF RESIDENCE/EMPLOYMENT/CUSTODY**

Temple Christian School's administration believes in the importance of a close working relationship with parents/guardians. This is especially critical in terms of every student's safety, health and security. As a result, all parents are required to notify the school promptly of any changes in addresses, phone numbers (home, work or cell) or custodial arrangements that might occur during the course of the year.

In cases where parents are divorced, Temple Christian School will provide records upon request to both parents UNLESS supplied with a copy of a court order/divorce decree that prohibits this. It is the parent's responsibility to provide the school with updates of any court orders. ONLY the custodial parent will be allowed to check a child out of school unless Temple Christian is otherwise notified in writing by the courts.

## ACADEMICS

### Curriculum

Students entering Temple Christian School from K3– Gr. 6 use the A-Beka curriculum for all subjects except Science, Social Studies, Computer and Spanish. The curriculum for students in grades 7-12 is taught according to the syllabus provided by the Ministry of Education.

### Grading Scale (s)

Pre & Elementary Scale			High School Scale		
A+	98—100	4.0	A	95—100	4.0
A	95—97.99	3.7	A-	90—94.99	3.7
A-	90—94.99	3.5	B+	86—89.99	3.3
B+	87—89.99	3.3	B	82—85.99	3.0
B	84—86.99	3.0	B-	77—81.99	2.7
B-	80—83.99	2.7	C+	73—76.99	2.3
C+	77—79.99	2.5	C	68—72.99	2.0
C	74—76.99	2.3	C-	64—67.99	1.7
C-	70—73.99	2.0	D+	60—63.99	1.3
D+	67—69.99	1.5	D	55—59.99	1.0
D	64—66.99	1.3	D-	50—54.99	0.7
D-	60—63.99	1.0	F	0—49.99	0.0

### 59% and below receives a failing mark of E

Grade point averages are calculated using quality points. In order to determine the quality points earned for each course, the equivalent point value of the letter grade (eg. 4.00 or an A) is multiplied by the number of hours that course meets per week (eg. 2 hours). The total of the quality points is then divided by the total hours in classes per week to obtain the semester average.

Subject	Course hour	Grade	Grade Value	Quality Points	total
Art	2	A	4.00	2 X 4.00	8.00
Biology	2	B	3.00	2 X 3.00	6.00
PE	1	A	4.00	1 x 4.00	4.00
Totals:	5				18.00

Semester average:  $\frac{\text{Total Quality Points/Total Course Hours}}{18 / 5 = 3.60}$

### Transferring from other Pre/Elementary Schools

Students are eligible for entrance into Temple Christian from the age of three, once they are fully potty trained and can communicate clearly. Students entering K3 & K4.

are not required to sit an entrance exam

All students seeking admission to enter grades K5 to Gr. 6 will be required to sit a grade level entrance exam. Students must be of average ability, as Temple Christian is not equipped to handle special students, slow learners, or emotionally disturbed children.

Students will be selected upon the basis of:

- The application form is filled out and signed by parents or guardians, thereby consenting to abide by the School's Statement of Faith, Rules, Regulations, and Disciplinary Procedures.
- Applications (for all students) must be accompanied by a copy of the child's Birth Certificate (or first 4 pages of the passport), a copy of the Immunization Record, a Transcript from his/her previous school, (Gr.'s 1-6), and a completed Medical Form.
- An assessment of the entrance examinations Gr.2-Gr.6, is given the third Saturday in March. Students must obtain a passing mark of 70%. Applicants for K5-Gr.1 will be tested based upon availability of seats.
- Once notified of acceptance, payment of the seat and registration fees is the only guarantee to secure a seat.

Parents/Guardians wishing to enroll their children are urged to submit applications at least one year in advance, or by January of the year of proposed enrollment.

### **Transferring from other High Schools**

Students wishing to transfer into Temple Christian High School must first pass the entrance exam taken on the last Saturday in January with at least 70%, provide a transcript from their previous school, copies of BJC results (Gr.10), and a completed evaluation/behavioral form filled out by the former principal or guidance counselor.

## **ACADEMIC PROGRAM**

### **Preschool: K3-K5**

Subjects offered at the pre/kindergarten level include:

Bible, Phonics, Reading, Writing, Numbers, Health Science, Social Studies, Art, Music, P.E., and Library

### **Elementary School**

The following subjects are offered to students in grades 1-6:

Bible, Phonics, Language, Arithmetic, Reading, Reading Comprehension, Listening Comprehension, Composition Writing, Spelling, Health, Science, Social Studies, Art, Music, P.E., Spanish, Computer, and Library

## Junior High School

The core subjects offered are (credits indicated in brackets):

English Language (3)	English Literature (2)	Mathematics (3)
General Science (2)	Health Science (2)	Religious Studies (1)
Social Studies (2)	Computer Studies (1)	Spanish (2)
Physical Education (1)	Family Life (0)	

Students at the Junior High level are allowed to select one elective from each of the following sets:

Set A: Art/Music/Technical Drawing

Set B: Agriculture/Craft/Home Economics

## Senior High: 10-12 (BGCSE Syllabus)

The core subjects offered are (credits indicated in brackets):

English (3)	Mathematics (3)	Biology (2)
Spanish (2)	Religious Studies (1)	Computer Science (2)
Physical Education (1)		

Students at the Senior High level are to select one elective from each of the following sets, which are subject to change:

Set A: Journalism/Food & Nutrition/Art & Design/Commerce/  
Graphical Communication

Set B: Geography/Accounts/Chemistry/Literature/Clothing Construction

Set C: Physics/History/Music/Economics

Notes on Electives:

- Electives for Junior High students are filled on a first come/first served basis.
- Transfer/new students who submit late elective forms will have to choose alternative electives depending on class capacity.
- If electives are filled to capacity, admittance is at the discretion of the Guidance Counselor (juniors) and subject teachers (seniors) based on the student's previous performance in that or related subjects.
- For admittance into Physics, Chemistry or Accounts, students must have achieved at least a "C" in Mathematics during the 9th grade. BJC results may also be considered.
- Electives are designed to be locked in for three years. Students will only be allowed to switch under extreme situations and must consult the Principal/Guidance Department.

## **HONOR ROLL**

### **Pre/Elementary Division**

Students from K5 to grade 6 are awarded for academic excellence through the Honor Roll System. At the end of each term, if a student maintains an average of 90% or higher with no C's in Arithmetic, Phonics/Language, Oral Reading, Comprehension, Science, Health, Spanish, Social Studies, Bible, Art, Music and Computer, he/she is recognized as an Honor Roll student. Students who achieve High Honor Roll status must achieve an average of 95% or higher each term with no B's. If the student maintains honor status for three terms, he/she will be recognized as having made the Principal's Honor Roll at the end of the school year, and will receive an Honor Roll Certificate.

### **High Division**

To be listed on the Honor Roll, students will be required to make a GPA of 3.00-3.49. Students who make the Honor Roll for three terms will be listed on the Principal's Honor Roll. An Honors Ceremony is held each year to recognize stellar students and to congratulate them for their achievements. Parents and family members are invited to attend. Students would be required to obtain a GPA of 3.50 or higher in order to attain High Honor Roll status.

## **HOMEWORK & MAKE-UP WORK**

In the elementary school, homework (written) will be sent home a minimum of two nights per week in grades 1-3. Spelling words and memory verses will be sent home nightly for review. Students in grades 4-6 will receive homework assignments a maximum of four nights per week. The homework routine will be established in each class at the beginning of the school year. Parents are asked to cooperate with the teachers in seeing that homework is completed and returned to class, as homework will factor into students' overall grades. Incomplete homework will result in students receiving a discipline notice, or forfeiting lunch recess to complete necessary assignments. In the case of three or more incomplete assignments, parents will be called. Students in K3 to K5 are not given homework assignments to complete.

### **All homework assignments must be:**

- Completed when returned
- Turned in at the requested time
- Completed by the student, but under parental supervision
- Neat, clean, and legible
- Made up when a student is absent from class/school
- Signed and dated by parent or guardian

High School students are given homework on a daily basis.

## EXAMINATIONS

### Elementary School

Students from K4 to Grade 6 are required to sit exams twice during the school year, at the end of the first term (November) and at the end of the third term (May/June). Students who do not sit exams at the specified time may do so at the teacher's scheduling. Corrected final exams will be issued to students on the closing day of Terms I and III. Parents are encouraged to review all exams and bring any discrepancies to the attention of the teacher on the first day that classes resume.

Students in grades 3 and 6 sit the Ministry of Education's **Grade Level Assessment Test (G.L.A.T.)**, in the month of May. The purpose of this test is to assess students' ability when compared to students in the same grade level across the nation.

### High School

Students are required to sit school based examinations at the end of the first and third terms. These examinations are mandatory and only a valid doctor's certificate/death of an immediate family member will excuse students from sitting the examinations. In such cases, make-up exams will be considered or absences will be excluded from subject averages.

The external, national and international examinations written by students include:

Grade 9 Bahamas Junior Certificate (BJC)

Grade 10 Preliminary Scholastic Aptitude Test (PSAT)

Grade 11 Scholastic Aptitude Test (SAT)

Grade 12 SAT/ACT, The College of the Bahamas Entrance Examinations,

Bahamas General Certificate of Secondary Education Examinations (BGCSE)

**Music Exams:** Students may be registered for or referred to take these exams after consultation with the teacher.

The registration period for the national BJC and BGCSE examinations is usually set for November. Students are provided with registration forms outlining subjects and relevant fees that must be signed by subject teachers and parents/guardians. All fees must be paid in full or the student cannot be registered. Students are approved/recommended to sit subject exams based on academic performance, ability and work ethic.

## REPORT CARDS

### Elementary School Report Cards

Mid-term reports are not issued; however, parents/guardians may stay abreast of their child's progress by accessing grades via the internet, by going to either [www.infodirect.us/tem08/](http://www.infodirect.us/tem08/) or [www.templechristianbahamas.com](http://www.templechristianbahamas.com).

End of term report cards are issued on the closing day of each term to all students/parents/guardians. The grades reflected on the report cards are a combination of homework, project, term work and exam grades.

## High School Report Cards

Mid-term progress report cards are issued only in October, in an effort to give parents and students an idea of subject areas where improvement may be needed.

Report cards are issued after every term and must be collected from the school's office by a parent/guardian. Report card grades are calculated as follows:

Homework/Class work	30%
Quizzes/Tests	20%
Examinations	50%

Parents/Guardians are advised that from K3-Gr. 12, students whose accounts are in arrears will not receive end of term reports until the account is settled at the Business Office. Further, students whose report cards are not collected will result in the child not being allowed to register for the new school year.

