



STUDENT HANDBOOK 2011-2012

108 BECK LANE
LAFAYETTE, IN 47909
765.477.5803
WWW.TIPPECANOECHRISTIAN.ORG

TABLE OF CONTENTS

Mission Statement.....	2
Philosophy of Education.....	3
Admissions Policy.....	4
Admissions Procedure.....	4
Non-Discrimination Statement.....	4
Statement of Fundamental Truths.....	5
Standards of Conduct.....	5
Medical Guidelines.....	5
Parental Involvement.....	6
Attendance Policy.....	6
Attendance Policy Terms.....	6
Lost & Found/Homework/Fire Drills.....	7
Lunchroom Procedure/Gym & Recess Rules.....	8
Drop Off/Pick Up Procedures.....	9
Discipline/Reward System.....	10
Tornado Warnings/School Closings.....	11
Phone Usage/Field Trips.....	11
Payment Policy.....	12
Dress Code and Personal Appearance.....	13
Dress Code Applications.....	14
Grading Scale.....	15
Student Supply List.....	16
Calendar Dates.....	17
Faculty Directory.....	18

Welcome to TIPPECANOE CHRISTIAN SCHOOL

The TCS Mission

Scripture admonishes parents to “bring children up in the discipline and instruction of the Lord.”

(Ephesians 6:4) Fathers, do not exasperate your children, instead, bring them up in the training and instruction of the Lord.

Our Mission: Tippecanoe Christian School assists parents in fulfilling this command by educating children with a Christ-centered world view, every subject taught according to the principles and within the framework of God’s word.

(Proverbs 1:7) The fear of the Lord is the beginning of knowledge but fools despise wisdom and discipline.

Our Goal: To provide a Christian educational environment, which promotes students’ social-emotional growth.

(Matthew 22:37-39) Jesus replied “Love the Lord your God with all your heart and with all your soul and with all your mind.”

This is the first and greatest commandment. And the second is like it: “Love your neighbor as yourself.”

Our Prayer: That our students will grow in the knowledge of the Lord and will learn to walk in obedience to God’s Word in all areas of their lives.

(James 1:22-25) Do not merely listen to the word, and so deceive yourselves. Do what it says. Anyone who listens to the word but does not do what it says is like a man who looks at his face in a mirror and, after looking at himself, goes away and immediately forgets what it is he looks like. But the man who looks intently into the perfect law that gives freedom, and continues to do this, not forgetting what he has heard, but doing it, he will be blessed in what he does.

PHILOSOPHY OF EDUCATION

The educational process in a Christian School is dependent on a Biblical philosophy, which provide the right world view and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education for TIPPECANOE CHRISTIAN SCHOOL is as follows:

Spiritual:

- ~ To lead students to accept Jesus Christ as their personal savior.
- ~ To disciple students, teaching them the commands of Jesus and helping them work out their salvation.
- ~ To train students to become spiritual leaders; to go forth and make disciples of others.
Romans 12:2– Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—His good, pleasing and perfect will.

Intellectual:

- ~ To provide high quality academic instruction.
- ~ To promote an instructional program which accommodates a variety of learning styles.
- ~ To teach all subject matter in light of the Scriptures as all the truth has its Foundation in God’s Word.
II Timothy 2:15– Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.

Physical:

- ~ To provide physical education, wholesome recreational opportunities, and stress health and grooming in recognition that the body is the temple of the Holy Spirit.
Romans 12:1-Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual act of worship.

Social-Emotional:

- ~ To encourage students to walk out the Christian life with one another, promoting social-emotional health.
John 5:12-13-Love each other as I have loved you. Greater love has no one than this, that he lay down his life for his friends.

Admissions Policy

TCS admits students from families of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship athletics and other school-administered programs.

Admissions Procedure

1. Parents call for an interview (both parents and pupil) with the principal.
2. Application material requested from TCS office.
3. Application is submitted to TCS office accompanied by registration, medical history and standard of conduct forms.
4. All students must have the following immunizations: Diphtheria, Polio, Measles, Rubella.
5. Parents and students need to read this handbook thoroughly
Parents will be notified of acceptance within 10 days.

Non Discrimination Statement

Tippecanoe Christian School does not and will not discriminate on the basis of race, color, national or ethnic origin in the admission or administration of its educational policies, scholarship, athletic or other school-administered programs.

Dress Code and Personal Appearance

Overview. Our desire is that each student be modest and discreet in appearance at all times. We encourage students to “stand out,” or separate themselves in areas of academic excellence, athletic achievement and spiritual growth, not by individualism in areas of dress and general appearance. We do not require a strict uniform, however, we do hold to the following dress guideline:

Pre-School 3, K4 and K-5: Any pants, shorts, shirts, skirts, dresses and shoes are permitted. We encourage parents to dress the children in clothing that allows children to easily remove and redress for restroom use.

