

## WELCOME TO TRAVERSE CITY CHRISTIAN MIDDLE/HIGH SCHOOL

Students at Traverse City Christian Middle/High School are energetic, enthusiastic, curious, sociable, and they love the Lord. They are sincere, fun loving individuals who need to feel God's unconditional love and acceptance as well as ours.

Through the grace of God, the staff at TCCS strives to help students realize their individual uniqueness and worth in God's eyes. Teachers are committed to present a Christian world life view to students in all curriculum areas and to provide opportunities for Christian growth and service in all activities. It is our goal to give experiences in which students discover their God-given talents and learn to live a life of service to their Lord and Master, Jesus Christ.

As this new school year begins, please pray for both students and faculty that together they might accomplish all that the Lord has planned and desires for them!

### NON-DISCRIMINATION POLICY

Traverse City Christian Schools admit students of any sex, race, color or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex or national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school-administered programs.

*"We will teach each student to view all of life in the light of  
God's Word, equipping them through academic excellence."*

## TRAVERSE CITY CHRISTIAN SCHOOLS MIDDLE/HIGH SCHOOL

### STAFF

K. Patrick Rode, Ph.D..... Administrator  
Mrs. Karen Send.....Office Manager  
Mrs. Lois Russell.....Business Assistant  
Mrs. Judy Benson.....Registrar  
Mr. Lanny Haven.....Facilities Manager  
Mrs. Monique Herman.....Mission Advancement Administrative Assistant  
Mrs. Jen Kloosterman.....Athletic Director  
Mrs. Laura Rozeboom.....Educational Resource  
Mrs. Michelle Dennis.....Chapel Coordinator  
Pastor Adam Dennis.....Worship Leader

### FACULTY

Mr. Steve Anderson.....H.S. Econ/W. History/M.S Social Studies/Bible  
Mrs. Rhonda Argyle.....Spanish  
Mr. Tom Broderick.....Sr High Bible  
Mrs. Lauren Gonzalez.....MS Science/Biology/ Anat-Phys  
Mrs. Jennifer Kloosterman.....Health/Athletic Director  
Ms. Rebecca McMullen.....Science 8/Chemistry/Physics  
Mrs. Beth Price.....Math 87/Pre Alg/Algebra 1  
Mrs. Judy Radtke.....Alg 2/Geometry/Adv Math/Calculus  
Dr. Patrick Rode.....Administrator/Am History  
Mr. Mark Rozeboom.....H.S. English/Drama  
Mr. Anthony Weber.....UTT/Logic/Campus Pastor  
Mrs. Cheri Williams.....MS English/Bible

### TCAPS

Mr. Scott Sorenson.....Band  
Mrs. Margie Hunter.....Choir/Music Appreciation  
Mr. Bill Julian.....Computer  
Mr. Tom Gallagher.....PE  
Mrs. Rebecca Vander Sys.....Art



### Mission Statement

“Traverse City Christian Schools exist to provide a nurturing environment of academic excellence which is Christ-centered in its focus. Traverse City Christian is committed to equipping all students to develop their own unique God-given potential and stewardship toward God, concerning themselves, the world around them, and mankind.”

### CORE VALUES

**Biblically Christian** - The Bible, God’s inspired, inerrant Word for all of life, will be the foundational authority for all educational programs. It will be presented to students as their source of spiritual guidance and direction for a life fulfilling God’s purposes.

**Christian Worldview** - All academic, spiritual formation, fine arts, athletics, and other programs will be taught based upon a biblically Christian philosophy of education. This philosophy will apply the story of Scripture (creation, fall, redemption, and fulfillment) to learning, culture, and the world, thus proclaiming the Lordship of Christ in all of life.

**Quality Education** - A biblically Christian worldview teaches that striving for excellence is a form of worship, a reasonable service unto the Lord. Quality, therefore, will be the school’s goal for all programs and the school’s expectation of all personnel.

**Relationships** - A Christian school is a learning community of closely associated students, families, personnel, alumni, supporters, and friends. To honor God and to fulfill the school’s mission, it will be essential for these relationships to always be characterized by unity and a lived-out faith.

### VISION STATEMENT

“WE WILL BECOME THE SCHOOL OF CHOICE FOR QUALITY  
PRE-K - 12 CHRISTIAN EDUCATION IN THE GREATER GRAND TRAVERSE REGION.”

**EDUCATION FOR HEART, MIND AND SOUL**

-2-

### PURPOSE OF EDUCATION

#### PURPOSE OF EDUCATION

The purpose of education is to teach the child to walk in the ways of the Lord, thus bringing the child into a closer relationship with the Lord, and preparing him/her to serve the Lord and glorify His name. Deuteronomy 10:12 states, “and now, Israel, what does the Lord require of you, but to fear the Lord your God, to walk in His ways and love Him, and to serve the Lord your God with all your heart and with all your soul.”

Samuel Johnson stated, “The supreme end of education is expert discernment in all things, the power to tell the good from the bad, the genuine from the counterfeit, and to prefer the good and the genuine to the bad and the counterfeit.”

#### SCOPE OF EDUCATION

With this understanding, education is actually a growth process in which not only knowledge is imparted, but the child grows spiritually, intellectually, physically, socially, psychologically, and culturally; and also grows in discipline, develops wisdom, and discernment (II Timothy 3:16-17).

Secondly, education is a process involving the total life of the child; including home, school, church, and community. We are instructed in Deuteronomy 6:6-10 as follows:

“And the words, which I command you this day, shall be on your heart, and you shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. And you shall bind them as a sign on your hand and they shall be as frontlets on your forehead, and you shall write them on the doorposts of your house and on your gates.”

## **RESPONSIBILITY FOR EDUCATION**

Primary responsibility for education of children is with the parents. God has given a special directive to parents. They are to “bring them up in the nurture and instruction of the Lord,” (Ephesians 6:4). They are to impress upon their child(ren) that the Lord is to be loved and His commandments are to be impressed upon their hearts in all phases of life (Deuteronomy 6).

To that end, Christ has also instructed His church to “feed my lambs”(John 21:15) . We believe that TCCS, working closely with parents, is the most effective way to fulfill the Great Commission to teach children to observe all that Christ has commanded. We believe that this can be best accomplished in an atmosphere of faith, hope, trust, prayer, and forgiveness.

We believe that true learning best takes place in a Godly setting. Proverbs 1:7 tells us that “the fear of the Lord is the beginning of knowledge.” Proverbs goes on to tell us that real wisdom comes only from instruction according to the Word of God (Proverbs 3:1-12). Martin Luther wrote: “But where the Holy Scripture does not rule I certainly advise no one to send his child. Everyone not unceasingly occupied with the Word of God must become corrupt; therefore ... I greatly fear that schools of higher learning are wide gates to hell if they do not diligently teach the Holy Scriptures and impress them on young folk.”

## **NATURE OF THE CHILD**

We believe that each child is uniquely created in the image of God and as such is endowed with talents, abilities, interests, and special needs. We believe that man is the crown of God’s creation, but since he fell into sin, all men are sinners and unable to save themselves. God loved mankind so much, however, that He sent Jesus into the world to redeem humanity. Now each person, body and soul, is destined for heaven if he/she believes in Jesus as his Savior, and can stand before God as a holy saint (I Peter 2:9). However, if one rejects Christ, he/she is destined for hell.

All children have the need to love and be loved, to receive recognition and be accepted as they are, to achieve success, and have a feeling of security. All children are created with equal rights in regard to race, color, and nationality (Galatians 3:28).

However, each child was created with a unique God-given purpose for his/her life as stated in Jeremiah 29:11: “For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future.”

## **THE LEARNING PROCESS**

Learning is a total process in which five areas (physical, intellectual, social, spiritual, and emotional) can in themselves vary in growth. However, good learning will result in behavior changes of attitude, conduct, and acceptance of responsibility.

We believe learning involves reason. Therefore, the ability to discover and use knowledge when needed is more important than the accumulation of facts. Nevertheless, a basic set of facts is necessary for the mind to reason effectively and to create new ideas. Furthermore, learning involves the application of knowledge in everyday life, in making good decisions, and in discerning character. Above all, acquiring the wisdom of God involves development of firm convictions that are based on Scriptural standards and reflect a trust in the goodness of God.

We believe learning involves experience and so will be most effective when it requires active pupil participation. Learning experiences will be most beneficial when all senses are used, when sufficient practice is available, and review is provided.

We believe learning involves the emotions and will, taking place best:

1. When the individual is ready
2. When the individual is interested and motivated
3. When the meaning and purpose is clear
4. When the home and school cooperate
5. When the individual can be successful

We believe that good learning is orderly. Therefore it will be teacher-directed, will require self-discipline and work on the part of the child.

Thomas Arnold stated, "Real knowlege, like everything else of value, is not to be obtained easily. It must be worked for, studied for, thought for, and more than all must be prayed for."

**EDUCATION REGARDING THE WORLD**

We believe that God’s creation of the world and the Christian was perfect and good, disasters and hardships being the direct result of sin. God controls the world, having given man dominion over the earth, to subdue it. God instituted government for the good of society.

**CHRISTIAN SCHOOLS INTERNATIONAL**

Traverse City Christian School is a member of Christian Schools International (C.S.I.) headquartered in Grand Rapids, MIchigan. C.S.I. is an organization that provides member schools with leadership in promoting Christian education. C.S.I. gives advice on school administration, finance, government relations, various policies, as well as academic and professional support. This organization also publishes instructional, clerical, and promotional materials. The official magazine of C. S. I. is *Christian Home and School*.