## PROMOTION & ACADEMIC REQUIREMENTS

### FAILING STUDENTS

Parents/Guardians will be informed if their child receives a failing grade by any of the following methods:

- The teacher will send quizzes/tests home for the parents/guardians to sign and return, indicating that they saw the failing grade.
- The teacher, or vice-principal, will contact the parent/guardian to discuss areas of concern.
- A note will be sent to the parents/guardians informing them of the problem or requesting a conference.

The school's objective is to inform parents/guardians as early as possible of failing grades so that the parents/guardians and teacher can work together on how best to help the child's performance improve.

Students who fail two (2) or more terms during an academic year will not be eligible to advance to the next grade level, but will be given the option to repeat or withdraw from the school. However, a student will only be allowed to repeat one (1) time at T.C.E.S., or two (2) times at T.C.H.S. — once in junior high, and once in senior high. In addition to test papers being sent home and grades being available on School Dynamics, parents/guardians will receive notes on reports cards during terms 1 & 2, and an official letter in term 3, advising of the child's academic status.

### PARENT-TEACHER CONFERENCES

Parents/Guardians are given scheduled conference appointments with a teacher in an effort to monitor and discuss a student's academic and social performance as well as ways to make improvements where necessary. Parents/Guardians who are not able to keep appointments are urged to reschedule.

## **OPEN HOUSE**

Parents/Guardians get the opportunity to meet teachers at scheduled times during the year. At this time they can view samples of students' work, learn about the classroom routine and the curriculum used and discuss any concerns. The first Open House may be held as early as **September**.

## **GRADUATION**

### **K5 & Gr. 6**

Graduation is held in June of each year for students who have successfully completed K5 and grade 6. In order for students to be eligible to graduate, they must maintain passing averages for the three terms, especially in the core subject areas (language/phonics, arithmetic/numbers). Failure to do so will result in a student not being able to participate in the graduation exercises. Students whose accounts are in arrears will not be allowed to graduate.

Each sixth grade student receives a Graduation Diploma and a Bible. However, opportunities to earn extra awards exist as the student with the highest cumulative total in the entire grade level earns the coveted title of Valedictorian. The title of Salutatorian is earned by the student with the second highest total. It should be noted that when determining the students with the highest and second highest cumulative totals, the year's totals of all subjects are calculated, therefore the averages are not used.

Individual students are also rewarded for academic excellence in any subject where they have maintained the highest average in their class for the year. Students who maintain an average of 90% or above for the year, with no "C's", are recognized and rewarded with an Honor Roll Certificate.

### **Grade 12**

High School Diplomas are awarded only after students meet the following requirements:

- a) Satisfactory completion of Grade 12, not failing more than 3 subjects
- b) Acceptable behaviors and attitudes
- c) A minimum cumulative GPA of 2.0 (from Grades 10-12)
- d) Regular attendance (no more than 10 days absent in the final year) and punctuality (no more than 5 tardy days in the final year)
- e) Sits a minimum of 5 **BGCSE** examinations including Math and English
- f) Take both the **PSAT** and **SAT** examinations
- g) Submission of assignments, projects and coursework
- h) Has no outstanding bill

A female student, who has met all graduation requirements but is found to be pregnant prior to the ceremony, or the male student found to have impregnated a female student, will not be allowed to participate, but will be awarded a diploma.

## **EXTRA-CURRICULAR ACTIVITIES**

Students at Temple Christian School are encouraged to participate in one or more of the many extra-curricular activities offered each day at the school. The various activities may be related to sports or social clubs, which help to foster growth in each child.

### **Elementary School Activities**

<b>Ladies Club</b>	(Grades 5-6): Tuesday 3:15pm-4:15pm
<b>Track Club:</b>	(Grades 1-6): Tuesday & Thursday 3:15pm-5:00pm
<b>Travel Club:</b>	(Grades 1-6): Wednesday 3:15pm-4:00pm
<b>Basketball:</b>	(Grades 3-6): Wednesday & Friday 3:15pm-5:00pm
<b>Science Club</b>	(Grades 4-6): Thursday 3:15pm-4:30pm
<b>Drama Club</b>	(Grades 1-6): Thursday 3:15pm-4:15pm
<b>Sunflowers:</b>	(Grades 1-2): Friday 2:15pm-3:15pm
<b>Brownies:</b>	(Grades 2-6): Friday 2:15pm-3:15pm
<b>Red Cross:</b>	(Grades 3-6): Friday 2:30pm-3:15pm
<b>Master's Club:</b>	(Grades 5-6): Friday 2:30pm-3:15pm
<b>Spanish Club:</b>	(Grades 4-6): Friday 2:30pm-3:15pm
<b>School Choir:</b>	(Grades 5-6): Friday from 1:40pm-2:15pm

### **High School Activities**

#### **Team Sports:**

Track & Field, Soccer, Basketball, Softball, Volleyball

#### **Social Clubs:**

Red Cross Association  
Key Club  
Student Christian Movement (SCM)  
Technical Cadet Corp  
Yearbook Committee  
School Choir  
Governor General's Youth Award (GGYA)  
Debate Club  
Teacher's Cadet (Grades 10-12)  
Nurse's Cadet (Grades 10-12)  
Junior Achievement (Grades 10-12)

## **ADMINISTRATIVE POLICIES**

### **Bulletins & Announcements**

In the event of an emergency, bulletins and announcements will come from the Office of the Administrator via the internet, radio, television or print media.

## **School Calendar (See the website: [www.templechristianbahamas.com](http://www.templechristianbahamas.com))**

### **Computer/Internet Policy**

Temple Christian School believes that the internet has much to offer with its wide variety of resources. Access to the internet provides a wealth of information resources, research opportunities, communication services and international exposure in ways that would be otherwise unavailable.

Because there is such a wealth of information available on the internet, material not considered to be of educational value is also available. Some materials may contain items that are offensive, satanic or illegal. We have taken precautions to limit access to such materials through the use of firewalls. It is, however, impossible to control all access to such information and a user may find such material either deliberately or by accident. We believe, however, the benefits to students from on-line access outweigh the possibility that a user may obtain material inappropriate for an educational setting.

e desire that this resource be used in a manner that ensures the continued smooth operation of our computer network and that it will fit into our overall goals and objectives for students at Temple Christian School. The internet user is held responsible for his/her actions when on-line. All users, therefore, must abide by the guidelines that we have outlined below. If a user violates these guidelines, further access to the internet and/or use of computers at Temple Christian School may be denied. Basic rules will be explained to users of the network/internet in instructional sessions.

#### **Guidelines**

1. **Access is a privilege, not a right.** This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in suspension or cancellation of computer privileges. The school administration and system administrator will determine what appropriate use is. The administration, faculty or staff may request that the system administrator deny a specific user access.
2. Internet access will be permitted only for those who are authorized to use the system and only for an authorized purpose.
3. Students and staff are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the internet.
4. Students and staff will be held accountable for any information they publish on the internet that is publicly accessible or accessible to a large number of people, i.e. Facebook or social networking sites. Parents will be called in cases of inappropriate postings. In the presence of administrators, students will be required to remove such posts and other consequences will be invoked, for example, detention or in extreme cases, expulsion.
5. Users are not permitted to use the school computer resources for commercial purposes, product advertising, political campaigning or lobbying.

6. Network users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
7. Physical or electronic tampering with computer equipment is not permitted. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, "hacking" or other disruptions in the operation of the computer or network. Users shall be responsible for damages to equipment, systems and software from deliberate acts. Any and all costs incurred by Temple Christian School for repairs, and/or replacement of software, hardware, and data files shall be the responsibility of the user who created the problem.
8. Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. Plagiarism will not be tolerated.
9. Student internet users will in no way use the network for financial gain nor carry out financial transactions of any kind, i.e., **Craig's List, eBay, Amazon, banking, buying/selling securities, bill payments or online businesses while at school.**
10. If a user discovers a security problem in the school's computer network, they will notify the system administrator. They will not demonstrate the problem to others. Users shall not attempt to "hack" the computer system.
11. Users must not use another's account or password nor reveal passwords to others. A user must not attempt to impersonate another person nor use the network to disrupt the work of others or use the folders, work, data or files of others.
12. Students shall not use a computer logged in under another student's name. Students are not to use a computer logged in under a teacher's name.
13. Users are not to post notes to newsgroups or bulletin boards (i.e. MySpace, Face-book) nor enter chat rooms. Internet users shall not reveal addresses, phone numbers or other personal information to others on the Internet.
14. Information retrieved by a user is that person's responsibility and at his own risk. Temple Christian School assumes no liability for the accuracy of any information from the Internet. TCS is not responsible for the loss of data, delays, lack of delivery of information or service interruptions. Although every effort will be made to insure a reliable connection, there may be times when the Internet service is "down" or unavailable.
15. Students may not download files from the Internet nor upload to/through the school network unless granted permission from a faculty member. Any such files must be checked by a virus scan.

16. Users shall realize that communications over the network are not guaranteed to be private. System administrators may review files, messages, or data to insure that the system is being used responsibly. Messages supporting illegal activities may be reported to the authorities.

*Users' computers will be inspected at random by the system administrators.*

17. Users shall not load unauthorized games, programs, files or any other media on any school computer system. This includes the use of flash or thumb drives, external hard drives, SMART phones, and internet TABLETS.

**The computers at TCS are educational tools and are not to be used for one's personal use or recreation.**

Any violation of the above guidelines **in this regulation will result** in loss of computer access, as well as other disciplinary or legal action that is consistent with and in accordance with the applicable local laws.

## **ELECTRONIC COMMUNICATION & DATA MANAGEMENT**

### **PHILOSOPHY AND PURPOSE**

TCS may provide an electronic communications network and Internet access to electronic mail, voice mail, databases, libraries, museums, and other information sources for the following limited purposes:

1. Promote educational excellence in its school by facilitating resource sharing, innovation, and communication.
2. Improve learning and reach the school's instructional goals.
3. Achieve effective and efficient administration at all campus levels.

Any use of the school's information and communication systems and resources by authorized users must be in furtherance of these limited purposes and conform to the school's expectations for legal, efficient, and ethical use.

### **INTERNET SAFETY AND LIMITATIONS ON SITE ACCESS**

Recognizing that the Internet can give access to sites containing information that is obscene, child pornography, or harmful to minors or that would be otherwise inappropriate for distribution to students, unsuitable for use in the approved curriculum, or irrelevant to accomplishing the school's stated purposes for operating an Internet-accessible network, the school has installed technology protection measures to filter, screen, analyze, and block site content in an effort to make it more difficult for students or staff to gain access to such material through the school's network.