Kindergarten—8th Grade:

Business Casual (Mondays and Fridays)

Dress pants (any color); polo shirts, dress shoes and a belt. (Belts not required for 1st grade)

Optional Dress:

Skirt or dress that comes to the knee, or touches the ground when kneeling.

Blouses are to be no less than 1 1/2 inches below the collarbone.

Button-up shirts with or without ties are acceptable.

Capri pants are allowed as long as they are not form fitting or “5 pocket” jeans style.

Sweaters are allowed.

Flip flops are not to be worn except for special days allowed by the principal.

Leather sandals and sandals that have high heels are allowed.

Shoes must be worn at all times.

Jeans Days: (All grades) Every Tuesday, Wednesday and Thursday of each week will be a Jean Day. Additional jean days will be added at the communication of the Principal. Jeans may not have holes, writing or be extremely low-cut and must be accompanied by a belt. Tennis shoes, Flip-flops, T-shirts and sweatshirts may be worn on jeans day, however, one shirt layer must be tucked in at all times. Jean days will be removed as consequences as the Principal deems necessary.

TCS Student Dress Code Applications

The purpose of the student dress code of Tippecanoe Christian School is for the student to look and dress in a professional manner, which we feel leads to preparation in future professional career fields and greater learning. Secondly, a dress code leads to an environment stressing modesty and is conservative in nature.

We realize that students and parents may choose to dress differently outside the scope of the learning environment, but feel it is in the best interest of all to hold the following values according to appearance in grades K-12:

Boys:

- Slacks -* Docker style dress slacks of any solid color. Any 5 pocket or cargo pants are unacceptable.
- Shirts –* Polo or button-up, no logo's or printing
- Sweaters–* With or without a collar, and without logo's of any kind. Must wear an undershirt tucked in.
- Belts–* Must be worn in grades 2-12. No logo's or printing on the belt and buckles must be plain.
- Shoes-* Dress shoes or dress sandals. Shoes must be worn at all times.
- Hair-* Should be conservative in length and appearance and of a natural color. Highlights of a natural color are acceptable. Hair must not be able to be pulled over the eyebrow. Hair must not touch the collar.
- Jewelry-* A single chain/bracelet is acceptable. Earrings, body rings & tattoos are unacceptable.

Girls:

- Slacks -* Docker style dress slacks of any solid color. Any 5 pocket or cargo pant is unacceptable.
- Shirts –* Blouses with or without collars and are not form fitting. Neck line must not be lower than 1 1/2" below collarbone. No logos or wording.
- Sweaters–* With or without a collar, and without logo's of any kind. Must wear an undershirt tucked in.
- Dresses/Skirts-* Must be conservative in cut and knee length. Hemline must touch the ground when kneeling.
- Belts–* Must be worn in grades 2-12 with slacks that have belt loops. No logo's or printing on the belt and buckles must be plain.
- Shoes-* Dress shoes or dress sandals. Shoes must be worn at all times.
- Hair-* Must be neat in appearance and of a natural color. Highlights of a natural color are acceptable.
- Jewelry/Make-up-* Must be conservative. Tattoos are unacceptable.

Statement of Fundamental Truths

We believe in:

1. The Scriptures Inspired
2. The One True God
3. The Deity of the Lord Jesus Christ
4. The fall of man
5. The Salvation of man
6. Ordinances of the Church (Baptism in the Holy Ghost)
7. The Baptism in the Holy Ghost
8. The initial Physical Evidence of the Baptism in the Holy Ghost
9. Sanctification
10. The Church and its Mission
11. The Ministry
12. Divine Healing
13. The Blessed Hope
14. The Millennial Reign of Christ
15. The Final Judgment
16. The New Heavens and the New Earth

Standards of Conduct

Students in TCS are expected to refrain from talking or engaging in cheating, swearing, smoking, gambling, promiscuity, drinking alcoholic beverages, and using narcotics. Students who participate in such activities are subject to suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct, i.e. questionable T.V. video or movie viewing, and attitude, and to sign the Standard of Conduct Form.

Medical Guidelines

No staff member will be allowed to administer any medicines without parental authorization in writing. All medicines must be kept and administered at the school office. At no time may a student have any medications in their possession or in their locker. Upon arrival all medicines should be turned in to the school office. Inhalers may be used by the student in PE and athletic practices as necessary and prescribed. In addition, a student may not return to school until 12 hours have passed since the last symptom of illness, i.e. fever, vomiting, diarrhea, pink eye, etc.