**ACADEMIC STANDARDS**

The pursuit of excellence, and the achievement of the highest degree of learning for each student (at his/her God given level, affirmed by his/her parents) should be anchored in the following high academic standards:

1. Believe in the potential God has for each individual child. This means we have high long-range expectations, but deal with each student on his/her present operating level. Improvement is seen in terms of how each individual has progressed over a period of time, not in relationship to other students.
2. Provide the means for students to be successful at their individual ability levels. Be sensitive to areas of difficulty and frustration for students and remind them that learning is a process and that mistakes do NOT connote failure! We learn from our mistakes and are only called to do our best!

- a. Expect and receive complete, correct, neat, and accurate work from each student. We, as teachers and parents, must be able to recognize the limitations and potential of each student and then call each individual to rise up and work at his or her full level of ability.
- b. As a school, utilizing the God-given principles of education, and providing a safe, stimulating, happy place of learning, we expect our students to succeed beyond the academic achievement of other school students. Christian schools, as represented by ACSI and CSI, score above the national norms on achievement tests, and we expect our school to do as well.

**ADMINISTRATION**

**BOARD OF DIRECTORS**

Traverse City Christian Schools are parent run schools. The Board of Directors is voted on by the Association where membership is based upon being a tuition paying parent, or the yearly payment equal to one percent of tuition, and being in full agreement with the Constitution and the Doctrinal Statement of the Association. The function of the Board is to preserve the vision of the school, create and approve policy, and be responsible for the selection of staff and students. The five standing committees of the Board as defined by the TCCS Constitution are as follows: Education, Facilities, Finance, Public Relations, and Recruitment and Enrollment. A more in-depth explanation can be obtained by reading the Constitution.

**2009-10 Board of Directors**

Robert Mannes.....	President	941-9578/ cell 883-4220
Karen Rudolph.....	Vice President	922-9175/ cell 590-9225
Andrea Critchfield.....	Secretary	947-9253/ cell 620-2040
Randy Ritsema.....	Treasurer	946-8079/ cell 590-8565
Jeff Fromholz.....	Trustee	946-6282/ cell 357-9788
Bill Newberry.....	Trustee	938-1993/ cell 499-8008
Craig O'Connor.....	Trustee	929-3049/ cell 360-5578

**ADMINISTRATION**

The Administration is called by God through the Board of Directors of the Traverse City Christian Schools Association to oversee the day-to-day operations of TCCS, its staff, its policies, and its instructional and extra-curricular programs. The Administration helps the Board implement the vision for the school and develop strategies for implementing the vision. The Administration will represent the Board in the day-to-day operation of the school. The Administration, in conjunction with the Board, oversees the finances, facilities, property, personnel, and programs of the school.

**ORGANIZATION AND STRUCTURE**

**TRAVERSE CITY CHRISTIAN SCHOOLS ASSOCIATION  
BOARD OF DIRECTORS**

---

<b>Development</b>	<b>Education</b>	<b>Finance</b>	<b>Facilities</b>
<b>Public Relations</b>			<b>Development</b>
<b>Recruitment</b>			
<b>Enrollment/ Admissions</b>	<b>Search</b>	<b>Curriculum</b>	
	<b>Administrator</b>		
<b>Administrator of Mission Advancement</b>			
<b>Administrative Assistant</b>			

---

Registrar	Athletic Director	Office Manager	Teachers	Business Assistant	Facilities Manager
Assistant	Coaches				
Volunteers			Aides	Students	Parents

~8~

**ADMISSIONS**

Traverse City Christian Schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, employment practices, athletic or other school-administered programs. There are three major requirements that the student must meet before they will be considered for admission to Traverse City Christian Schools.

1. Students and parents must carefully examine the Mission Statement, Core Values and Vision Statement as stated in the front of this handbook and be willing to support and agree with them as members of the TCCS family.
2. Families must be willing and able to view the school as an extension of their homes. If the school cannot be an extension of the home, children will not be enrolled here, for to do so would put the child(ren) in the position of having to “choose between two masters”. This only brings confusion and resentment into the child(ren)’s lives. (In the case of divorced/single-parent families, attempts will be made, whenever possible, to have both parents involved in the enrollment procedures and the educational process).
3. Consideration of the student’s character, attitude, and desire to attend Traverse City Christian Schools are important criteria in the admission process.

## ATHLETICS

### PURPOSE

Athletics at Traverse City Christian Schools are a part of the total educational program. It is beneficial for those who participate directly, but also for those who cannot be team members.

A student participating in athletics must be considered a full-time student taking a minimum of four (4) classes.

A fee of \$150 per student for the first sport and \$100 for any sport thereafter is required. This fee helps pay for athletic supplies, coaches, referees, etc. Scholarships are available through the financial office if needed.

The program is to provide:

1. Extra-curricular activities for students within the framework of competitive athletics. By focusing on educational outcomes, athletics provides avenues for physical, emotional, social and intellectual growth.
2. A wholesome, character-building source of fun, physical and skill development and team interaction.
3. An arena for using athletic activities to develop the whole person; focusing on athletic activities to develop teamwork, self-discipline, self-control, character development, faithfulness, consistency, perseverance, public presentation, leadership and competition. More information can be found in the Athletic Handbook.

### SPORTS PARTICIPATION

Athletic programs are open to all students of Traverse City Christian Schools. The sports maintenance fee is to help cover the costs of the program.

### STUDENT ABSENCES

IF A STUDENT WILL BE ABSENT FROM SCHOOL FOR ANY REASON, THE PARENTS MUST NOTIFY THE OFFICE EITHER WITH A PHONE CALL OR IN PERSON BY 8:30 A.M. A message can be left on the answering machine at any time. This is important so that the attendance taken is accurate. Students are responsible for obtaining and making up all work missed due to absences.

### DOCTOR APPOINTMENTS

Every effort should be made to avoid scheduling doctor or dental appointments during school hours.

### FAMILY VACATIONS

Every effort should be made to avoid taking students out of school for vacations. If a student must be taken out of school, parents should contact the office PRIOR to the vacation. The student's teachers must be contacted and every effort should be made for all work to be turned in as soon as possible. Students should check with the teachers for missed work, when they return to school. Normally work is due within one day after the student returns to class. The rule of thumb is that a student may be given one day for each missed day to make up all work for excused absences.

### STUDENT TARDIES

IF A STUDENT ARRIVES LATE HE/SHE MUST GET A PASS FROM THE OFFICE BEFORE GOING TO CLASS.

The school hours are 8:00 a.m. to 2:30 p.m. Students arriving early can go to the cafeteria until the 7:45 a.m. bell rings. Students can then proceed from the cafeteria to their lockers/classrooms. Students should arrive at school no later than 7:55 a.m. unless bussed. A two minute warning bell rings at 7:58 a.m. prior to class starting. This 7:58 a.m. bell is a reminder for students to get into their seats and be ready for devotions and formal instruction to begin. Students need to be in the classroom and ready for instruction by 8:00 a.m. Announcements are made after the 8:00 a.m. bell. ATTENDANCE WILL BE TAKEN IMMEDIATELY and those not present will be listed on the attendance slip to be recorded by the office.

a) If a student arrives to school after the 8:00 a.m. bell, he/she is to sign in on the attendance sheet in the office and get a pass from the office to enter the classroom. This enables the office to correctly input arrival and dismissal times on the computer.

b) If a student comes into class 15 or more minutes late, he/she will be considered absent. If the absence is unexcused, the situation will be handled as an attitude or behavioral problem.

c) Families of students who are habitually tardy will be addressed by the Administrator.

### DETENTION PROCEDURES

1. Students will be given warnings for infractions such as tardies, and dress code violations. These warnings will be recorded in a central records book in the office.
2. Once a student reaches his/ her fifth overall warning, it will be brought to the attention of the Administrator to assess the problem.
3. A teacher may give a warning for attitudinal or other disciplinary situations, but reserves the right to give an automatic detention if the teacher deems necessary. If a warning is given for such occasion, the teacher may specify to the student how many warnings will be given before a detention is assigned. In such situations when an automatic detention is given, the teacher will make every effort to contact the parent(s) regarding the situation.
4. Students with academic detentions (e.g. a detention for missing or late assignments) will work on homework during detention time.
5. Upon receipt of the fourth detention, a student will be given an in-house suspension, which will be served in supervised isolation within the school building while completing a writing assignment. Any homework assignments from the day of the in-house suspension must be completed but will receive a zero. Tests, quizzes, and projects will be completed for a grade.
6. Upon receipt of a fifth detention, a meeting will be held with the student, parents, and teachers who have the student. A contract will be written that clearly delineates the necessary changes in behavior that need to take place in the student and the specific amount of time that the positive behavior is to be maintained (e.g. for the next six weeks, etc.). If the contract is maintained and a positive change in behavior is witnessed by all signed parties, then the student will be "backed off" from the progressive process of detentions. A specified number of accrued detentions (usually one) will be removed from the student's record as to move him or her back from the imminence of being placed on another contract if another detention is received.

When written, each contract will delineate the consequence for the student's specific situations and will include specific consequences if broken.

7. A student completing a semester having served an in-house suspension will begin the following semester at the same spot in the disciplinary procedure; essentially, on disciplinary probation.
8. A student completing a semester with three or fewer detentions will begin the following semester with a "clean slate", having no accrued detentions on his or her record.