The I.T. Director **and/or** designated campus administrators may disable technology protection measures during use by an adult to allow access to otherwise prohibited or blocked sites or information for **bona fide** research or other acceptable purposes under this policy. Nonetheless, the school makes no representation that it can control access to all Internet sites. Network users are responsible for their actions in accessing available resources and will be held accountable for receiving information that is inconsis-

tent with the requirements for acceptable and unacceptable use of the network and Internet.

## **AUTHORIZED USERS**

**Temple Christian School** permits individuals in the following categories to become authorized users of its computer network (**intranet**) and/or have access to the Internet, subject to administrative regulations developed by the Information Technology Director and approved by the School Administrator:

1. Campus administrators and campus administrative support employees.
2. Instructional personnel.
3. Instructional support and student services personnel, i.e., librarians, counselors, and school nurses.
4. Students in grades K-12 may have access through class accounts and regulations for those accounts.

To become an authorized user, a person must sign the User Agreement, and return both forms to the I.T. Director or designee. Minor students applying for a user account must return a signed Parent Agreement **along with their User Agreement** (see Appendices 1 & 2).

## **MONITORING USE**

Use of a personal network account through the school's system is voluntary and constitutes a privilege, not a right, by the school. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user. By signing the User Agreement, each authorized user acknowledges the possibility of such monitoring and consents to it.

Professional employees overseeing student instructional use of the school's computer network or access to the Internet will be vigilant in determining that students are using the school's system only in compliance with this policy to enhance student safety and security, particularly when students are using electronic mail, chat rooms authorized under this policy, and other forms of direct electronic communication.

## **SUSPENDING OR REVOKING PRIVILEGES**

Access to the network, the Internet, or both may be suspended or revoked and user IDs deleted if a student or employee is determined to have violated this regulation or the User Agreement each user signs as a condition for obtaining access to the school's network (**intranet**) and/or the Internet.

Any user identified as a security risk or who has a history of violations with other computer systems will be denied access to the network. A user whose access has been suspended or revoked may request a conference with the principal and system administrator to discuss the basis for that action and have an opportunity to respond. A decision by the system administrator to suspend or revoke system privileges may be appealed. System privileges are revoked during any appeal.

Once the appeal procedure is completed and the decision is handed down via the Principal, System Administrator, School Administrator, or School Board not to resume system privileges then the decision will be deemed as FINAL. If through the appeal procedure the decision is to resume privileges then full privileges will be granted.

### ACCEPTABLE USE

Any use described below is deemed “acceptable” and consistent with the User Agreement and TCS Regulation. Occasional personal use is acceptable **ONLY** during non-instructional or break/lunch periods.

Personal use of **SMART phones, internet TABLETS and laptops will be subject to monitoring at all times.** The final decision regarding whether any given use of the network (intranet) or internet lies with the Administrator or designee, in consultation with the System Administrator. Acceptable use is **defined as:**

1. **In direct** support of instructional purposes and goals.
2. **The use of any and all electronic devices that will** further the school’s educational and administrative purposes, goals, and objectives.
3. **The use of any and all electronic devices that will** further research related to education and instruction.
4. That which is consistent with network protocols as established by the System Administrator.
5. That which does not violate the Student Code of Conduct or Employee Standards of Conduct.

Users may use Internet radio or video **on a limited basis** for **academic purposes only**, but such use may be disconnected without notice if it affects the **bandwidth** performance of the school’s communications network.

### UNACCEPTABLE USE

Any of the following uses is deemed “unacceptable” and a violation of the User Agreement and this policy. The final decision regarding whether any given use of the network or Internet is unacceptable lies with the Administrator or designee, in consultation with the System Administrator. Unacceptable use includes:

1. Unauthorized use of copyrighted material, including violating school software Licensing agreements and sharing of copyrighted audio files.
2. Posting or distribution of threatening, racist, harassing, excessively violent, sexually explicit, or obscene material.
3. Personal or political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit.
4. Participating in chat rooms other than those sponsored and overseen by the School.
5. Tampering, i.e., accessing, reading, deleting, copying, or modifying, with the electronic mail of other users, regardless of where the message is displayed or stored.
6. **“Hacking,”** i.e., attempting unauthorized access to any computer whether within the school’s network or outside it.

7. Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees
8. Forgery of electronic mail messages or transmission of unsolicited junk e-mail chain messages
9. Use that violates the Student Code of Conduct or Employee Standards of Conduct.
10. Use related to commercial activities or for commercial gain by a student or employee.
11. Advertisement for purchase or sale of a product.
12. Online gaming that is not deemed educational and/or part of the curriculum.

## **SERIOUS VIOLATIONS**

If administration determines that a Student's or Employee's use of the system violates the Student Code of Conduct or Employee Standards of Conduct and that disciplinary action other than or in addition to suspension or revocation of system privileges is warranted, those disciplinary actions **will** be in accordance with the applicable policies. Egregious violations of the user policy may be grounds for termination.

## **SYSTEM OR OTHER USER INTERFERENCE**

Users must not attempt to exceed, evade, or change established **resource network** quotas and **protocols**, i.e., allocations of local hard drive storage space or network time. **Temple Christian School's** quotas are designed to ensure all users have a fair opportunity to access resources.

Vandalism and mischief are prohibited. **Vandalism as defined by Temple Christian School** includes any **and all attempts to knowingly** harm or destroy another user's data on the network or on any network connected to Temple Christian School's network and any deliberate creation or propagation of a computer virus (es).

**Mischief as defined by Temple Christian School** includes any **and all attempts to knowingly** interfere with another user's work, such as attempts to delete, examine, copy, or modify data, files, fields, or any other element of another user's information.

## **DISCLAIMER**

**Temple Christian School** makes no warranties of any kind, expressed or implied, for its network facilities and bears no liability for users' copyright violations; users' inappropriate or tortuous use of the network system or resources; any damages incurred by users, including loss of data resulting from the action or inaction of any school employee or a user's errors or omissions; and phone charges, credit card charges, or any other charges incurred by users without prior school authorization and according to established purchasing procedures. Temple Christian School specifically denies any responsibility for the accuracy, age-appropriateness, or quality of information obtained through its network facilities.

**Temple Christian School**  
**Cell Phone Usage Policy (Refer to Appendix 3)**

Please check one of the following:

My child does not have a cell phone.

My child will not have a cell phone at school.

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

**No cell phones will be allowed on the school's compound at any time, before, during or after school. If a student violates the policy, the cell phone will be confiscated until the end of the school year.**

I understand the cell phone policy and agree to abide by the rules and consequences of this policy (See Appendix 3).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHAPEL**

**Pre & Elementary School**

Students have the opportunity to participate in the weekly chapels, which different classes are responsible for planning. They are held as follows:

<b>Thursday</b>	<b>Pre-school (K3-K5)</b>	<b>8:45am-9:45am</b>
<b>Friday</b>	<b>Elementary (Gr. 1-6)</b>	<b>8:45am-9:45am</b>

Parents/Guardians are invited to attend any or all chapel services.

**High School**

All students are required to participate in the religious program of the school, including morning devotions and weekly chapel services. Chapel services are held as follows:

<b>Wednesday</b>	<b>Seniors (Gr. 10-12)</b>	<b>8:25-9:05</b>
<b>Friday</b>	<b>Juniors (Gr. 7-9)</b>	<b>8:25-9:05</b>

Students are required to bring their Bibles to all chapel services.

## **FIELD TRIPS**

### **Pre & Elementary School**

Field trips are generally held at the end of each term. However, it is not unusual for teachers to schedule additional trips that may coincide with lessons being taught. When parents/guardians receive a field trip note, they should:

- Sign and return the note with the specified amount to cover the cost.
- Indicate whether or not they can assist with chaperoning.
- Pay attention to the dress code, which is usually the P.E. kit, or complete uniform.
- Adhere to any special instructions given.

Off island trips require a waiver form to be completed and signed by a parent/guardian. The same applies to trips where students will be in or around water. Students whose school fees are not paid will not be allowed to travel with school clubs or teams to represent the school. Students on field trips are expected to display the same high standards of behavior off-campus as on-campus. **No student will be allowed to accompany his/her class on a field trip without a signed consent form.**

### **High School**

Field trips are taken several times during the year to enhance the learning experience of the students. The procedure is the same as that of the Pre & Elementary school.

## **FUNDRAISING & LOGO POLICIES**

All fundraising events associated with Temple Christian School must be coordinated through a member of administration at the school. Additionally, the only entities within the school authorized to host such events are the Parent/Teacher Fellowship (P.T.F.) and school clubs. All other forms of solicitation are strictly prohibited.

The Temple Christian School Logo may not be used for any fundraising event without the approval of the principal (s). Once approval is received for the logo to be placed on T-shirts or other paraphernalia, processing of the orders associated therewith must take place at the office level.

## **BREAKFAST & LUNCH**

Temple Christian School has two fully functional cafeterias, one on the Pre/Elementary campus and one on the high school campus. Parents/Guardians and students may enjoy a hot breakfast each morning, beginning as early as 6:30 am, through to the start of the school day. Additionally, both campuses offer a hot lunch to students on a daily basis. However, students in K3 and K4 are not permitted to purchase lunch from the cafeteria and must bring a packed lunch from home.

Students are not permitted to purchase lunch or snacks from street vendors or other persons without permission from a member of administration.

On the pre/elementary campus, a menu of items offered daily in the cafeteria, along with their prices, will be sent home at the start of the school year. On both the pre/elementary and the high school campuses, menus and price listings are posted in the cafeterias.

Parents/Guardians who wish to drop off lunch for a student must report directly to the main office, and not the classroom. All lunches must be labeled with the student's name and grade. The lunch will either be forwarded at the appropriate time or the student can collect the lunch from the office. Parents/Guardians who drop off lunch are urged to adhere to the listed lunch times as students will not be exempted from classes to eat lunch.

Daily lunch times are as follows:

<b>Pre-school</b>	<b>(K3-K4)</b>	<b>11:15am-11:45am</b>
<b>Kindergarten</b>	<b>(K5)</b>	<b>11:30am-12:20pm</b>
<b>Lower Elementary</b>	<b>(Gr. 1-3)</b>	<b>11:30am-12:20pm</b>
<b>Upper Elementary</b>	<b>(Gr. 4-6)</b>	<b>12:20pm-1:00pm</b>
<b>High School</b>	<b>(Gr.7-9)</b>	<b>12:10pm-12:50pm</b>
	<b>(Gr. 10-12)</b>	<b>12:40pm-1:30pm</b>

## **PARTIES (Pre & Elementary Division)**

### **Birthday Parties**

Parents/Guardians who wish to have their child's class celebrate a birthday with him/her, may do so by making the necessary arrangements with the classroom teacher. Birthday parties are usually held during the lunch hour and should therefore be kept simple. If a party is being held off campus, birthday or party invitations will not be given out in class unless **ALL** students in the homeroom receive an invitation. Please be aware that students wishing to have a party for their teacher must receive permission from the Vice-Principal, prior to making arrangements.