Lunchroom Procedures

Lunch time is where the students can relax and have appropriate conversations with their classmates. Teachers release students from their classrooms to wash hands and retrieve a lunch box and/or walk directly to the lunchroom. Hot lunch students line up to receive lunch. Students will sit at designated tables.

Grades K-4

Students that need lunches heated will raise their hand for assistance from the lunch room monitor.

Grades 5-8

Students may heat brown bag lunches on their own.

Students should exhibit character traits of self-discipline, respect, honesty, and compassion in the lunchroom.

Forgotten Lunch

Students who arrive to school without a lunch will be provided a hot lunch, which will be billed to the family's account at a rate of \$2.50.

Unacceptable Behavior

Students who throw food, complain about food, show disrespect toward peers or lunchroom personnel, leave the lunchroom without permission, or continue loud behavior after a warning will be subject to discipline. No food will be allowed outside of the lunch room. Students will remain in the lunchroom until permission has been granted to them to leave.

Gym-Recess Rules

Balls are not to be bounced in the office or hallway.

Balls are not to be kicked unless in a supervised, structured game.

Students are to display safe and appropriate behavior at all times while in the gym or on the playground. Students are to line up immediately on the instruction of the teacher. Students are to remain in designated areas unless permission is given to be elsewhere. Students are to show respect and follow all instructions given by the staff member in charge.

Drop Off and Pick Up

I. Drop-Off

- Students should be dropped off at the Circle Drive entrance to the school by the flag poles.
- After being dropped off, students should go to the commons area until 7:45 A.M. After that, they may go to their classroom and stay there.

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II. Pick-Up

- Grades K-2 will stay in their classroom with their teacher and will be dismissed as their ride arrives in the circle drive or the parking lot.
- Parents are to either park and enter the school to pick up their student or enter the circle drive and wait for their student to come out. Parents are not to park in the circle drive and leave their vehicle to enter the school.
- Teachers K-2 are responsible for their students until 3:00 P.M. At 3:00, unless a parent notifies the school office, students will be entered into the After School Program and an hourly rate of \$2.00 per student will be charged.

Visitors

Visitors must sign-in and obtain a pass from the school office before entering the classroom. Prior approval for visiting students must be obtained from the principal.

School-Wide Discipline Policies

Although school is a training ground for social and relational behaviors, it is expected that schools will maintain a level of behavior that is conducive to learning. Students are expected to treat others by following the Golden Rule. Should incidents arise that require the attention of the faculty or staff, the following procedures will be followed:

Grades 4th and Younger: (Stand on Line)

When an occurrence of misbehavior takes place, the faculty or staff member will issue a "Line Slip" that will be given to the homeroom teacher. The issuing party will notify the student of the infraction and explain proper behavior to avoid reoccurrence. Based upon the severity of the infraction, the teacher will assign a 1 to 5 minute "Stand on Line" period during the next recess. The student will be required to stand on a given line at the beginning of recess and will be expected to stand straight, looking straight ahead, arms at the sides and not talking or interacting in any way with the remainder of the class. This procedure may be used in part with the individual classroom management plans of the teacher or as part of the general school expectations for the building. Should students correct behavior, the issuing teacher can reduce or eliminate minutes at their discretion.

Grades 5th and Older: (Lunch Detention)

A lunch detention will be given for infractions that are general school violations, repeat classroom violations or more severe issues with behavior.

Tornado Warnings.

The TCS student body and staff are to go to an "inner room" of the children's wing in case of a tornado warning.

School Closings

In the event of inclement weather, cancellation of classes will be announced first on Renweb Parents page, global e-mail and on the following radio and TV stations: WASK AM, WAZY, WLFI, WRTV, AND FOX59.

Rewards

The *Character and Citizenship Awards* will be issued to students through Grade Eight who have been "caught being good", going above and beyond the normal requirements, or other reasons as deemed worthy by the school faculty and staff.

Telephone Use

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls will give the name and number to school personnel who in turn will place the call. Student cellular phones, pagers or beepers are not allowed to be on in the building. No other electronic devices are allowed on school property. This includes games, music, texting or internet devices. Elementary students desiring to use the above mentioned as show and tell must gain permission by the teacher and submit the item prior to the start of school. The item will remain with the teacher until dismissal.

Field Trips

These off-campus trips are of real enjoyment for the students and they are designed primarily to enrich learning. Teachers may ask students to take notes and complete tests upon returning to school.