### ATTENDANCE PROCEDURES AND POLICIES

Promptness and regularity of attendance in school are a vital part of education and preparation for work, personal and social life. A poor attendance record may hinder those seeking jobs after graduation. To help build responsibility in students and to continue to recognize parents' responsibility for their children, the following guidelines have been established:

1. Absences that will always be considered excused (and not included in the "permitted" count) include the following:
  - a. Illness of more than three consecutive days or chronic recurring illness; doctor's slip is required
  - b. Death in the immediate family
  - c. Medical or dental appointments (doctor's slip required w/in 24 hours)
  - d. School closing in your district due to inclement weather
  - e. Emergency (at Administrator's discretion)
  - f. Two days of college visitation (per year)
  - g. Class field trip
  - h. Athletes involved in TCCS approved athletics events
2. The following absences are permitted up to a maximum of seven days total per semester:
  - a. Family trips/vacations
  - b. College visitations (over the two excused days)
  - c. Travel time (for holidays, family trips, etc.)

School/teacher responsibility and parent involvement:

- a. When a student reaches five or more permitted absences in any class or classes, he or she will be notified by the school.
- b. At seven absences the parents will be notified that the student has used up his or her permitted absences and will only be granted an excused absence from that point on in the semester for reasons listed above. Once seven permitted absences have been reached, every effort should be made not to be absent again. Three percentage points (3%) may be deducted from the overall quarter grade in the missed class for each day of absence beyond the seven permitted.
- c. Parents will be notified of every unexcused absence. (Please refer to discipline as per consequence).
- d. A student coming to class 15 or more minutes late will be considered absent.
- e. If a student misses a portion of a day and is absent from a class where a test was given during that time, the test must be made up as soon as possible, and at the discretion of the teacher. For example, if a student misses second hour (and the test given during that time) and comes in during fourth hour, the teacher may require that student to make up that test during the student's next study hall, or at another time to be determined by the teacher. This means the student must be prepared to take the test on the same day. The teacher also reserves the right to give the student a different version of the same test.

Parents can submit in writing to the Administrator a request for an appeal regarding absences. The appeals committee will consist of two teachers and the Administrator. When this committee has reviewed the circumstances of each individual case, a recommendation will be sent to the Education Committee. The committee will consider the following in forming its recommendation: Absences due to (1) extended illness or serious medical problems; (2) unavoidable family emergencies (not including oversleeping, missing rides, taking family members to work, etc.); (3) educational experiences that can be written up and submitted for credit; and (4) if the absence was prearranged by the family and make up work was completed. Final decisions rest with the Board of Directors.

## **STUDENT DRIVER REGULATIONS**

### **Student Drivers - Traverse City Christian High School**

1. Student drivers must have a valid driver's license. A learner's permit does not qualify a student driver.
2. Student drivers must have permission of parents to drive to and from school.
3. Student drivers are not to take other students in their car unless they have permission of both parents (driver & riders).
4. During the school day, cars are to be parked in the front parking lot, leaving the first row available for handicapped persons and visitors.
5. Students are not allowed to be in cars during the school day. This includes lunch time and they may not leave the school during the day except for school sanctioned events.
6. Students are to drive safely on TCCS property demonstrating care and concern for other students. The speed limit on our property is 15 MPH. Students driving in a reckless and unsafe manner may lose their driving privileges.
7. Students are to drive only their car(s) Other students should not be given permission to drive these vehicles.
8. Violations of the above regulations may result in detention, suspension, and/or loss of driving privileges.

## **BIG BROTHER/BIG SISTER PROGRAM**

Walking into a new school and observing a sea of new faces can be a little overwhelming for any student, regardless of age or grade. Our Big Brother/Big Sister Program is designed to be a ministry to our new students. It is a volunteer program whereby our present students are assigned an incoming student to orient them to the new building, answer any questions, sit with at lunch and introduce them to other students, pray with them, and in general, help them feel a part of the family at TCCS.

## **CHAPEL**

One day a week we at Traverse City Christian Middle/High School offer corporate, formal worship to our Lord Jesus. All students, staff, and parents for whom this is possible, gather in the gym to give homage to the Great King and Master of our school. Although Chapel times are not church services, they may include singing, prayer, testimonies, speakers, film, or drama and must show reverence to our Maker. Students are required to dress appropriately on chapel days. Please see "Dress Code".

**CLEANLINESS**

Since our school building is to be a genuine reflection of God’s Kingdom, the physical environment must be conducive to the expression of love, joy, and peace in the Holy Spirit. A clean, organized, orderly environment facilitates Kingdom life. Therefore, students are expected to help in keeping the school clean and orderly. Paper and trash are to be placed in refuse containers. Students are expected to willingly help when asked to set up or clean up around the school.

**CLOSED CAMPUS**

**ARRIVING ON CAMPUS**

Any guests (other than parents) arriving on campus must sign in at the school office. All students who arrive late must sign in at the school office.

**LEAVING CAMPUS**

As Traverse City Christian School is a closed campus, all students are to stay within the bounds of the school grounds and building throughout the school day. No students are to be in parked cars during school hours, and permission will not be granted for students to leave campus at any time during the school day unless a prior written request from the parent has been sent to and approved by the school office.

1. This means that students will not be dismissed from campus for lunch hour except with a parent. Parents who desire to take their child(ren) out for lunch must personally check them out in the office. Other students requesting to leave campus for lunch will ordinarily be denied.
2. More specifically, once a student is dropped off or arrives at school in the morning, they are considered on campus. Students may leave at any time if directly picked up by a parent; however, the student must sign out at the office.
3. During the school day, no student is to leave the school grounds without written permission from a parent or accompanied by a teacher. To leave during the school day, a student needs permission from a parent and needs to log out in the office. If a whole class leaves, students do not need to log out in the office.

NOTE: The penalty for unauthorized leaving of campus will be one day suspension and a failing grade for all work on the day of suspension.

**ENTRANCES AND EXITS**

Students are to use the main entrance on the west side of the building for their coming and going throughout the day.

**SKATEBOARDING**

Skateboarding is not allowed on school property.

**COMMUNICATION**

Regular communication between school and home is crucial if we are to truly work together in the education of our children. You should expect regular, on-going, open communication with your child(ren)'s teacher(s), whether in person, written form, or by telephone. Please feel free to contact teachers at home if you have urgent or specific concerns about your child.

**WEEKLY**

An all-school newsletter, the weekly **Dispatch**, will be issued by the office each week as a reminder of important scheduled events, detailed information, and any calendar changes. These are sent home weekly via e-mail or with students that do not have email on Fridays. A back-to-school issue is mailed in August. This is a great way to stay informed of school news and events on a regular basis of your school. Dispatch articles to be put in for the coming week can be brought to the office through Thursday morning. **For your convenience, extra copies of the Dispatch are located in the plastic bin hanging outside the office door. If for some reason they are all gone, ask the office for a copy.**

**TELEPHONE USE BY STUDENTS**

The school telephone is a business phone; therefore, students are discouraged from using it. Arrangements for going home with a friend or staying after school for a game, etc. should be made before coming to school. Students may not use the classroom phones.

**ELECTRONIC DEVICES**

Cell phones, beepers, walkmans, CD players, radios, etc. are not to be used in school during school hours or on class trips. Such items will be confiscated and returned to the student at the end of the school day. Repeated offenses may result in the item being held by the office for a prolonged period of time before being returned to the student.

### SUGGESTIONS AND CONFLICTS

Occasionally, during the course of the year, misunderstandings or problems may arise between students, parents, teachers, the administration, and any of several combinations. This is often a result of a lack of communication between those involved. While we are always happy to receive constructive criticism or suggestions which will help us more adequately serve those God brings to Traverse City Christian Schools, we do ask, however, that any suggestions, criticisms, conflicts, or problems be first communicated to the person(s) directly involved. In dealing with other parents, students, teachers, administration, or school board members, we ask that the procedures outlined in Matthew 5 and Matthew 18 be carefully followed. Resolution of conflicts should always be handled in a Godly manner!

1. All questions, problems, or complaints should be brought to the individual involved first, before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the Administrator.
3. If the problem still is not resolved, it should be presented **in writing** to the chairman of the appropriate committee of the Board and also courtesy copied to the Administrator. They will include this situation in their agenda of the next regularly scheduled meeting.
4. If a resolution is not reached at this level, the chairman of the committee can request that the matter be brought before the Board. The Board of Directors is the final decision-making body in all matters of school discipline. A written decision is expected from the Board to those involved.

### TRAVERSE CITY CHRISTIAN SCHOOLS GRIEVANCE PROCEDURE

Please give a detailed account of the complaint or problem as it happened. Include date, place, and time of the incident, and all other pertinent details. Also include the names of any witnesses or others present. Please include your response to the situation and steps taken to resolve this grievance.

### CONFERENCES

Parent-Teacher conferences are scheduled during each school year. Notification of time, date, and format will be given in the weekly Dispatch.

### CURRICULUM

Our teaching philosophy is interdisciplinary because we see this as a reflection of the "connectedness" of God's Kingdom. We do NOT have a smorgasbord curriculum! Interdisciplinary principles are part of our mindset regarding all aspects of instruction. Connections are made so that reading, writing, and oral language activities are included throughout the day in all content areas. Therefore interdisciplinary connections are a prime consideration in curriculum planning, unit planning, and daily preparation of lesson plans.

Our curriculum consists of a planned systematic series of activities and experiences in which we use proven texts and materials to pursue our goals for each subject. We pursue solid academic competency for our students in all subjects. We also teach, in the context of each subject, about God's character and the principles of His Word. We use every opportunity to develop the student's Christ-like character. A unified Biblical world view is our goal!