### **Class Parties**

Class parties are usually held on the last day of each term, following the closing chapel. If teachers are having the party on campus, students wear their own clothes, and if the class is going on a field trip (see field trips) their P.E. kit. Parents/Guardians will be advised in advance of the criteria for class parties. Class parties may or will be cancelled if students' behavior on previous occasions was found to be unacceptable.

## **PROBLEM RESOLUTION**

It is the school's intent that all disagreements be resolved at the level where they originated.

Throughout the appeal or concern process, all parties must demonstrate mutual respect and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution rather than on developing an adversarial conclusion. No reprisals or retaliation of any kind shall be taken against a student or parent/guardian for utilizing this procedure.

## Steps for Problem Resolution:

1. Questions and other concerns should be directed first to the person where clarification/resolution is desired – usually the classroom teacher.
2. If resolution is not reached, the complaint should then be directed to the campus administrator.
3. Complaints and/or problems may be brought to the Administrator if remedy is not possible at the campus level.

## PRE/ELEMENTARY PROBLEM SOLVING PROCEDURE

The Bible states that we should, *“Let all things be done decently and in order.”* Accordingly, we suggest that parents/guardians take the time to address any area of concern they may have, no matter how small. In doing so, the following tips may prove helpful:

- **Contact the Teacher** – If there is something that concerns you regarding your child, his/her work, a punishment given, etc., you may call the office to leave a message for the teacher, or stop by in the morning while dropping your child off to make an appointment (*Note:* Parents/guardians should not assume a teacher will be available first thing in the morning). The teacher will make every effort to resolve the problem in the shortest possible time. In many instances, things are often not quite what they seemed.
- **Contact a Member of Administration** - If you feel you received no satisfaction from the teacher, we will then work jointly to bring about the best solution to the problem, in the interest of all parties concerned.

Parents/Guardians are urged to trust the administration to make proactive decisions on behalf of their children. In doing so, it should be clearly understood that the administration is under no obligation to entertain unreasonable irrational behavior on the part of any parent/guardian. Shouting, violent threats, and any other form of disrespect will not be tolerated, and in extreme cases, parents/guardians may be asked to withdraw their children from the school. Temple Christian will not put its staff, students, or parents/guardians at risk for any reason.

## PREFECT BODY

Prefects are chosen each year from grades six (6), eleven (11) and twelve (12) to assist teachers with various daily supervisory duties, particularly on campus and in chapel. Prefects must be familiar with the school rules and exhibit positive attitudes. High school prefects have the authority to write up Discipline/Referral Forms for infractions of school rules.

Serving as a prefect is considered an honor. It does much to encourage and develop positive and responsible attitudes in those chosen.

All prefects must fulfill the following criteria:

- a. Be a practicing Christian.
- b. Must possess leadership qualities, especially in exercising justice and fair play.

- c. Have accumulated less than two (2) demerits in the year prior to being selected.
- d. Should maintain a “B” average (elementary school) or a “C” average (high school) or higher in their academic work.
- e. Must participate in some form of extra-curricular activity.
- f. Must be punctual, dependable, polite and courteous.
- g. Must set a good example at all times both on and off campus.
- h. Must attend scheduled orientation/training sessions in August.

The principal, vice-principal and Prefect Committee make the final selection of all prefects.

## **STUDENT CONDUCT**

### **Academic Integrity**

It is our goal that each Temple Christian School student models academic integrity. Academic cheating is the attempt to obtain information, knowledge or material from any other source and submit it as one’s own work. This can be done either by giving or receiving information for homework, classroom assignments, tests, quizzes or examinations. Cheating in any form is not in keeping with our expected moral, ethical or spiritual values. *Academic integrity is an attitude that values honesty above grades, friendship, social acceptance and peer pressure.*

Students who cheat or plagiarize on tests, quizzes, examinations or any assignment will receive a zero (0) and their parents/guardians will be notified.

### **Athletic Fan Behavior**

Students and parents/guardians are encouraged to support our athletic teams as families. Sporting events provide opportunities for family sharing and enjoyment as well as times to teach values and sportsmanship. As a Christian school, it is important that our fans demonstrate courtesy and respect for our rivals and referees. Under no circumstances are our fans to have any personal confrontations with officials regarding our sporting events. Those who do not follow these guidelines may be asked to leave and may be restricted from attending future events.

### **Christian Code of Conduct**

TCS teachers strive to discipline in a firm, loving manner according to each student’s needs. TCS can dismiss from school any student whose general attitude or habitual actions are contrary to the basic principles upon which the school is founded. This is especially true when a student has violated a major rule or has repeatedly been found in violation of the rules for student behavior set forth by the administration of Temple Christian School.

Temple Christian students must:

1. Show respect for administration, teaching staff, support staff, parents/guardians, prefects and each other.
2. Wear the proper uniform at all times. (The school is not responsible for confiscated items of jewelry or clothing).

3. Be punctual for school and classes.
4. Attend classes, school assemblies and the annual school sports meet.
5. Produce a signed note following an absence.
6. Obtain permission from a member of administration if they wish to leave the school grounds before 3:00pm.
7. Bring all required materials for class to school.
8. Possess a Parent/Student Handbook and abide by the rules therein.
9. Not eat, drink, run or play in classrooms.
10. Not chew gum anywhere on the campus at any time.
11. Place all litter in garbage bins and not on the ground, in hallways, on stairways and walkways.
12. **ABSOLUTELY NOT WEAR MAKEUP, FALSE NAILS, ACRYLIC OVERLAYS OR NAIL POLISH.**
13. Not deface or destroy school property and any student found doing so will be made to clean or replace the affected property.
14. Not bring Toys, Spinning Tops, Walkman's, Radios, iPods, MP3 Players, Electronic Games, Beepers, **Cellular Phones**, Cameras, Cards, Dominoes, or CD/Tape Players, to school, unless a teacher requests an item for a supervised class project or activity. *Outlined items are subject to automatic confiscation if found in a student's possession, which the school will not be held accountable for.* Note that this list is not exhaustive.

## **DISCIPLINARY POLICY**

Principals, faculty, staff and students are responsible for maintaining a school environment in which educational programs can flourish and extra-curricular programs can be conducted for the benefit of all participants. The teacher/student/parent relationship is the center of all educational activity. It is at this level that most discipline problems should be resolved. Teachers with their professional training and experience provide a Christian atmosphere of mutual respect in which students learn and grow.

Students who do not respond to the best efforts of faculty members are to be referred to the principal, vice principal or dean. The TCS faculty and staff expect full cooperation from all students and will act fairly but quickly and decisively in dealing with those students who are disruptive.

### ***Understandings***

- The faculty has the right and duty to model and teach the principles of respect and responsibility and to hold students accountable to those standards of behavior.
- Teachers will approach classroom discipline and consequences as part of an ongoing effort to promote and maintain the Christ-centered environment of TCS.
- The faculty will establish and use consequences to help students appreciate a rule's purpose, make amends for doing wrong and take responsibility for improving their behavior.
- Students have a right to be treated with respect and to expect fair and consistent treatment from the faculty.

- Students have the responsibility to be aware of the Code of Conduct and to follow classroom procedures, rules and regulations.

### ***Encouraging positive behavior***

- The faculty will develop and maintain a proactive stance on discipline as well as teach, promote and maintain positive attitudes and healthy habits.
- Most rewards will be intrinsic, though teachers shall use creative awards and activities when appropriate to recognize and encourage positive behavior among the student body.

### **DISCIPLINARY PROCEDURES AND CONSEQUENCES**

Temple Christian requires, and expects, students to maintain a superior level of behavior at all times, which is in keeping with the Christian witness of the school. Accordingly, students must adhere to the following Code of Conduct before, during, and after school.

All parents/guardians are expected to read the rules and regulations with their child/children, and ensure that each child complies with the specified regulations. Failure to learn the rules or read the handbook does not relieve the student or parent/guardian of the responsibility of obeying set rules.

As it is a privilege to attend a private school, students who seek to bring ill repute to the school's name and reputation will be encouraged to find another facility better suited to their needs. Accordingly, students are expected to:

- Show respect for the administration, teaching staff, office and support staff, prefects, parents/guardians as well as each other;
- Wear proper school uniform at all times;
- Be punctual for school and classes;
- Produce a signed note from the parent/guardian following an absence;
- Obtain permission from administration to leave the campus before 3:00 p.m.;
- Bring all required materials to class;
- Report directly to the school nurse if excused from class, due to illness; and
- Complete and return all homework and other assignments, or bring a note from the parent/guardian to excuse missing work.

The following are considered incidents of misconduct, and are punishable by detention, corporal punishment, suspension, expulsion, or any other form of punishment deemed suitable by the administration (List is not exhaustive.):

- Lying, cheating, stealing, or skipping classes
- Fighting, running, or playing around in the classroom, or on the balcony, or gym
- Chewing gum while on the school premises
- Dropping litter on the premises
- Wearing make-up, nail polish, excessive jewelry, or incorrect clothing
- Defacing the school property (parent/guardian will be billed for the cost of repairs)
- Destroying the property of other students (must be replaced by parent/guardian)

- Causing bodily harm to any student (parent/guardian assumes responsibility for medical expenses if the school's medical insurance was not taken out)
- Use of obscene or offensive language (written or spoken)
- Wearing tattoos or tattoo like marks
- Selling or buying items without permission from the administration
- Bringing toys, balls, game boys, radios, cards, cell phones, etc. on campus without permission, or any other electronic device (subject to automatic confiscation)
- Throwing stones or any other object on the campus
- Using, or being in possession of tobacco, e-cigarettes, alcoholic beverages, illegal drugs, harmful objects, immoral sexual conduct, disrespecting administrators, faculty, staff or parents/guardians (Violators are subject to be expelled.).

### **DETENTION**

Students in grades 1-12 may be required to serve detention for infractions of school rules. Detentions may be served during the break or lunch periods, or in extreme cases, after the school day ends. In the event of after school detention, the student is responsible for informing his/her parent/guardian of all relevant information, and arranging pick up time.