A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

Payment Policies

1. No deductions will be allowed for absences from the school.
2. Tuition may be paid in (10 or 12) equal payments and is due by the 15th of each month, beginning July 15.
3. Late charges: Monthly payments not received on or before the 15th of each month will be charged a \$25.00 late fee.
4. If payment has not been received by the last day of the month, including late charges, the student will be administratively withdrawn from school.
5. No refunds: All fees and tuition payments are non-refundable.
6. There will be a charge of \$25.00 for any check returned, due to non-sufficient funds. If returned a second time, parents must come to the TCS office and pay cash. Please do not ask us to hold checks for any length of time.
7. In case of withdrawal from TCS, all payments must be made throughout the calendar month.
8. No report cards will be issued, nor transcripts sent at the end of the semester or school year, until payment is received in full.

This payment policy reflects the philosophy of how TCS and First Assembly of God are expected to operate in the church and business world. Good Biblical stewardship is required of us. Our policies are based upon this idea. Thank you for your understanding in these matters.

Attendance Policy

Students will receive EXEMPT ABSENCES for:

Illness with a Doctor's Excuse

Funeral

Pre-Planned Family Trips

Our accreditation allows for six exempt absences. Students must receive the appropriate number of hours of instruction to maintain our accreditation. Students with excessive absences will be required to make up educational hours at the parents expense.

Students will receive 6 EXCUSED ABSENCE DAYS per YEAR.

All work missed may be made up with a minimum of the same numbers of days the student missed. Days will count against the "Perfect Attendance" Award.

Teachers may choose not to give any quizzes or assignments missed, but may not count the misses against the student.

Students will receive a TARDY when arriving later than the 8:00 bell.

Students are permitted six tardies per year. After the sixth tardy, a lunch detention will be issued.

TCS Attendance Policy Terms

We believe that regular attendance and educational success go hand in hand. It is with that understanding that we have developed the following Attendance Policy for our students:

- I. **Exempt Absences:** Absences caused by medical, dental or vision appointments; illness which requires a physician's care; funeral or illnesses of family members. Physician's note is required upon return for Exempt Absences.
- II. **Excused Absences:** Absences for minor illness, or parent approved absence. Note from parent is due upon students' return to school.
- III. **Tardy:** Student arrives at school after 8:00 AM but before 9:00 AM.
- IV. **Half Day Absence:** Student arrives at school after 9:00 AM but before 11:00 AM. After 11:00 AM a student will be considered absent for the entire day the student is present at school.

Students must have a note before they may return to school following any absence.

Lost and Found

The Lost and Found Department of TCS is operated from the church office. At the end of a reasonable time, all items which have not been picked up will properly disposed.

Homework

The Staff of TCS believes homework is an important part of the educational process. The responsibility for scholastic achievement is placed on students. When the student has homework, it may be viewed on a daily basis through the Parents Web page on Renweb. More homework can be expected on Thursdays than on other school days.

Fire Drills

A practice fire drill will be held each month during the school year. At the sound of the fire alarm, students are to line up and proceed out of the building in an orderly manner to a designated meeting place. At the all-clear signal, they may return to the classroom in the same orderly manner. Students must walk in a single file line. They are expected to refrain from talking, pushing or running. Each teacher will be with his/her group.

Parental Involvement

Parent orientation, meetings, conferences and committee work promote a good understanding between parent(s) or guardian(s) and the faculty/administration of TCS. Every parent is required to participate in these informative and helpful programs.

The first Parent/Staff fellowship will be held prior to the start of school. Parent/Staff fellowships are scheduled following the first quarter, following the third quarter, and when new information deems necessary. Individual parent conferences with the teachers are scheduled following the first and third quarters.

GRADING SCALES/GPA

%	Grade	GPA
99-100	A+	4.00
93-98	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-59	F	0.00

Honor Roll

"A" Honor Roll Certificates are awarded to students receiving a 90% or above in all classes.

"A/B" Honor Roll Certificates are awarded to students having "A's" or "B's" or "C's" and has an overall GPA of 2.67 or greater in the grading period.

Requirements for all athletics and extra-curricular activities are that a student must have a passing grade in all courses. Students may regain eligibility at the middle of the next grading period, assuming all grades are passing.