WE VALUE THE FOLLOWING ELEMENTS AS ESSENTIAL TO A CHRISTIAN EDUCATION CURRICULUM:

1. BIBLICAL PRINCIPLES, because they...
  - a. Give an eternal and moral perspective on the application of knowledge and skills.
  - b. Clarify the implications of the choices we make.
  - c. Provide a solid framework which guides thoughts, decisions, and actions.

2. KNOWLEDGE AND SKILLS, because they...
  - a. Constitute the general body of academic knowledge and pursuit.
  - b. Identify and develop God-given abilities and release the unique potential of each person.
  - c. Enable the student to pursue and achieve God's best intellectually, spiritually, physically, emotionally, and socially.
3. CHARACTER QUALITIES, because...
  - a. Character is the essence of who a person is.
  - b. Character enables one to put godly values into practice in spite of difficulty and opposition.
  - c. Character enables one to serve in God's army and pursue the purposes of God for his or her generation.
  - d. Character which is not purposely formed will become malformed.

**ASSESSMENT OF CREDIT**

1. Terminology- A credit is a specific numerical value given to a course.  
 NC= no credit given  
 W= withdrawal from class  
 CR= credit given  
 P/F= pass/fail classes are not offered
2. Please note that credit is always assessed on a semester basis. For example, although English 9 is a year long course, it receives two .5 units of credit. Thus a student could fail the first semester of English, but pass the second semester and receive .5 credit.
3. Transfer Credit: When a student transfers to TCCS, the transcript will be reviewed by the administration who shall reassess credit according to Traverse City Christian Schools policy. For example, if the former school granted 1.0 credit for a course that TCCS gives only .50 credit, the credit weight shall be changed to .50.

4. Make-up credit for failed courses: Students who fail a semester course receive a failure on their report card. No credit shall be received for this course. If and when the student makes up the course in summer school, a continuing education course, or at Traverse City Christian Schools, it shall be put on the transcript as a separate entry noting it was a make-up course. The original grade notation shall remain on the transcript. All make-up grades or replacement credit will be computed into the student's overall GPA as any other course would be replacing the failing mark. No more than three core courses may be made up in summer school or by correspondence during the four years of high school. Credit is only given once for a specific course.
5. Middle High students taking Algebra I or II: any middle high student taking Algebra I or II shall receive high school credit for that course.
6. Summer School: Any student failing a semester or the entire course shall be required to make up that course if it is a required course for graduation. Such courses must be approved by the administration in advance. The cost of making up the course work will be underwritten by the parents. The schedule for the following year will not be adjusted for students who fail a class. If the student fails an elective and has enough other electives to graduate, then it is up to the discretion of the student to make up that course.

**GRADUATION POLICIES**

1. All students must have a minimum of 24 credits to graduate. An adjusted minimum of graduation credit would apply to transfer students who have not had Bible in previous course work.
2. Qualifications for Valedictorian/Salutatorian
  - a. To qualify for valedictorian, a student must complete his/her junior and senior year at TCCS.
  - b. Final determination of valedictorian is made after the seventh semester which is at the end of the first semester of the senior year.

~21~

- c. The selection of the valedictorian is based primarily on academic standing on all course work and utilizes class rank to determine the final candidate.
  - d. Should two students have a GPA which is exactly the same, the administration will declare co-valedictorians.
  - e. The salutatorian is the student ranking second highest in terms of GPA.
3. Completion of student service hours are a graduation requirement.

### **COURSE SELECTION GUIDELINES**

1. In preparation for SAT and ACT testing, we strongly recommend that students take a math course each year in attendance at TCCS.
2. Keyboarding is a prerequisite for all computer courses.

### **DAYS OF INSTRUCTION**

The following will be counted as a half day:

- Dismissal of classes between 11:00 am and 1:30 pm for weather related circumstances.

The following will be counted as a full day of instruction:

- Dismissal of classes after 11:00 am, when previous time has been spent in class.
- Days spent with students on retreat, school related trips, field study, or service work.
- Special days when teams leave early to play away games.
- Days where time taken off for official school events, eg. class service project, class picnic, etc.
- Days where part of the day is used for rehearsal for school programs.

### **DISCIPLINE**

"Like a city whose walls are broken down is a man who lacks discipline."  
Proverbs 25:28

~22~

### **A BIBLICAL PERSPECTIVE**

Traverse City Christian Schools is dedicated to the training of students in a program of study, activity, and living that is "Christianity with feet on it". (James 1:22) We believe that the best deterrent to sin is VISION, NOT RELIGIOUS RULES! We endeavor to cooperate with parents and the Holy Spirit in imparting vision to each student. We also believe that "all things should be done in decency and in order". (I Corinthians 14:40), and that students should assume their God-given responsibility to "walk honorably before all men". Therefore, discipline must be firm, consistent, and tempered with love. Teachers will maintain standards of behavior in their classrooms through clarity, consistency, kindness, love, and a genuine regard for the best interests of their students.

Without just, loving, and firm discipline, no learning can take place. We believe the best discipline is self-discipline controlled by the Holy Spirit. Students must be taught that no person is absolutely "free" to "do his/her own thing", but that they need to do what they know to be consistent with the will and Word of God. We need to teach our sons and daughters that God has given them parents and pastors and teachers to help them find and fulfill their destinies in God, and not just to "thwart their plans" or "spoil their fun." We do not condone punishment for punishment's sake, but rather for the purpose of instruction. In Greek, the word "discipline" means to nurture, correct, and instruct. It is our role, then, to instruct and to train. "Train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6)

"The goal of our instruction (discipline) is genuine love which springs forth from a pure heart, a clear conscience, and a sincere faith." (I Timothy 1:5) For children, as well as adults, behavior is governed by a series of decisions. One DECIDES to engage in proper or improper behavior. All decisions carry with them natural consequences. "A man reaps what he sows. The one who sows to please his sinful nature... will reap destruction; the one who sows to please the Spirit... will reap eternal life." (Gal. 5:7-8) Thus, the first step in our discipline plan is to make students aware that every action is the result of a decision they have made and carries with it natural consequences. See also Proverbs 1:7, 9:10, 10:27, 14:26-27, 15:33, 19:23, 29:17; Psalms 119:67, 71, 75; Hebrews 12:6, 7, 11; Ephesians 6:4.

As an extension of a Christian home, the school desires to act on the parents' behalf during the school day. The "bottom line" rule of discipline at Traverse City Christian School is that each student have a teachable spirit and be willing to be cooperative, obedient, and respectful to any person in God-ordained authority. Should student behavior or attitudes arise which warrant disciplinary action beyond normal classroom correction, adjustment, or reminders, the student will be sent home until parents deem him or her willing to return and fully cooperate in the educational and character building process.

The intent of our discipline policy is to restore a student into a faith relationship with our Lord, and into a forgiving, trusting relationship with adults and fellow students.

### DUAL ENROLLMENT

It is understood that in some cases a dual enrollment arrangement in high school may be most beneficial to a TCCS student's career plans. This may be on the college, career-tech, public high school, cooperative, or home school enrollment level. All dual-enrollment courses must be approved in advance by the administrator and proper notification to the TCCS office of completion of any dual enrollment arrangement is the responsibility of the student. Since each level has its own guidelines and procedures, more information is available by contacting the school office.

### INDEPENDENT STUDY

Courses known as Independent Study (IS) are available to students in a variety of disciplines on a per semester basis for students in the 10<sup>th</sup> through 12<sup>th</sup> grades who have a minimum GPA of 3.0, and/or the approval of the Administrator. They are principally for advanced or supplemental work and will not be scheduled for a class that already meets. Independent study courses must have the teacher's approval and a contract must be completed and approved by the administrator, parent, and student and be in place by the end of the add/drop period for any given semester. Please check with the school office for additional procedures and guidelines.

### DRESS CODE

TCCS follows a "decency code: rather than an itemized dress code policy. This means that students have the freedom to wear a variety of clothing to school provided that their choices of clothing meet the standards of modesty, neatness, good taste and appropriateness. Good grooming is important to the well-being of every student. The way one dresses is an expression of personality. It may be a healthy expression of creativity, but it may also reveal a rebellious spirit. Since learning is a formal activity, a student's dress should be in keeping with an academic environment, reflecting a Christian attitude and outlook on life. Our goal is to promote healthy self-expression without calling undue attention to self or losing the focus of our task.

In general, clothing which is appropriate for an academic environment and part of the Christian life should be modest, neat and clean. The following **are unacceptable:**

1. No "low-rider" pants.
2. No sleeveless shirts for guys.
3. Girls may wear sleeveless blouses but no spaghetti straps. Girl's blouses must have straps that are at least 3 inches wide. No underwear may show.
4. No patched, frayed, or ripped clothing.
5. Girls tops must cover the midriff *at all times and in all positions*. Skirts must be knee length and shorts no less than 4 inches above the knee.
6. No form-fitting fabrics and tight clothing.
7. Both guys and girls may wear T-shirts, but no clothing that reflects, advertises or proclaims offensive ideas or products (alcohol, drugs, tobacco, Satanic symbols, hard rock groups, Abercrombie and Fitch, etc.) White T-shirts are not acceptable.
8. No tattoos, piercings, chains, camouflage clothing. Guys are not allowed to wear earrings.
9. No underwear that is visible.
10. No athletic pants of any kind are to be worn during class time other than physical education (unless there is a specified day).

Shirts with tails (dress shirts or golf shirts with long tails) must be tucked in. T-shirts and regular golf-type shirts need not be tucked in.

All outdoor clothing including coats, hats, gloves, sunglasses, bandanas, etc. must be stored in lockers and not worn in school.