### **CORPORAL PUNISHMENT**

The Bible teaches respect for authority (Col. 3:20; Rom. 13; Heb.13:17), and it requires discipline for children (Pro. 6:23; 13:24; 29:15,17). Teachers are given the primary responsibility of handling discipline problems that arise in the classroom. Most problems can be solved satisfactorily between a teacher and student. Students are dealt with firmly and fairly as well as with love and understanding.

The school reserves the right to discipline any student. This includes the administration of the paddle by the vice-principal, principal or Dean of Students. In most cases the paddle will be used as a last resort or in extreme cases as a means to prevent a child from repeating a severe infraction.

Parents/Guardians are usually notified by the vice-principal or principal in cases where a child's misconduct warranted being sent to the office. Parents/Guardians are encouraged to check with the teacher or a member of administration to clarify any queries/concerns.

### **SUSPENSION**

Students may be suspended or expelled for failure to adhere to the school rules and committing any of the following offences *both on and off campus* (list is not exhaustive):

- Stealing
- Fighting (causing bodily harm to another)
- Skipping classes
- Disrespecting the administration, faculty or staff
- Cheating

- Immoral sexual conduct
- Possession of dangerous weapons, alcoholic beverages, tobacco products and illegal drugs

Suspensions may take one of two forms:

1. **Home Suspension:** The student is not allowed to attend classes for the specified period. No teacher is obligated to have the student make up work.
2. **In House:** The student does not attend classes but reports to school and works in isolation.

In the event of a suspension, parents/guardians are contacted immediately and must see a member of administration before the child is re-admitted to classes.

### **EXPULSION**

When a serious infraction is committed, a student may be asked to withdraw from the school. Once a student has been expelled from the school he or she will not be readmitted. Parents/Guardians are notified of the school's decision immediately.

### **APPEAL PROCESS**

Parents/Guardians have the right to appeal their child's suspension or expulsion by following the procedures for Problem Resolution (pages 24-25).

### **HIGH SCHOOL**

Noncompliance with any part of this Christian Code of Conduct constitutes a breach of discipline that could, depending upon the degree of offense, result in dismissal from TCS.

- Students will obey all rules and regulations set down by the teachers, administration and Board of Directors in their individual classes.
- Students will respectfully obey all directions, requests and directives relative to this discipline code without hesitation or debate at all times.
- Students will exercise self-discipline and self-control. Fighting, physical and/or verbal sexual harassment, rough-housing, bumping or hitting of others or bullying will not be tolerated.
- Students will not use vulgar or obscene language, or make rude or insolent comments, gestures or inappropriate sexual behaviors.
- Students will not use or illegally possess tobacco, drugs or alcohol in the school buildings, on school grounds or at school-sponsored activities.
- No student will be allowed to continue at Temple Christian School if that student becomes pregnant or the parent of a child.
- Students will not have weapons in their possession or personal vehicles.
- Students will attend all classes and be on time.
- Students must have a teacher-issued pass when out of the classroom during class periods.

- Students will bring all required materials to class and complete all assigned work.
- Students will dress in accordance with the approved dress code. Students may be sent home if not in compliance with the approved dress code.
- Students will respect the rights and dignity of other individuals, reflecting the values of TCS.
- Students will respect their own property and that of others including the school buildings, equipment and grounds. Parents/Guardians will be held liable for damage done to student's/school's property.
- Students will not leave school grounds or school-sponsored activities without the written permission from a parent, guardian or a member of administration.

### **SEARCH & SEIZURE**

Administrators may search or authorize a search of the property of any student, including vehicles, when based upon facts which are supported by reasonable suspicion that a student is concealing prohibited material. When a specific search is conducted, except pursuant to life, health and property, the student will be invited to be present during the search which will be witnessed by one other school official. Temple Christian School reserves the right to search, at random, at the administration's discretion.

### **PUBLIC DISPLAY OF AFFECTION POLICY**

TCS promotes healthy Christian relationships between students. Therefore, all physical displays of affection are discouraged while on school property or at school-sponsored events. Noncompliance to this guideline will result in disciplinary action.

### **SCHOOL REPRESENTATION**

Student conduct reflects on the school both on and off the campus. As a result, students will be held accountable for their representation of TCS as long as they are enrolled. Students are required to behave in a way that will bring honor and respect to the school both on and off campus. TCS students are always expected to set a Christian example in attitude and behavior.

TCS reserves the right to suspend students from attending TCS activities on and off its campuses indefinitely even if that means students are prohibited from participating in the school-sponsored activity being conducted at either of its locations.

### **STATEMENT OF PRINCIPLES**

Temple Christian School, within its discretion, may admit students of different religious and personal persuasions, who are willing to adhere to the school's Statement of Faith and Policies. It is the intent of the Board of Directors, administrators and faculty to maintain an atmosphere where exemplary Christian behavior and quality academic studies are developed. Students at TCS are encouraged and expected to exhibit those behaviors that contribute to the growth of such an atmosphere.

## TEMPLE CHRISTIAN SCHOOL DRESS CODE

There exists a close relationship between the behavior that is conducive to a proper learning environment and the type of clothing that is worn. Many educational experts and administrators report an increase in academic achievement and improved behavior when a strict dress code is adopted and properly enforced.

The purpose for a dress code policy at Temple Christian School is two-fold:

1. To improve the learning environment and build an educational community that is not centered on fashions or fads, but is focused on student success in the classroom.
2. To avoid using clothing or fashion as a basis for making a statement of who we are as individuals, but to emphasize who a person is within and his/her importance as a child of God. *“Man looks at the outward appearance but God looks at the heart”* (1 Samuel 16:7).

### PRE & ELEMENTARY SCHOOL

Students are required to wear the prescribed uniform at all times. A note from the parent/guardian is required to excuse a child from wearing the proper uniform. Failure to do so will result in the parent/guardian being called. Repeated offenses will result in the child being sent home until he/she complies with the uniform code.

Uniforms are available at any Sandy’s location, and should be labeled for proper identification. However, the P.E. Kit can only be purchased from the school’s Business Office.

During term three, students are not required to wear neck ties.

#### Boy’s Attire:

- Beige monogrammed shirt
- Short khaki pants (K4 to Gr.4) with black or brown belt
- Long khaki pants, (standard, not fashion) with black or brown belt (Grades 5 & 6)
- Dark brown tie, with school’s crest (not required in term 3)
- Dark brown or black shoes (no light colors)
- Dark brown socks

#### Girl’s Attire:

- Beige monogrammed blouse (round collar K4-Gr. 5)
- Beige monogrammed blouse (boy’s cut Gr. 6)
- Khaki jumper, that is below the knee (No V-shapes), K4-Gr. 4

Box pleated skirt that is below the knee (Gr. 5 & 6)  
Dark brown cross tie, with school's crest (K4-Gr. 5)  
Boy's tie with school's crest (Gr. 6 only)  
Dark brown knee socks  
Dark brown or black shoes (no high heels)

During the winter months, students may wear dark brown jackets or sweaters. Black or any other color is not allowed. Boys may wear standard long khaki pants, and girls may wear brown or black tights under their regular uniform.

No student is permitted to wear colored or slogan T-shirts under the regular uniform. Sleeves of shirts worn under regular uniforms should not be longer than the sleeves of the uniform shirt.

### **Hair and Hair Accessories**

Girls may wear brown, beige, white or clear hair accessories. Lengthy fashionable braids or twines/twists are not acceptable methods of hair grooming. Dreadlocks are not allowed. Extension pieces should not be worn during any term. Beads may be worn in moderation by girls in grades 1-6 only, as smaller children have a tendency to put them in their mouths, nostrils, and ears.

Boys are to keep their hair short and neatly trimmed. Pony tails, pig tails, afros, braids, and fashionable designs are not permitted.

Both boys and girls are reminded that hair color is not permitted, and neither is allowed to wear their hair knotted at any time.

### **Jewelry**

Girls may wear one pair of matching gold or silver knobs or sleeper earrings, a wrist watch, a gold/silver chain and a ring.

Boys may wear a wrist watch, a gold/silver chain and a ring. **Boys are not permitted to wear an earring at anytime.**

No student is permitted to wear any other jewelry, including fashion bands, and any violation may result in the confiscation of additional items. The school will not take responsibility for any confiscated, lost or stolen items. **The wearing of Zodiac or astrological symbols is forbidden at Temple Christian School.**

### **HIGH SCHOOL**

Uniforms may be purchased from leading uniform suppliers. Students are expected to clearly label all clothing.

### Boy's Attire:

#### Students

Beige monogrammed shirt  
Long khaki pants (No side pockets)  
Dark brown tie (with school's logo)  
Dark brown or black belt  
Dark brown socks  
Dark brown or black shoes  
(No tennis or light colors)

#### Prefects

Plaid shirt with school's crest  
Long khaki pants (No side pockets)  
Dark brown tie (with school's logo)  
Dark brown or black belt  
Dark brown socks  
Dark brown or black shoes

### Girl's Attire:

#### Students

Beige monogrammed blouse  
Pleated khaki skirt (2 inches below the knee)  
Dark brown socks  
Dark brown or black shoes (No tennis)

#### Prefects

Khaki blouse with school's crest  
Pleated khaki skirt  
Dark brown belt  
Dark brown s  
Dark brown or black shoes

### HAIR AND HAIR ACCESSORIES

**Girls:** Brown, beige, khaki or white hair accessories may be worn. Dyed, two-toned, multi-colored or streaked hairstyles are NOT permitted. NO extensions or weaves are permitted.

**Boys:** Boys are expected to be cleanly shaven with neatly trimmed short hair (at the discretion of the administration). Ponytails, pigtails, patches, buds or faddish parts/designs are NOT permitted.

### Jewelry

**Girls:** a) One pair of matching knobs or sleepers. If a finger can pass through the loop, then it is too large.  
b) One wrist watch

**Boys:** a) One wrist watch  
b) Earrings are definitely NOT allowed.

### Dress Up Days

Modesty is required at all TCS events on and off campus. NO bare midriffs, short shorts, strapless shirts/dresses, improper logos or visible undergarments are allowed. The administration reserves the right to determine what is considered modest. Students in breach of this policy are subject to removal from events.

## PHYSICAL EDUCATION PROGRAM

### PRE & ELEMENTARY

The Physical Education Program at Temple Christian is an important part of a child's complete development. Therefore, all students are required to participate in the regularly scheduled classes, unless excused for health reasons by a physician. In such cases, a note and a medical form from the physician must be produced to support the claim.

Students should make noted preparations and adhere to the following rules when reporting to P.E. classes:

- All students must be attired in complete P.E. uniform on their scheduled day.
- Any student not dressed in P.E. uniform must bring a note from his/her parent/guardian. The student must still report to the area where the class is being conducted, but will not be allowed to participate in the class for that day. However, a student who does not bring a note from his/her parent/guardian will receive a discipline notice from the office.
- Students should walk quietly to and from the P.E. class area.
- Students should not use the P.E. period as a time for horseplay, but a time of development.
- The Physical Education teachers should be respected at all times.