STUDENT SUPPLY LIST

Kindergarten

2 Boxes 250 Count Kleenex
 1 Lg Bottle Hand Sanitizer
 1` Pkg Baby Wipes
 1 Tube Clorox Wipes
 Quart Size Ziploc Bags
 1 Box 24 Count Crayola Crayons
 2 Pink Erasers
 1 Small Rounded Scissors
 2 Glue Sticks
 1 Small Supply Box
 1-2 Pocket Folder
 2-Black Dry Erase Markers

1st Grade

2 Boxes 250 Count Kleenex
 1 Lg Bottle Hand Sanitizer
 1` Pkg Baby Wipes
 1 Tube Clorox Wipes
 Gallon Size Ziploc Bags
 1 Box 24 Count Crayola Crayons
 10 Count Crayola Markers
 2 Pink Erasers
 1 Small Pointed Scissors
 2 Glue Sticks
 1 Small Supply Box
 1-2 Pocket Folder w/ Prongs
 2-2Pocket Folders NO Prongs
 2-Black Dry Erase Markers

2nd Grade

2 Boxes 250 Count Kleenex
 1 Lg Bottle Hand Sanitizer
 1` Pkg Baby Wipes
 1 Tube Clorox Wipes
 Gallon Size Ziploc Bags
 1 Box 24 Count Crayola Crayons
 1 Box Crayola Colored Pencils
 2 Pink Erasers
 1 Small Rounded Scissors
 2 Glue Sticks
 1 Small Supply Box
 2-2 Pocket Folders NO prongs
 3 PKS Wide Ruled Paper
 2-Black Dry Erase Markers

3rd Grade

2 Boxes 250 Count Kleenex
 1 Lg Bottle Hand Sanitizer
 1` Pkg Baby Wipes
 1 Tube Clorox Wipes
 Gallon Size Ziploc Bags
 1 Box 24 Count Crayola Crayons
 1 Box Crayola Colored Pencils
 2 Pink Erasers
 1 Small Rounded Scissors
 2 Glue Sticks
 1 Small Supply Box
 4-2 Pocket Folders NO prongs
 1 @Red, Orange, Green, Purple
 3 PKS Wide Ruled Paper
 2-Black Dry Erase Markers
 Pkg of 2 Highlighters

4th—8th Grade

Composition Notebook (NOT spiral bound)
 Spiral bound notebook
 2 pocket folder (5th grade GREEN, 6th grade BLUE, 7th grade RED, 8th grade RED)
 2 GBFlash drive
 Box of pencils
 Erasers
 Package of blue or black pens
 Package of red pens
 Package of college or wide ruled lined paper
 Colored Pencils
 Expo Markers (at least 2)
 Folder/Binder
 Dictionary
 Index cards (at least 2 packages)
 NIV Bible
 2 Black Sharpie Pens
 No. 2 Pencils
 2 Boxes of Kleenex
 Ruler with inches /metric
 Highlighter
 Compass
 Folder with prongs

Calendar Dates

August 11	New Parent Orientation 6 Pm
August 11	PTF Meeting 7 PM
August 16	First Day of School
September 5	Labor Day (no school)
September 30	Grandparent's Day
October 17	PTF Meeting 6:30 pm
October 18	Picture Day
October 21	Fall Festival
October 24 & 25	Parent/Teacher Conference
October 28-31	Fall Break
November 23	Thanksgiving Break(1:00 dismissal)
December 16	Christmas Program
December 21	Christmas Break (1:00 Dismissal)
January 4	Students Return
January 16	MLK Day
January 30	PTF Meeting 6:30 pm
February 20	Presidents Day
March 15	Parent/Teacher Conference
March 26	Spring Break
April 5	Auction
April 6	Good Friday
May 11	Spring Program
May 17	Kindergarten Graduation
May 18	Indiana Beach
May 22	Field Day All Grades
May 23	Last Day of School (1:00 Dismissal)

FACULTY DIRECTORY

Brier, Julie
(765)-414-4992
brier@tippecanoechristian.org

Donoghue, Jenny
(765)-586-1739
donoghue@tippecanoechristian.org

Galvin, Dawn
(765)-586-9140
galvin@tippecanoechristian.org

Greer, Lois
(765)-404-9847
greer@tippecanoechristian.org

Long, Stephenie
(765)-744-2849
long@tippecanoechristian.org

McKinley, Linda
(765)-491-2608
mckinley@tippecanoechristian.org

Peercy, Megan
(765)-714-2685
peercy@tippecanoechristian.org

Quinlisk, Melanie
(765)-426-9100
quinlisk@tippecanoechristian.org

Walters, Melissa
(765)-490-9401
walters@tippecanoechristian.org

STAFF DIRECTORY

Tim Parsons, Principal
(765) 477-5803
parsons@tippecanoechristian.org

Becky Loman, Secretary
(765) 477-5803
loman@tippecanoechristian.org

Linda McKinley, Asst. Principal
(765)-491-2608
mckinley@tippecanoechristian.org

TIPPECANOE CHRISTIAN
SCHOOL

TRANSFORMING LIVES.
TODAY.
TOMORROW.
FOREVER.

WWW.TIPPECANOECHRISTIAN.ORG

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