Appropriate grooming will not draw undue attention to a person. Guys' hair must be neatly trimmed and cut above the collar. Girls must avoid excessive make-up. All outlandish hairstyles (spikes, colors, Mohawk, etc.) and gothic make-up are not permitted.

\*\*\*\*\*

**CHAPEL DAY DRESS CODE:** On Chapel days, in order to promote a respectful atmosphere during worship times: Girls may wear dresses, skirts or slacks with blouses. If girls wear slacks, they must be "dress slacks". No jeans, cargo pants or other "jean-cut" slacks such as corduroy may be worn.

Boys are expected to wear dress slacks (no jeans, cargo pants or jean-cut such as corduroy) with a collared shirt. If a sweater is worn, boys must have a collared shirt or a turtleneck underneath. All shirts are to be tucked in on Chapel Days.

Neither boys or girls may wear sweatshirts of any kind or soccer style athletic jackets of any kind. Tops with writing of any kind are not allowed.

\*\*\*\*\*

Any class function (example-Graduation, Blessings Night, etc. where the school is represented) students must also be in dress code. However for **Chalice**-No strapless dresses (gowns with spaghetti straps may be worn) and shorter dresses must follow dress code length (no shorter than 4 inches above the knee).

\*Swimsuits -Girls must wear one-piece swimsuits and boys must wear modest trunks.

\*These rules apply to every school day unless otherwise changed for a "Special Day". There will be no "dress down" days.

The decision of the Administrator will be final on questions regarding attire.

**CHALICE GUIDELINES**

The Chalice evening consists of a dinner and program, containing, but not limited to, games, video/picture tribute, gift presentation, send-off toast and give-aways.

The Junior Class will sponsor Chalice. Chalice is for Seniors and Juniors only. Underclassmen may attend if going as a date to an upper classmen.

All Seniors and Juniors are encouraged to attend this memorable evening.

Chalice will be the 2<sup>nd</sup> or 3<sup>rd</sup> weekend of May.

Chalice will be placed on the school calendar by June of the Sophomore year. All athletic events should be scheduled around this event. If possible, no athletic event should be scheduled on Chalice day.

All students should take an active role in planning and hosting the Chalice evening.

**Chalice Dress Code:**

-If women are wearing a short dress, the school dress code applies.

-No strapless dresses are allowed.

-Modesty applies - If there is even a question, then it should be approved in advance.

-Students/ dates should be asked to add a cover-up or change if not found in compliance.

All TCCS rules apply to the Chalice event.

The students and their parents will plan the "After Party". Students are expected to display Christian examples at both events, as agreed to by signing the code of conduct contract.

Anyone not following the rules of TCCS and the hosting site will be asked to leave immediately. All disciplinary actions will be handed over to the appropriate authorities.

**MISSION TRIP FUNDRAISING**

The school is cutting back on fund raising activities by students. This should alleviate the feeling tht parents are being asked constantly to buy things. We still believe in the principle that students should raise the money through their allowance, giving up pop machine expenses, baby sitting, raking leaves, shoveling snow, collecting pop cans or whatever and depositing an amount into their account weekly. The money will go into a Mission Trip Account and will be used accordingly. A student needs to have approximately \$700. in their account by the time of the trip in their Senior Year. The balance of the funds needed is raised and shared by all class members through lunches, Sweetest Day and the Talent Show. If, for some reason, a class is short, a Fund Raiser Dinner will be held at school to cover the short fall. Quarterly account statements will be given for each student.

## SENIOR MISSION TRIP GUIDELINES

Purpose of Senior Mission Trip:

- To bring the love of God to those less fortunate in an area that is out of the student's comfort zone.
- To expand the student's vision.
- The focus of this experience should always be to be the hands and feet of Christ to others.
- To have a lasting bonding experience before they part ways.
- All students are encouraged to go on the Senior Class Mission Trip.  
Although it is not mandatory, everyone is encouraged to participate.
- This is not a class trip.

Planning of trip:

- Fundraising efforts should cover the costs of the trip as much as possible.
  - All students are expected to raise their share of the trip costs.
  - Trip may be in or out of the country (depending on travel safety).
  - Class Advisors should have the cost of their trip covered by class funds.
- Each student and family should brainstorm over summer between Junior/Senior year and bring ideas to parent/student/advisor meeting in August/September. Then students and advisors will research final choices and report back to Administrator for approval. Upon approval from the Administrator, students will present final option to parents by December 15. Presentation will be made to the Board of Directors at the December meeting.

Students:

- All Seniors should participate in In-Service Fundraising events beginning when they enter TCCS. Exceptions to each event should be cleared with Class Advisor.
- All Seniors should be active in Fundraising events.
- Seniors must follow signed student conduct sheet. All TCCS rules apply.
- No alcohol is to be consumed at any time on the Mission Trip, regardless of countries legal drinking age.
- No drugs are allowed at any time on the Mission Trip, regardless of countries drug laws.

## FIELD TRIPS

Because Traverse City Christian Schools are a community of learners, field trips are an important part of our corporate life as a school. Therefore, we frequently function as a "school without walls," availing ourselves of the many outstanding opportunities available to us in the greater Traverse City area and beyond. This truly enhances and enriches each student's total educational experience.

However, in order for field trips to be possible and successful, we must rely on parents to help us both with transportation and supervision of students. Parents should always receive a "Field Trip Permission" slip from your child's teacher in advance of the trip, notifying you of all the details and giving you the opportunity to volunteer to drive and/or chaperone. Please notify the teacher promptly if you are willing and able to help with the trip.

## VOLUNTEER PARTICIPATION

Thank you for volunteering to participate in Traverse City Christian Schools field trips and other school functions! There is certain information regarding a volunteer's liability that we want you to be aware of before you help us, and so we are asking you to read below before you help with transporting or chaperoning for any of our school functions.

In the event of some misfortune, it is possible that a liability case may arise. As we understand it, the potentially liable parties would be the following:

1. The owner of the vehicle, if a vehicle is involved.
2. The drivers of the vehicles involved.
3. A chaperone who has supervisory responsibilities, if negligence on this person's part can be proven.

If you are the owner or driver of a private vehicle to be used for any school function, you need to be sure that your insurance will cover you for this type of liability. Some policies may have limiting clauses for this kind of use. Therefore, we are requesting that you provide us with a current copy of your vehicle insurance policy.

## SERVICE HOUR PROGRAM

### PARENT SERVICE HOURS

The parent service hour program was developed to encourage parental ownership of the school. All families are required to perform 28 hours of service (single parent homes are asked to give 14 hours of service) to TCCS for the school year. Parents that are asked to devote time at the elementary schools with younger children may record half of their service hours from that school. All hours must be completed by the end of final exams of the second semester. All hours below this requirement shall be billed at \$20 per hour. There are service hour cards listing each families name in the office that parents are to write their completed hours on. Around the end of the first semester a copy of completed hours is sent home to parents for their tracking purposes. Any volunteer work done for TCCS is considered parent service hours. The Board of Directors has discretion in adding or subtracting hours from current requirements. Any questions regarding Parent Service Hours will be put in writing to the Board of Directors.

### STUDENT SERVICE HOURS

Student service hours may be earned from the first day of summer vacation until the last day of final exams. **Middle High** students are required to earn **six** hours per year and **High School** students are required to earn **ten** hours per year. Hours earned for the semester must be turned in during that semester. For example: Hours served in October must be turned in by the end of exams in January. Hours served in February must be turned in by the end of exams in June. Summer hours need to be turned in by the 30<sup>th</sup> of September.

We want all students to be serving; therefore, the type of service chosen is up to the student. No credit will be given if the student has received any money or "badges" for the service performed.

Service Hour forms must be completed and turned into the office. A supervisor's signature is required. These forms are available on the table outside the office for your convenience. Only five (5) hours may be used from a mission trip.

Service hours that have not been completed will result in a doubling of hours for the following year. For example: If a student does not complete ten hours for the year 2005-06, he/she will have 30 hours to complete for 2007-08. (10 hours x 2 + 10 hours required = 30 hours).

Service hours may be earned with classmates, individually or with an outside group. Class Advisors may plan a service activity for their class with the knowledge and OK from the Administrator. This service must be over and above a class assignment. These are also great bonding experiences for the class and a great way to serve together.

Service hours can all be done in the summer. No specific amount needs to be done per semester. However, it is the student's responsibility to get their form completed and turned in to be counted.

Please be advised that a student's report card will not be released if their service hours have not been completed. Also completion of student service hours are a graduation requirement.

### TUITION REDUCTION OPPORTUNITIES

**S.C.R.I.P.**-The SCRIP program is a tuition reduction incentive program. The SCRIP program allows you to purchase certificates at face value to shop at various stores and businesses throughout the area and nationally. The participating stores have sold their certificates to the Great Lakes SCRIP center at a discounted rate. TCCS will sell you the certificates or gift cards at face value and apply the discounted portion to each individual account for tuition reduction. Participation in the SCRIP program is strictly voluntary. Orders are placed by Friday morning with the payment (no cash please). Parents may pick up their order in the school office.

**Meijer Community Rewards**-This program is available to be used towards your individual tuition. You may sign up through the Meijer store (regional grocery chain) Community Rewards Program by calling 1-800-962-7011 or visit: [meijer.com](http://meijer.com). Our code is: 794323. Any questions you might have about this program as well as forms can be directed to our bookkeeping office.