When students are enrolled in school, they are placed in one of four houses:

<b>Rams</b> (formerly Barracudas)	-	<b>Red Shirt</b>
<b>Eagles</b> (formerly Dolphins)	-	<b>Blue Shirt</b>
<b>Lions</b> (formerly Groupers)	-	<b>Yellow Shirt</b>
<b>Hawks</b> (formerly Stingrays)	-	<b>Light Grey Shirt</b>

### P.E. Uniforms

P.E. uniforms, which are sold at the school's Business Office, consist of:

- A house shirt (listed above)
- Brown shorts with white trim on the sides
- White tennis (**ABSOLUTELY NO COLOR**)
- White socks (No ankle socks)
- Brown warm-up suits (for the winter months)

All fifth and sixth grade girls are required to wear their regular school jumper/skirt over their P.E. shorts on the assigned P.E. day. The jumpers/skirts are to be worn throughout the day, and taken off only to participate in the class, and replaced once the class has ended.

## **COLD WEATHER ATTIRE**

Warm up suits are sold by the school and may be worn during the winter months only. No other warm up suit will be accepted. Students who do not adhere to the P.E. dress code will receive a discipline notice, or another form of disciplinary action, and their parents/guardians will be contacted.

## **HIGH SCHOOL**

Students at the high school are placed in one of four houses when they are enrolled:

<b>Hawks</b> (formerly <b>Panthers</b> )	-	<b>Light Grey Shirt</b>
<b>Eagles</b>	-	<b>Blue Shirt</b>
<b>Lions</b>	-	<b>Yellow Shirt</b>
<b>Rams</b> (formerly <b>Stallions</b> )	-	<b>Red Shirt</b>

## **P.E. Uniforms**

P.E. uniforms, which are sold at the school's main office, consist of:

- The house T-Shirt (listed above)
- Dark brown shorts with white stripes at the sides
- White socks
- White tennis (only)

## **Winter Wear**

- Dark brown sweaters (Button down front or pullover)
- Dark brown windbreakers

**Please note that students with sweaters or windbreakers of other colors will be told to remove them at once.**

## **SPECIAL EVENTS PROGRAMS**

Temple Christian School will have several programs throughout the year which will involve all students. Participation in the programs is mandatory with the exception of legitimate excuses.

### **SAFETY WEEK (Pre & Elementary)**

In an effort to promote safety awareness, this week is set aside during the month of September to emphasize safety rules and habits. Fire Safety is one area highlighted.

## **COURTESY WEEK (Pre & Elementary)**

During this week, which is held in the month of October, emphasis is placed on the importance of having good manners in and outside the classroom.

## **THANKSGIVING**

An annual Thanksgiving Service is held on Thanksgiving morning, and students are asked to bring food items, which are distributed to needy families in the community. Students are dismissed at 12 noon on this day.

## **SPIRITUAL EMPHASIS WEEK**

The purpose of this week, which is held in January, is to develop spiritual awareness in students, by focusing on their relationship with Jesus Christ.

## **NATIONAL PRIDE DAY**

This cultural day promotes pride in the Bahamas, and things Bahamian. A day of activities is organized to increase pride in students about their unique country.

## **TEACHERS' APPRECIATION WEEK**

This week is set aside in May to give students an opportunity to formally show appreciation to their teachers for the love, concern and dedication they display. At the end of the week, a chapel service dedicated to the teachers is held.

## **STUDENTS' VALUABLES**

Students are responsible for all valuables, i.e. money, or jewelry, which they bring to school. The use of electronic games or other such devices is strictly prohibited and will not be looked for if lost or stolen.

## **TEXTBOOKS & OTHER SCHOOL PROPERTY**

All students attending Temple Christian School are required to be in possession of required materials at the start of the school year. Each student is required to have his/her own text and workbooks, Students not in possession of required books at the start of the second week of school will not be permitted to sit in classes until they are fully prepared, as use of books begins on the first day of classes.

On the pre & elementary campus, books are to be paid for at the Business Office. Parents/Guardians are allowed to take the textbooks, while the test books are forwarded to the child's class by the start of the first day.

Parents/Guardians opting to use recycled (used) books are reminded that the information must be current and the books cannot be written in as students will have no way of completing required tasks. If the book is not in a satisfactory condition, parents/guardians will be required to purchase a new one.

## **VISITORS**

Temple Christian School does not allow students to receive visitors once the school day has begun. However, parents/guardians or other visitors needing to come in during the day are asked to report directly to the main office, where they will be given a campus pass. It should, however, be noted that parents/guardians will not be given permission to have lunch with or visit a student during school hours because of domestic or court battles.

If for any reason students left a book, bag, lunch, etc. in the car or at home, the item is to be dropped off at the office and not taken directly to the class.

The school accepts responsibility for students from 8:15am-4:00pm, therefore, students are to be dropped off before the first bell rings and picked up as close to 3:00pm as possible. Parents/Guardians are not permitted to linger on the campus and are encouraged to drop students off and leave, as the grounds are not a social meeting place.

**Temple Christian School assumes no responsibility for loss of personal property or damage to vehicles while parents, guardians or visitors are on the campus.**

## **ADMISSIONS POLICY**

Temple Christian School is open to children of parents/guardians who seek a Christ-centered education. TCS does not discriminate in the administration of its educational policies, admissions policies, athletic or other school administered programs and admits students of all races, nationalities and ethnic origin, as long as they are willing to abide by the school's Statement of Faith and the rules and regulations set forth. All rights, privileges, programs and activities are made available to all students, who are expected to participate in all programs.

All students who are admitted to the school agree to abide by the requirements, regulations and policies established by the administration and the Board of Directors in the Temple Christian Parent/Student Handbook. The signed enrollment application implies a commitment to compliance with school policies.

In order to insure that Temple Christian School is the best choice for your child, please carefully reference the overview of the admissions process.

### **Pre & Elementary Admissions Process**

Students are eligible for entrance into Temple Christian School from the age of three, once they are fully potty trained and can communicate clearly. Students entering K3 & K4 are not required to sit an entrance exam.

All students seeking admission to enter grades K5 to Gr. 6 will be required to sit a grade level entrance exam. There is a \$25.00 testing fee for all entrance exams. **Students must be of average ability, as Temple Christian is not equipped to handle students with special needs, slow learners, or emotionally disturbed children.**

### **SELECTION OF STUDENTS**

Students will be selected upon the basis of:

The application form filled out and signed by parents/guardians, thereby consenting to abide by the School's Statement of Faith, Rules, Regulations and Disciplinary Procedures.

Applications (for all students) must be accompanied by a copy of the child's Birth Certificate (or first 4 pages of the passport), a copy of the Immunization Record, a Transcript from his/her previous school, (Gr.'s 1-6), and a completed Medical Form.

An assessment of the entrance examinations, given the third Saturday in March, where students must obtain a passing mark of 70% or above.

Once notified of acceptance (given soon after completion of the entrance examination) a total of \$125.00 (\$75.00 seat security and \$50.00 for registration) will be required from those who wish to have their child attend Temple Christian. **Seats will not be held.**

**N.B. Due to the high demand for K5 and Gr. 1 seats, students are tested only when seats become available (around May) and only students with the very highest scores are taken.**

Parents/Guardians wishing to enroll children for the pre and elementary school are urged to submit applications at least one year in advance, or by January of the year of proposed enrollment.

### **High School Admissions Process**

Students wishing to attend Temple Christian High School must submit an application and pay a \$25.00 testing fee. The date for the entrance exam is set by administration, and once the candidate successfully passes the entrance exam, a payment of \$125.00 (\$75.00 seat fee & \$50.00 registration fee) is required, along with a completed medical form and a transcript from the previous school.

### **SCHOLARSHIP POLICY**

#### **A. Eligibility**

1. Students of grades 7-12, who are in good academic and financial standing are eligible to apply for a scholarship. Good academic standing is defined as a student having a minimum grade point average (GPA) of 3.0. Good financial standing refers to those students whose fees are paid in full.

2. The applicants must have a good behavioral record, i.e., no discipline problems.
3. Proof of Bahamian citizenship, i.e., passport/birth certificate.

## **B. Types of Scholarships**

1. Academic Scholarships are awarded to students whose minimum GPA is 3.5.
2. Financial Aid Scholarships are awarded to students in good academic and financial standing and exhibit a genuine financial need. Documentation is required, e.g., letter from parents/guardians or pastor.
3. Athletic Scholarships are awarded to outstanding athletes whose GPA is 2.5 and that meet the other eligibility criteria. In addition, a recommendation from the school coach is required.  
All applications are due in the administrator's office no later than the last Friday in April of each year.
4. Top two (2) graduates of Temple Christian Elementary School are awarded full academic scholarships for the 1<sup>st</sup> year.

## **ATTENDANCE/ABSENCES**

All students are expected to report to school punctually each day, as school attendance is mandatory. Students should be on the campus between 8:15am - 8:30am for the start of the day. **Once students are dropped off on the school campus, they are not allowed to leave without permission (including before school starts, and in the case of elementary students, after it is dismissed).**

The school day officially starts at 8:15am (high school), 8:30am (pre/elementary), when the second bell rings. Normal pick up time is **2:50pm (K3-K4)** and **3:00pm (K5-Gr. 12)** Monday to Thursday. School is dismissed at 2:15pm on Fridays for all school campuses. Advanced notice of any changes in the start or dismissal times during the year will be given.

## **EARLY DISMISSAL**

In the event a parent/guardian has to take a child out of class early, he/she must first report to the office, fill out an early dismissal form, and receive a parent campus pass, which is given to the teacher.

## **ABSENCES**

All students are required to attend school on a daily basis. In the event that a student is absent, a note from the parent/guardian should be sent to the classroom teacher on the student's return to school. Failure to do so may result in the parent/guardian being contacted, or the student being suspended if truancy is suspected.

Parents/Guardians of students who will be absent from school for religious holidays, emergency trips, or any other prolonged periods (other than illness) should submit the information in writing to the principal or vice-principal prior to the time of absence. The note should include the student's name, class teacher, date of absence, date of

return, and any relevant contact numbers of the parents/guardians. It is the parent's/guardian's responsibility to obtain work that students may have missed.

## **TARDINESS**

Students who are not seated in their classrooms when the 8:15am (high school) or 8:30am (pre/elementary) bell rings are considered late. On the pre and elementary campus, students who are late fifteen times in any term are not eligible for perfect attendance, regardless of having been present every day in the term. Parents/Guardians may be contacted in the event students are excessively late throughout the school year, as this does not teach children the importance of time.