**Store Receipts/Labels**-Glen's Food Market, Tom's Food Market, Olesons Food Store, Campbell Soup Labels, Box Tops for Education: There are boxes on the table outside the main office for collection of these that will go toward TCCS General Fund.

**Gordon's Food Service**-Sign up for the fun fund cards and a percentage of your purchases will benefit TCCS General Fund. Coupons are mailed for savings off your total purchase. Sign up at the guest service counter.

**FIRE AND TORNADO DRILLS**

Fire and tornado drills will be conducted on a regular basis. Procedures for evacuation are posted in every classroom. Students are expected to become familiar with these procedures

**ZERO TOLERANCE POLICY**

TCCS practices a zero tolerance code. Any kind of threat to an individual, group of individuals or to the building will be taken seriously and immediately the proper authorities will be notified by the Administrator. A full investigation will follow. The student or students making said threats will be placed in immediate in-school suspension, parents and the Board of Directors will be notified. If the threat is found to be credible by the authorities, the student or students will face immediate expulsion from TCCS. The Administrator, faculty and Board of Directors will work closely with student and parents to arrive at a Christ-centered resolution.

**Building Threat Alert**-Faculty and Staff have instructions on handling suspicious activity and immediate danger and a drill with students during the school year is done to keep informed on procedures.

**GRADES - GRADUATION REQUIREMENTS**

The following are the minimum course/credit requirements for graduation from TCCS:

<u>AREA</u>	<u>G</u>
English	4
Social Studies (World History/ Am History/Gov't/Econ.)	3
Science (Biology/Chemistry or Physics +1)	3
Math (Alg 1, Alg 2, Geom + 1 math senior year)	4
Bible (1 required for each year in attendance)	4
PE/Health (1 semester each)	1
Fine Arts	1
Foreign Language (must be in the same language)	2
Electives	<u>2</u>
TOTAL	24

These requirements apply to those students entering TCCS in their freshman year. For students entering after ninth grade, transcripts will be reviewed and credits applied so as not to penalize the student for not being here.

**GPA**

If a student's quarterly GPA falls below a "C-" ( a 1.6 on a 4.0 scale) or receives an "F" in any subject, the student may be placed on academic probation. The following steps may be administered:

- a. Notification of parents
- b. A meeting held with student, parents, and teacher.
- c. The development of a plan to help the student succeed.
- d. Progress will be reviewed at least quarterly.
- e. Improvement will be expected, meaning the GPA will be a 1.6 or above with no failing grades, or the student may be asked to leave.

## GRADING SCALE

<u>GPA</u>	<u>Classroom</u>	<u>GPA</u>	<u>Classroom</u>
<u>Scale</u>	<u>Scale</u>	<u>Scale</u>	<u>Scale</u>
4.000	= 100 = A	2.500	= 79 =C+
4.000	= 99 = A	2.400	= 78 =C+
4.000	= 98 = A	2.300	= 77 =C+
4.000	= 97 = A	2.200	= 76 = C
4.000	= 96 = A	2.100	= 75 = C
4.000	= 95 = A	2.000	= 74 = C
4.000	= 94 = A	1.900	= 73 = C-
3.900	= 93 = A-	1.800	= 72 = C-
3.800	= 92 = A-	1.700	= 71 = C-
3.700	= 91 = A-	1.600	= 70 = C-
3.600	= 90 = A-	1.500	= 69 =D+
3.500	= 89 = B+	1.400	= 68 =D+
3.400	= 88 = B+	1.300	= 67 =D+
3.300	= 87 = B+	1.200	= 66 = D
3.200	= 86 = B	1.100	= 65 = D
3.100	= 85 = B	1.000	= 64 = D
3.000	= 84 = B	0.900	= 63 = D-
2.900	= 83 = B-	0.800	= 62 = D-
2.800	= 82 = B-	0.700	= 61 = D-
2.700	= 81 = B-	0.600	= 60 = D-
2.600	= 80 = B-	0.000	= 59% or less

## GRADING

1. Quarter grades are those grades which appear on report cards and assess a student's quarterly progress. For accuracy and consistency, all grades are based upon percentage. Quarter averages are based on a mathematical average of numerical percentage. Grade point average applies only to semester grades, not quarter grades.

2. Semester Grades: The semester grade is a combination of the two quarter grades and the exam grade. Only the semester grades appear on transcripts. The equation is as follows:

$$\text{Quarter (40\%)} + \text{Quarter (40\%)} + \text{Semester Exam (20\%)} = \text{Semester Grade}$$

3. Semester Exam grades: The exam grade is the actual grade a student earns. It can be below a 60%. It is not an average of exam grades earned during the quarter.

~34~

4. Incompletes: "I" or incompletes are given for quarter grades that are incomplete due to excused absences or extreme circumstances at the time of issuance of that report card. All incompletes must be made up within two weeks from the close of the marking period. If work is not made up during the two weeks, a "0" will be assigned for the missing work and the grade calculated accordingly.

5. Late Work: Unless related to an excused absence, no work for the quarter may be turned in after the close of the marking period.

6. Chronic Absence Policy: Based upon school records and data, those students who have been determined by their teacher and the administration to be chronically missing school on days of tests will be placed under the Chronic Absence Policy which follows. This will be implemented if parent and teacher meetings do not rectify the problem.

a. The student will receive a ten percent deduction on any test missed due to an absence. This is a progressive system of deduction.

b. The second test missed in the same class would cause a 20% deduction.

c. The third absence in the same class would cause a 30% deduction and so on.

d. The only absence that would be accepted on a test day would be a doctor's note submitted to the teacher and the office.

7. Seniors with an 84% average in the second semester do not need to take second semester exams.

## GRADE POINT AVERAGING

Cumulative average refers to the process of averaging a student's semester grades to determine a cumulative grade point average. The format of GPA (0.0-4.0) is used because it is the format that colleges and scholarship committees request when seeking academic information regarding a student. Calculation of GPA:

Career credit (CC) equals the number of credits taken. Career quality points (CQP) equal the semester grade multiplied by the number of credits.

$$\text{CQP} = \text{semester grade} \times \text{CC}$$

Career weight (CW) equals the number of graded credit. Career GPA is equal to the career quality points divided by the career weight.

$$\text{Career GPA} = \frac{\text{CQP}}{\text{CC}}$$

~35~

## HONOR ROLL

The purpose of the Honor Roll is to provide an incentive to academic achievement and also to give recognition to individual student's academic performance. To be included on the Honor Roll at Traverse City Christian School is an honor and a privilege. All students that are eligible have maintained a high academic performance for the past marking period.

High Honor Roll - This Merit Honor Roll includes students with a grade point average of 3.6 or higher with no individual grades lower than an A-.

Honor Roll - Students with a grade point average of 3.3 with no individual grade lower than a B-.

TRANSCRIPTS-The Registrar office will issue official transcripts of student grades to the college or university upon request. Consistent with the provisions of the "Family Educational Rights and Privacy Act of 1974", official records, files, and data directly related to their children are available to the parents to review.

## GYM RULES

We are extremely grateful to God for our beautiful gym and desire to be good stewards of this facility. Therefore, the following rules apply:

1. In an effort to ensure that all people using the gym receive the maximum benefits from their usage (enough space, not too many people, noise factor, etc.), all people interested in using the gym must receive permission from the Administrator and/or the Athletic Director.
2. In order to protect the gym floor from pebbles, dust, and dirt being tracked in that can damage the floor, students are encouraged to keep a pair of gym shoes dedicated for gym use. This pair of shoes should be kept in students' lockers for gym use, rather than using shoes worn for daily use in or out of the building and during lunch time.
3. Any student(s) using the gym during after-school or summer hours are required to be under TCCS adult supervision. (TCCS adult supervision is any Board member, teacher, staff person, coach, or parent. The TCCS adult supervisor must be in the building, but not in the gym.)

## **4. NO FOOD OR DRINKS ARE ALLOWED IN THE GYM DURING SCHOOL HOURS OR ATHLETIC PRACTICES!**

## PE CLOTHING

Modesty is the basic rule to follow in PE class. All students receive a PE t-shirt to wear in class and in athletic practice. Ninth grade students also receive a pair of shorts to wear in PE class. Middle school students provide their own shorts and modesty governs acceptability.

## **HEALTH ISSUES**

## DRUG POLICY

Traverse City Christian Schools holds to a "zero toleration" drug policy. As such, TCCS prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia at any time on school property, or any school related event, including travel to and from a school event and school events at other locations.

For the purposes of this policy, "drugs" shall mean all dangerous controlled substances as so designated and prohibited by Michigan statute; all chemicals, including inhalants, which release toxic vapors; all alcoholic beverages, including Malt alcoholic beverages; any prescription or patent drug, except those for which medical permission to use in school has been granted according to "Medication Policy"; all drug "look-alikes"; anabolic steroids; tobacco products; or any over the counter drugs taken for the purpose of getting high.

When illegal drugs are involved, the matter will also be reported to the local law enforcement officials as required by state law.

Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to immediate suspension until an investigation thoroughly examines the case.

## WEAPONS

No weapons, nor any implement that can be construed as a weapon, will be allowed on the school premises. If any student is found with such an implement, the Administrator must be notified. The student will be removed from the classroom and contact will be made immediately with the parent or guardian. After meeting with the parent or guardian, student, Administrator, proper steps will be taken

## IMMUNIZATIONS

Michigan law requires that all children attending school must show proof that they have been immunized for diphtheria, tetanus, polio, mumps, measles, and rubella (German measles). Verification must be received by the school office prior to the beginning of school. If there have been no immunizations, then a signed statement by the parent must be on file indicating why the child has not been immunized, whether due to religious, health, or other reasons.

## PHYSICALS

We require a physical examination for all students planning to play interscholastic sports, with a doctor's signature verifying good health. A MHSAA STUDENT/PARENT CONSENT FORM, which includes a physical examination summary, must be filled out and signed by a licensed physician, must be completed and submitted prior to the student's athletic participation.

## MEDICATIONS

NO MEDICATIONS, PRESCRIPTION OR OVER-THE-COUNTER, WILL BE ADMINISTERED TO STUDENTS AT SCHOOL WITHOUT PARENTAL PERMISSION. MEDICATION DISPENSED AT SCHOOL WILL BE IN ACCORDANCE WITH MICHIGAN LAW (SB-261 Sec.378). THE FOLLOWING GUIDELINES ARE IN ACCORDANCE WITH THIS LAW, AND APPLY TO ALL MEDICATIONS, INCLUDING ASPIRIN AND NON-PRESCRIPTION MEDICINE:

1. Medication must be brought directly to the office and given to the person in charge.

2. The container of medicine must be clearly marked with:
  - a. student's name
  - b. contents (i.e. name of drug)
  - c. dosage
  - d. directions for dispensing (as on a properly labeled prescription container.)
3. Written instructions from the doctor with both parent and physician signatures must also accompany the medication and be kept on file in the office. Please use TCCS. Medication Authorization Form.
4. All dispensing of medication will be witnessed and logged in a Medication Log in the office. Students are not allowed to dispense any medication to one another.
5. The responsibility for seeing that medications are taken at the appropriate time rests with the parents and students, not school personnel.
6. If parents feel that a need MAY arise during the school day for over-the-counter medication, (due to a headache, cough, cramps, etc.) the above procedures must still be followed.

## NON-CUSTODIAL PARENTS

Divorced and separated families are realities of a contemporary life which affect Traverse City Christian School's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

- A. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
- B. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

- C. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
- D. Concerning student activities that require parental consent, the school will consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

- 4. Homework communicates to parents the kind of material the children are learning.
- 5. Homework is a learning tool and an essential part of the learning process.
- 6. Homework will take a new form as students become more involved in research activities and are required to complete more reading and writing assignments. Long-term assignments and projects, such as term papers, will also be required, and will necessitate disciplined, advance planning.

**INJURIES**

All serious accidents or injuries will be recorded by the teacher who was supervising when the injury occurred. In instances where a student needs medical attention, the school will attempt to contact a parent immediately, and if a parent is not available, their requested emergency contact person will be called.

Therefore, **IT IS CRUCIAL that all student records be kept up-to-date!** The office must be informed immediately of any changes of address, telephone number, place of employment, or emergency contact people! In the event that the school personnel are unable to contact anyone to obtain consent for emergency medical care, then Traverse City Christian School reserves the right to make decisions regarding medical care.

**HOMEWORK**

**HOMEWORK PHILOSOPHY**

Homework can have a very useful role in learning, provided it is used in appropriate ways and in reasonable amounts. Whenever possible though, TCCS observes the policy that on Wednesday evenings few if any school functions will be held. This night is reserved for church activities.

**THE IMPORTANCE OF HOMEWORK**

- 1. Homework recognizes the role of parents as co-partners in the educational process.
- 2. Homework teaches children responsibility and the importance of work in relation to success.
- 3. Homework emphasizes learning as an on-going life-long educational process.

All students are expected to submit homework assignments in a complete and timely manner. Failure to do so will result in academic penalty and the work will still be required to be submitted.

**LOCKERS**

Lockers are the property of TCCS and searches may be conducted randomly without prior notification. Students must use only their assigned locker for the school year. Any changes need to be approved by the administration.

Empty or opened beverage containers or food of any kind must never be stored in a student’s locker. Decorating inside of lockers should be kept to a minimum. Taping wrapping paper, pictures, etc. near the locking mechanism can cause the locker door to jam and not open. Also try to keep items clear of the area where the combination mechanism is-example protruding backpack, fallen folders, books, etc. Do not “rig” the locker by putting a pen, pencil, or anything else in the lock to avoid using the combination. This can damage the locking mechanism. Students can get their locker combination the week before school starts to practice opening their locker using the combination.

**LOST AND FOUND**

The school cannot be responsible for personal property left in the building or on the premises. All sweaters, coats, hats, etc. should be well marked with the owner’s name. We do have a “Lost and Found”, but it is hoped that careful use of personal items will result in this box being empty most of the time. At the end of each semester, any unclaimed items remaining in the box will be donated to an organization.

## LUNCH

Students have the option of bringing a bagged lunch or purchase a lunch sponsored by the senior high classes. Please plan to bring a bagged lunch the first two weeks of school. Classes decide on what they are going to serve within the second week of school and then purchased lunches will be available and listed in the Dispatch. Students should bring their own drink or extra money to purchase a drink from the machines in the cafeteria and also remember to bring a snack for snack time in the morning.

Parents are encouraged to provide nutritious foods in bagged lunches, rather than things high in sugar, preservatives, or dyes, as these foods adversely alter students' behavior in the classroom.

Students are responsible for their lunch money. It is helpful if parents do not send large bills with your child to purchase lunch because the office does not carry much change.

All food and drink items must be consumed in the cafeteria, during regularly scheduled lunch periods, unless a supervised meeting has been called (such as a class meeting) and students have been asked to bring their lunch to a particular classroom. This means there will be NO eating in hallways, at lockers, or in the classrooms. (see exception above)

## PARENTAL INVOLVEMENT

**The staff of Traverse City Christian Schools desire to work only with students and parents who are willing to walk with us in oneness of spirit and purpose.** Whenever the school pulls one way and the home another, the student suffers. We refuse to be party to such a condition which leads to confusion and insecurity in the student. THE HOME IS, AND ALWAYS WILL BE, THE CHIEF AGENCY FOR THE EDUCATION AND TRAINING OF CHILDREN.

A Christian school does not relieve the parents of their God-given responsibility. Rather, the purpose of our school is to serve as an important aid to, and extension of, the home. If the home and school are both Christ-centered Kingdom environments, the children will receive the best education possible. We are in this together!!! God can and will bless this unified effort!

~42~

PARENTS: WE NEED YOU!!!

Please prayerfully consider how you might best serve and become an active part of the ministry here at Traverse City Christian Schools!

## PARENT-SERVICE ORGANIZATION (PSO)

### PURPOSE

Traverse City Christian School's Parent Service Organization (PSO) is an organization of parents united together to provide services to the school that will facilitate the implementation of school programs by supporting the staff and students. The committees available for volunteer service are:

Athletic Boosters- A support group for fundraising, purchasing equipment, uniforms, etc. and implementing athletic fees.

Faculty Luncheons- Occasional luncheons are organized for staff to encourage, uplift, and show our appreciation to them.

Moms In Touch - Moms meet once a week to pray for students and staff.

Spartan Receipts-Receipts are collected in the school lobby for local grocery stores, etc., and these can be redeemed for cash or products.

### PARKING AND TRAFFIC FLOW

A special concern to all teachers and parents is the safety of our students. Consequently, parking and traffic flow must be regulated to keep moving vehicles out of areas where students congregate and wait for rides. Great care is to be taken at all times when driving through the parking lot, as students must cross the driveway and parking lot. ALL DRIVERS MUST ABIDE BY THE POSTED SPEED LIMIT! **Cars are not to pass the bus during pick-up or drop-off times and must observe yield and stop signs.**

### PARKING PLAN

1. There should be no parking in the circle drive. This area is to be clear for the school bus. When picking up your child at the end of the school day, please park in the front parking lot.
2. The parking lot at the rear entrance of the school is reserved for faculty and staff.

~43~

3. Students must park in the front parking lot, leaving the first row available for visitors and handicapped.
4. Visitors and handicapped parking is the first row in the front parking lot.

**SCHEDULE**

**SCHOOL OFFICE HOURS**

7:30 a.m. - 4:00 p.m. when school is in session

**MORNING DROP-OFF**

Students are expected to arrive no earlier than 7:30 a.m. Parents should keep in mind that students will be expected to wait quietly, and therefore they should bring books or other activities to keep themselves quietly occupied. Students arriving before 7:45 a.m. must go directly to the cafeteria. Once the bell sounds (7:45), pupils may proceed to their lockers and classrooms.

**AFTERNOON DISMISSAL**

Please be prompt in picking up students!!! Plan to pick them up no later than one half hour after dismissal. Students remaining for a specific purpose (eg. drama practice, worship team, student council) must be at that activity. Those students waiting for practice or a game must wait in a designated area. If they do not, they will be subject to disciplinary action. Staff and faculty are not responsible for their supervision.

**SNOW DAYS-SCHOOL CLOSINGS**

Under normal circumstances, Traverse City Christian Schools will close on the same schedule as TCAPS (Traverse City Area Public Schools). However, there may be instances where our school closings do not coincide with TCAPS, such as snow delays, school maintenance, repairs, school moving, conferences, etc. We have made special arrangements for announcements regarding our school schedule to be made over the following radio and TV stations:

<u>STATION</u>	<u>DIAL</u>	
News Channel 7&4 TV	Channel 4	946-2504
WLJN Radio	1400 AM or 89.9 FM	946-1400
WTCM Radio	580 AM or 103.5 FM	946-7675 ext. 3
TCAPS Bus Hotline		941-2255; ext. 2877

**STUDENT COUNCIL**

Student Council is made up of elected representatives from the student body, with a senior elected as Student Body President, who meet to enhance student life on campus and be aware of student concerns. It is an excellent opportunity in which to develop leadership and citizenship skills. The Student Council meets throughout the year under supervision of an Advisor and is in charge of several activities such as Big Brothers/Big Sisters, Homecoming and Spirit Weeks, Blood Drives, See You at the Pole, Faculty/Staff Appreciation.