High school students who arrive between 8:15am - 8:30am will have their names recorded on the late register by the prefect on duty. Students arriving after 8:30am must report directly to the main office for a Late Pass. Students who are late two times during any week will serve an automatic detention.

## **FINANCIAL POLICY**

As a privately funded Christian education facility, it is critically important that all tuition be paid in a timely manner.

## **ENTRANCE EXAM FEE**

All students wishing to sit the school's entrance exam are required to pay a \$25.00 testing fee.

## **REGISTRATION AND SEAT FEES**

A \$50.00 registration fee and a \$75.00 seat fee are required for all new students at Temple Christian. These fees are payable at the initial registration of a new student. If a student withdraws for any reason and wishes to return to Temple Christian School, the above fees must be paid again. However, those students returning from year to year need not pay the registration fee again but they must pay their seat fee each year.

**Registration and seat fees are non-refundable, non-transferable and non-deductible.**

## **SCHOOL FEES**

School fees are paid three (3) terms per year. Tuition payments and fees can be paid as follows (please refer to your invoice):

- (a) Elementary campus business office (cash, debit/credit card/official bank cheques)
- (b) High school campus office (debit/credit card **only**)
- (c) Bank transfer/RBC bill payment

The payee is to submit a copy of the receipt to the business office indicating the student name and grade.

Persons wishing to make financial agreements for the year must do so at the Business Office by August of the new school year. Currently, school fees per term are as follows, but are subject to change with notification.

Pre-School	K3-K4	- \$750.00
Kindergarten	K5	- \$800.00
Elementary	Grades 1-6	- \$950.00
High School	Grades 7-12	- \$1,150.00 plus electives

Parents/Guardians wishing to pay school fees by the year may contact the Business Office for details.

### DISCOUNTS

Temple Christian School offers the following sibling discounts (brothers/sisters) for more than one child attending the school as follows:

<b>1st Child</b>	- <b>Full Tuition</b>
<b>2nd Child</b>	- <b>10% Discount</b>
<b>3rd Child</b>	- <b>15% Discount</b>
<b>4th &amp; Additional Children</b>	- <b>20% Discount</b>

Members of Evangelistic Temple receive a 10% discount on their first child, once membership is confirmed.

### DUE DATES

School fees are paid in three installments on the first of August, November, and March for terms I, II, and III respectively.

### SEAT DEPOSIT

A non-refundable, transferable, or deductible fee of \$75.00 is added to the third term's (March) fees of every child enrolled in Temple Christian School, thereby reserving the child's seat for the Fall Term.

### STUDENT WITHDRAWALS

Parents/Guardians wishing to withdraw a student must complete the "**Student Withdrawal Form**" and submit the form to the Principal or Business Office. For each term of the school year, the refund policy is as follows: Week 1, 80% of tuition; Week 2, 60% of tuition; Week 3, 40% of tuition; Week 4 and beyond, 0% of tuition.

### INSURANCE

A compulsory student accident insurance fee of \$10.00 is added to the first term's fees of all students. Parents/Guardians wishing not to pay this fee must sign a waiver which absolves the school of any financial obligation if the child is injured, or causes injury to another student during school hours.

Although Temple Christian School has selected Insurance Plan B of the British American School Accident options, persons wishing to select Plan A may do so at an additional cost of \$10.00. For details of benefits, parents/guardians may refer to the British American School Accident Plan flyer sent home annually. Parents/Guardians should be aware that both plans provide twenty-four hour coverage, for three hundred sixty five days of the year. As such, once a student receives an insurance card, the student will not be issued another card, as he/she can use the same one for the duration of their time at the school.

## **STUDENT IDENTIFICATION (I.D.) CARD**

Students are assessed a compulsory fee of \$10.00 in the first term for an I.D. card.

## **INTERNET FEE**

A fee of \$10.00 is added to the first term's fees of all students, which will allow parents/guardians to access student grades, homework assignments, as well as view the school's calendar, by logging on to [www.templechristianbahamas.com](http://www.templechristianbahamas.com). To visit the School Dynamics website, (accessible through the school's website) a user name and password may be obtained by calling the main office.

## **ART FEE**

Grades 1-6 students pay a one-time art fee of \$10.00, which is added to the book fee.

## **COMPUTER FEE**

A one-time yearly computer fee of \$35.00 is added to the book fee of all students from grades 1 to 6. For students in grades 7-12, \$35.00 is added to the tuition fee each term.

## **SCIENCE FEE**

Grades 4-6 students pay a one-time science fee of \$10.00 that is added to the book fee.

## **SUPPLY FEE**

All students in K3 to K5 pay a supply fee of \$30.00, which covers materials needed for the year. However, students in grades 1 to 12 are responsible for supplying all needed materials, which include pencils, crayons, notebooks, loose leaf paper, rulers, sharpeners, jump drive, etc., along with additional requirements for music classes (a manuscript book and soprano recorder).

## **GRADUATION FEE**

All students in K5 and Gr. 6 pay a \$35.00 graduation fee, which helps defray graduation expenses. High school students pay \$200.00.

## **ALL SCHOOL T-SHIRT**

Students will be charged \$13.00 for an all school t-shirt. The charge will be added to the book list for K3-Gr.6 students, and added to term I school fees for Gr.7-12 students.

## **YEARBOOK**

Students will be charged \$35.00 for a yearbook, which will be added to the tuition for term II. However, multiple student households will have the fee assessed for the oldest child only.

## **TRANSCRIPT FEE**

Parents/Guardians requesting an unofficial transcript will be required to pay \$10.00 and \$15.00 for an official transcript. Individuals requesting official transcripts to be sent abroad will be required to pay \$20.00 for each copy, as this transcript has to be mailed. Payments for all transcripts must be made at the Business Office prior to the document being processed. **It should be noted that students whose accounts are in arrears will not be eligible to receive a transcript until the fees are settled.**

## **TRANSCRIPT REQUEST FORM (Appendix 5)**

## **DUPLICATE REPORT CARD FEES**

Reports will be printed for each student once per term. However, parents/guardians requesting a duplicate copy of the report card will be required to pay a fee of \$5.00 to the Business Office prior to receiving the report.

## **THE SCHOOL STORE**

The school's bookstore is located in the Business Office on the elementary campus and at the receptionist's office at the high school. Textbook sales for a new school year begin the first business day in August, between the hours of 8:00am—3:30pm Monday to Thursday, and until 2:45pm on Friday.

During the school year students can purchase pencils, sharpeners, rulers, etc., from the bookstore.

## **OUTSTANDING ACCOUNTS**

All outstanding accounts with the school must be settled promptly at the business office by cash, credit/debit cards, or manager's cheques or at the high school office by debit/credit cards only. Failure to settle outstanding accounts will result in students being pulled from classes, and reports and other student information being withheld.

## **LATE FEE CHARGES**

The following late fee charges will be applied to all outstanding balances:

### **FULL TUITION**

7 days late	\$50.00
15 days and over	10% of the tuition or outstanding balance

### **FINANCIAL AGREEMENT**

7 days late	\$5.00
15 days and over	\$10.00

These are applied to each outstanding monthly payment.

## **CHEQUE POLICY**

All cheques should be made payable to Temple Christian School. Third party cheques are not accepted.

## **RETURN CHEQUE POLICY**

Personal cheques will not be accepted from parents/guardians when they have previously been returned. Additionally, a return cheque fee of \$30.00 will be applied. All future payments will have to be made with cash or a Certified Manager's cheque.

## **PHONE CALLS**

Use of the telephone is allowed only in cases of extreme emergencies. High school students must pay .50¢ for any call made from the office on their behalf. Matters of transportation should be worked out before a child leaves home or the car, and is therefore not considered an emergency. The same applies to homework, books, lunch, etc., that were left at home. Parents/guardians should not instruct a child to call them, as students do not have the luxury of using the phone at their leisure, nor are they permitted to use the pay phone during school hours.

In case of an emergency or illness, the nurse or office personnel will make calls on students' behalf. Personal calls will need to be approved by the principal. Calls to correct irresponsibility on the student's part will not be permitted after the school day begins, i.e. forgotten homework, field trip consent forms or athletic clothes.

Any sport cancellations or athletic changes that require a call to parents/guardians will be done through the office.

**NO CALLS WILL BE MADE DURING CLASSES** except in the case of illness.

## **CLINICAL SERVICES**

Temple Christian School has a full time nurse on both of its campuses. The school nurse is available to see students daily, from **8:00am-4:00pm**. However, parents/guardians are advised to keep children home if they have severe colds or symptoms of illness before coming to school. If a child feels ill or has an accident during the school day, he/she is referred to the nurse, who determines whether the child should return to class, seek further medical attention or be sent home. The child may be picked up from the nurse's office, once the parent/guardian has been contacted (parents/guardians are urged to have at least two contacts other than themselves listed).

At the start of the school day all doctor prescribed medication that any student has to take during the day should be carried directly to the nurse's office, in their original containers, with clear instructions regarding the dispensing thereof. Once the school day ends, the medication should be collected. Teachers are not allowed to dispense medication, therefore, parents/guardians should not insist that they do. At no time are students permitted to have medication of any kind in their possession.

Parents/Guardians are urged to inform the school nurse at the start of the school year, or immediately after learning of any severe illness that a child may have (seizures, asthma, heart disease, diabetes, weak bladder, etc.). In such cases, a doctor's note should be filed with the nurse. The same is true for students who have medical problems which prevent them from participating in P.E. classes.

Not only will the nurse provide medical care to students, fill out the required accident form, but will provide health education and health counseling, in an effort to promote a healthy lifestyle in each student.

## **SCHOOL SAFETY**

Temple Christian requires, and expects, students to maintain a superior level of behavior at all times, which is in keeping with the Christian witness of the school. Accordingly, students must adhere to the following code of conduct before, during, and after school.

All parents/guardians are expected to read the rules and regulations with their child/children, and ensure that each child complies with the specified regulations. Failure to learn the rules or read the handbook does not relieve students or parents/guardians of the responsibility of obeying set policies.

As it is a privilege to attend a private school, students who seek to bring ill repute to the school's name and reputation will be encouraged to find another facility better suited to their needs.

## **BULLYING**

Bullying, which includes teasing, is inappropriate and unacceptable at TCS and students who are the victims of such an act should confide in a school official or their parents/guardians. Bullying is damaging, causes harm, and will not be tolerated in our Christian school where, above all places, children can seek asylum from such a worldly act as bullying. The Bible tells us, *"Let no corrupt word proceed out of your mouth, but that which is good to the use of edifying, that it may impart grace to the hearers"* (Ephesians 4:29).

All accusations of bullying will be investigated. A parent/guardian conference will be scheduled with the student who is alleged to have been involved in the bullying offense.

## **DANGEROUS WEAPONS POLICY**

TCS has a "zero tolerance" policy toward dangerous weapons. It absolutely prohibits the use and/or possession of dangerous weapons on school premises or at school functions. Dangerous weapons include, but are not limited to guns (pellets, B.B., stun), firearms, knives, clubs, brass knuckles, etc. Students who violate this policy will be expelled from school. The policy on dangerous weapons is applicable to all students without regard to age or grade.

## **FIRE DRILLS**

Students are carried through the routine of a Fire Drill to prepare them in the event that an actual fire breaks out on the campus. They are instructed on how to exit their classes, how to walk, and where to stand, to ensure maximum safety. One Fire Drill is held each term, with announced dates being given for the first two, but not the last. The continuous ringing of the school bell signifies a fire drill, at which time students should exit their classes quickly and quietly. Students are not allowed to return to the classrooms until given the all clear sign.

## **CAMPUS LOCKDOWN**

In the event of an emergency where students or faculty may be in danger if they exit the classroom, a campus lockdown is put into effect. Consistent short bells being rung alerts the campus of the lockdown, which requires that every door on the campus is locked to keep students in and everyone else out. The lockdown is only lifted once the bell signals the same or announcements are made over the P.A. System.

## **HARASSMENT**

TCS is committed to maintaining a learning and working environment free of harassment and intimidation; therefore, harassment of or by a board member, parent, volunteer, administrator, faculty member, staff member, student or guest is strictly forbidden. Any person who believes he or she has been the victim of harassment is encouraged to report to school officials and discuss the alleged act immediately.

## **TRANSPORTATION OF STUDENTS**

Students participating in a school activity requiring transportation to another school or site must ride in transportation provided by, or approved by, the school. For the protection and safety of all students riding the buses, rules of courtesy and safety are to be observed at ALL TIMES. As far as possible, seat belts will be worn at all times that vehicles are in motion. Your child's cooperation will be expected. Any student who does not comply with these rules will lose the privilege and parents/guardians will be expected to provide transportation.

In the case of pre and elementary students, buses are hired to transport students to and from events, which may result in students being charged a fee. High school students are transported in the school's bus, when they have games or other events to attend. Temple Christian will accept no responsibility for accidents on or off campus, en route to campus or on school-organized field trips or sporting events. Therefore, all students must have insurance.

## **LICENSED STUDENT DRIVERS**

Twelfth grade students, who possess a valid driver's license and own a private motor vehicle that they drive to and from school, must adhere to the following guidelines:

A copy of a valid driver's license must be placed on the student's file.

- Student must drive with caution and care while on the property.
- Vehicles must be parked in the designated area on the campus.
- Loud music is not to be played from the vehicle at any time on the campus.
- Once a student arrives on the campus, he/she is not permitted to leave until the day ends.
- At no time are other students to be transported in a student's vehicle.
- Students who leave early and who are driving their own vehicles must sign out after the principal or a member of administration receives written permission from a parent/guardian. Failure to sign out using the proper procedures described above will result in the student being considered truant and he/she will receive disciplinary action.

Failure to adhere to any or all of the outlined guidelines above will result in the student being denied the privilege of driving a private vehicle to and from school.

**Parents/Guardians who allow students to drive private vehicles to school do so with the understanding that Temple Christian School assumes no responsibility for accidents, thefts or damage to the vehicles while they are on the school's property.**

## **DRUG TESTING**

It is the policy of Temple Christian School to maintain an academic environment that is free from the effects of drugs, alcohol and controlled substance abuse. This type of abuse in schools increases the potential for tardiness, truancy, dropout, performance deficiencies, low student morale, accidents and injury to others. It is a violation of the policy of Temple Christian School, therefore, for students to possess, ingest, use, sell, traffic and/or be under the effects or influence of alcohol or any other controlled or illegal substance. Drug testing is intended to be employed when there is cause for suspicion of a student that is using alcohol, illegal drugs, or controlled substances.

Students may be required to submit to a drug test if there is reasonable cause to suspect that a student is using alcohol or illegal drugs. When a student is suspected of alcohol or drug use, he/she will be required to take a urine test at a school approved medical center at a time designated by the school. A member of administration and at least one parent/guardian must accompany the student to the center. The parent/guardian will bear the cost for such tests, and the results shall be communicated in writing directly to the school by the lab. Refusal to participate in such testing may result in expulsion from the school.

**Temple Christian School  
User Agreement for Parent/Guardian**

I am the parent/guardian of \_\_\_\_\_, the minor student who has signed the User Agreement for student use of computerized resources. I have been provided with copies of Temple Christian School's **Computer/Internet Use Policy, Electronic Communication and Data Management Policy** and the **Computer/Internet User Agreement**.

I also acknowledge receiving the notice that, unlike most traditional instructional and library media materials, the school's computer system will potentially allow my child/children access to external networks not controlled by TCS. I understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, I acknowledge that it is impossible for TCS to screen and review all of the available materials. I accept responsibility to set and convey standards for appropriate use to my child/children when using the TCS computer system and any other electronic media or communications.

I agree to release Temple Christian School and its agents and employees from any and all claims of any nature arising from my child's/children's use of the TCS computer system in any manner. I agree that my student may have access to the Temple Christian School computer system.

I am legally/equally culpable for any and all online and computer misconduct caused by my child/children should my child/children be under the legal age of 18 years old during each occurrence of such misconduct.

Parent's/Guardian's Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*By signing this agreement you are stating that you have read and fully comprehend each TCS I.T. Regulation.**



**Temple Christian School  
User Agreement for Student**

I have been provided with copies of Temple Christian School's **Computer/Internet Use Policy, Electronic Communication and Data Management Policy** and **Computer/Internet User Agreement**.

I agree to adhere to **the stated regulations and policies, and any other** regulations that may be developed, and to any changes adopted by Temple Christian School. I also agree to **comply with any** related policies of Temple Christian School that may be contained in the Student and/or Employee Handbooks.

I understand that failure to **comply** with these policies **will result** in the loss of my access to the TCS computer system, and may in addition result in the imposition of discipline under the school's conduct and disciplinary policy. I further understand that the school reserves the right to pursue **any and all** legal action against me if I **knowingly, willfully, maliciously and/or unlawfully damage or destroy school property or seek to compromise any TCS databases or compromise any student, faculty, staff or administrators' work or privacy via any electronic means onsite and on campus or offsite and off campus**.

Student's Name (printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's /Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\* By signing this agreement you are stating that you have read and fully comprehend each TCS I.T. Regulation.**



**Temple Christian School  
Cell Phone Usage Policy**

Please check one of the following:

\_\_\_\_\_ My child does not have a cell phone.

\_\_\_\_\_ My child will not have a cell phone at school.

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

**No cell phones will be allowed on the school's compound at any time, before, during or after school. If a student violates the policy, the cell phone will be confiscated until the end of the school year.**

I understand the cell phone usage policy and agree to abide by the rules and consequences of the policy.

Student's Signature: \_\_\_\_\_

Parent's/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Temple Christian School  
Parent/Student Handbook**

Please sign and return this form to the office to indicate you have read the Parent/Student Handbook.

**“I have read the Parent/Student Handbook of Temple Christian School and agree to abide by the rules and regulations as stated therein.”**

\_\_\_\_\_  
Name of Student (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Name of Parent/Guardian (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

I would prefer to be notified of school events by:

Email      or       Mail



TEMPLE CHRISTIAN SCHOOL  
TRANSCRIPT REQUEST FORM

**INSTRUCTIONS:** Complete this form and submit it to the Business Office. If the applicant is a minor, the parent/guardian must co-sign the request. If this form is signed by someone other than the student/former student, a letter from the student authorizing a specific person to request/collect the transcript must be attached to the request.

**Official Transcripts MUST be mailed.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Name under which you attended (if different): \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_ Island: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

Phone : \_\_\_\_\_ (hm) \_\_\_\_\_ (wk) \_\_\_\_\_ (cell)

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Date of Graduation/withdrawal: \_\_\_\_\_

Send to (name of person/institution/agency): \_\_\_\_\_

Address: \_\_\_\_\_ No. of Transcripts: \_\_\_\_\_

_____	<b>Type of Transcript:</b>	
_____	Unofficial	<input type="checkbox"/> \$10.00 each
	Official	<input type="checkbox"/> \$15.00 each
	International	<input type="checkbox"/> \$20.00 each
	Via Courier	<input type="checkbox"/> \$50.00 each

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use:

Business Office Paid  \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved  Not Approved  Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Students' Record Department

Date Processed: \_\_\_\_\_ Signature: \_\_\_\_\_

**Temple Christian School  
Administration**

**Office of the Administrator**

Rutherford, Samuel L., Ed. D. - School Administrator  
Ferguson, Lisa - Administrative Assistant

**Business Office**

Mycklewhyte, Milo - Business Office Manager  
Lockhart, Raquel - Accounts Officer  
Burrows, Chakara - Accounts Clerk  
Brown, Shonelle - Cashier

**Temple Christian Pre & Elementary School**

Porter, Sharmaine N. - Elementary School Principal  
Fernander, Theodora - Elementary School -Vice-Principal  
- Pre-School Vice-Principal  
Romer, Kendra - Administrative Assistant

**Temple Christian High School**

Cunningham, Perry R. - High School Principal  
Williams, Geta - High School Vice-Principal  
Peet Jr., Ellis, - Dean of Students  
Arnold, Sjuina - Administrative Assistant





# *Temple Christian School*

**“Teach Me, O Lord, The Way” Psalms 119:33**

**(KINDERGARTEN - HIGH SCHOOL)**

[www.templechristianbahamas.com](http://www.templechristianbahamas.com)

## **Office of the Administrator**

**Dr. Samuel L. Rutherford**

**Administrator**

**4th Terrace East, Collins Avenue**

**P.O. Box N-1566**

**8AM - 4PM**

**Ph: 325-1095 /322-5157 Fax: 325-1096**

### **PRE/ELEMENTARY**

**Mrs. Sharmaine Porter**

**Principal**

**4th Terrace West, Collins Avenue**

**Phone: 322-5829**

**325-1119**

**325-3245**

**Fax: 325-3260**

### **HIGH SCHOOL**

**Rev. Perry Cunningham**

**Principal**

**Shirley Street & Twynam Ave.**

**Phone: 394-4481**

**394-4484**

**Fax: 393-0058**