A student must be enrolled in classes all day in order to have a position on the student council.

**TESTING**

Student evaluation is comprehensive, taking many forms and covering many aspects of a student's development. The academic portion of evaluation may include daily work (class work), homework, quizzes, projects, lab/experimental/research work, and major tests. Social development, character, attitudes and spiritual growth must be evaluated more subjectively, based on the teacher's observations and interaction among the students.

**STANDARDIZED TESTING**

Standardized tests are used to give a more objective evaluation on two levels:

1. They help measure the student's progress on an individual level.
2. They help evaluate instruction of the school on a more global level.

On the individual student level, these tests allow measurement of the student's progress in relationship to ability. They also help identify areas of strength and areas of weakness. Finally, they can measure how well the student is progressing in relation to the rest of the class and in relation to the expected normal progress at his/her grade level.

On the school level, standardized tests help track the progress of a class from year to year. They can help identify strengths and weaknesses of the instructional program. Finally, these tests can measure the achievement of our students in relationship to other schools in the area and in the nation.

TESTING Continued-

Our school uses the following tests to measure progress and functional levels of students:

<u>GRADE</u>	<u>NAME OF TEST</u>	<u>NOTE</u>
8	EXPLORE	Achievement Test
10	PLAN	Achievement Test
6, 7, 8, 9	MEAP	Achievement Test
11	PSAT	Preliminary SAT
11	MME	Achievement Test
11	ACT	College Placement
11	SAT (optional)	College Placement

**VACATIONS/MAKE-UP WORK**

Traverse City Christian Schools discourage parents from taking their children out of school for vacation trips. This is often detrimental to the child's educational progress. Parents and students should understand the following:

1. Teachers are not expected to provide work in advance for students absent because of vacations. Ordinarily, teachers will give this to the students when they return to school, and then it is the responsibility of the students to make the work up as soon as possible.
2. We realize that the ease (or difficulty) of providing work in advance varies from grade to grade and from subject to subject. Therefore, if a teacher finds it convenient to do so, he/she may provide some work in advance. However, parents should not expect this.

**VISITORS**

Visitors are welcome on campus, but must report directly to the school office before entering any classroom area. Students are encouraged to approach any obvious visitors, greet them, and direct them to the office. In the springtime, be aware that there are often an increased number of visitors, as prospective students and their families come to see our school.

Traverse City Christian Schools are delighted to have other students come and visit our campus for the day. This is a great opportunity for us to get to know one another! Before an actual visit is agreed upon, we ask that you fill out a short "Visitation Form". This can be obtained in the office. Simply call the office to schedule a visitation day. No visitors are to be brought to school by any students without a 24 hour advance request. Visitors will not be allowed to accompany classes on field trips or off-campus visits.

**WITHDRAWALS/DROPPING A COURSE**

Students may leave our school for a variety of reasons. In all cases, a withdrawal involves a conference between the home and school. **A WITHDRAWAL FORM and QUESTIONNAIRE must be filled out and returned.** Copies are available in the school office.

- A. Withdrawal Procedure
  1. Pick up a Withdrawal Form and Questionnaire from TCCS office.
  2. Meet with the school administrator to discuss issues involved in withdrawal.
  3. The student fills out his present schedule and textbooks on the withdrawal form, takes it to each teacher while turning in textbooks, and has the teacher sign the form.
  4. The student takes the form to the Athletic Director who will verify that all equipment and uniforms have been properly checked in, and all fees accounted for.
  5. The student takes the form to the Music/Band Director to verify that all choral/band music and equipment has been turned in.
  6. The student takes the form to the Librarian who will verify that all library books have been returned and any outstanding fines paid.
  7. The student will clear all items from the school locker, clean the locker, check the Lost and Found for any missing items.
  8. Parents meet with the school administrator for final check-out. Withdrawal is not complete until financial arrangements have been completed. No records or references will be sent for pupils who have failed to return or pay for all school property in their possession or who still have unmet financial obligations.

B. Dropping A Course

All drop/adds must be completed within the first week (5 days) of each new semester. After five (5) days permission is required by the Administrator. Changes in scheduling should be done only for serious reasons. A drop/add form must be submitted with signatures of parents, administrator, and teachers.

No student schedule will be considered changed until the administrator approves it. Until that approval is given, any unauthorized absences from class is considered unexcused.

**WORK PERMITS**

Students may obtain work permit forms in the office. Each work permit must be filled out by the student and by his/her employer. The student will then take the completed form, along with proof of date of birth, to the school office. The school office will issue the actual work permit upon receipt of a properly completed form.

**CHRISTIAN WITNESS**

Perhaps you may feel that witnessing for your Lord is unnecessary in a school such as TC Christian. To be sure, it should not be necessary to tell your fellow students the way of salvation, but there are other forms of witnessing we may not neglect, such as:

- a. your willingness to assert yourself as belonging to Jesus.
- b. your honesty, your diligence, and your attempt, in general, to live a life dedicated to Christ's will.
- c. your stalwart refusal to give approval to those words and deeds of others which are not appropriate for Christians.

**WHAT WILL YOUR WITNESS ACCOMPLISH?**

It will give honor to Christ.

It will strengthen your own faith and Christian character.

It will give encouragement to others who may otherwise tend to follow wrong influences.

It will help to discourage those who would do wrong.

It will improve the Christian atmosphere in this school.

**GOALS OF CHRISTIAN CITIZENSHIP**

Traverse City Christian Schools is interested in training you for good citizenship, not only for this earthly "city", but also for the Kingdom of Christ.

While you are in training you are, in fact, already a citizen. Our prayer is that you will accept the following personal goals while you are at school.

A. Reverence for God and Things Sacred

This implies the development of God-consciousness, one of the purposes for which your school exists. If you are constantly aware of God being in your presence and if you know God as the Bible reveals Him, you will be reverent. This reverence will actually influence every part of your life here at school, but it will be most directly associated with:

- a. an active participation in classroom prayers to the Lord, a seeking, attentive, listening ear when God speaks to you in Scripture reading.
- b. a quiet, worshipful spirit during our chapel services.
- c. an attitude of worship as you sing the songs which are meant to express our love and devotion to Him.

B. Respect for the Authority of Teachers

In the wisdom of God, children are to obey their parents. During school hours, the parents transfer this authority to the teachers. Your respect for that authority means:

- a. that you obey promptly all commands of your teachers.
- b. that you cooperate with their attempts to establish a good classroom learning atmosphere.
- c. that you address your teachers appropriately: That is, with "Mr.", "Mrs.", or "Miss", whichever applies, when you feel it appropriate to register your complaints. (Yes, you have a right to make a complaint if you honestly feel that a teacher has not been fair.) Do this in a courteous manner and, preferably, in private (not in class where everyone else becomes a party to it). Bring your complaint to the teacher involved. Go to the administration, the teacher, or another teacher only if you can't get satisfaction by doing this. Always obey first and register your complaint later.

~49~

C. Respect for the Rights and Feelings of Others

“Loving your neighbor” in school means many things. In striving to do this you will:

- a. respect their right to learn. Don’t interfere with their attempts to study or pay attention in class.
- b. respect their property, whether it be books, bats, or baseballs.
- c. respect their feelings. No one likes to be:  
-laughed at or sneered at for wrong answers or other goofs,  
-put down because of race, color, or national origin.  
-always left out of games, parties, and conversations,  
-used merely to gain your purpose, pushed around, or made to feel inferior.

D. Self-Control Regarding the Rules of the School

Rules in the school exist for the general benefit of everyone, including you. By breaking rules, you are casting a vote for disorder, a condition which makes learning, safety, and quiet exceedingly difficult. Ask yourself: Would you----really now-----want everyone else to violate the rules? Should others be expected to keep the rules if you don’t?

E. Attentiveness to Class Instruction

Those who display a real interest in learning from class instruction will:

- a. ask questions when they do not understand.
- b. listen to and weigh the answers of the other members of the class.
- c. contribute to the discussion.

F. Diligence in the Use of Study Time

Those who wish to accomplish as much as possible during the study time will:

- a. get to work immediately and stick to their work until it is completed.
- b. have everything needed for doing their work ready and available at their desk.

G. Conscientious Preparation of Assignments

Those who do their assignments conscientiously will:

- a. be interested in learning as much as possible through the assigned work.
- b. find it necessary to take some work home most of the time.
- c. assume that the assignment has value, even when it may seem to be purposeless
4. never merely “go through the paces” to satisfy their parents, the minimum demands of teachers, or their accusing conscience.

Because, as a Christian, you are part of God’s Kingdom we expect you to be honest, diligent, and to attempt to live a life dedicated to Christ’s will. In doing so, you will give honor to Christ, strengthen your own Christian faith and character, and encourage others who may tend to follow wrong influences. You will improve the Christian atmosphere in our school.

**GOALS FOR CHRISTIAN CITIZENSHIP**

- A. Reverence for God
- B. Respect for the Authority of Teachers
- C. Respect for the Rights and Feelings of Others
- D. Self Control
- E. Attentiveness in Class
- F. Diligence in the Use of Study Time
- G. Conscientious Preparation of Assignments

**“Remind the people to be subject to rulers and authorities, to be obedient, to be ready to do whatever is good, to slander no one, to be peaceable and considerate, and to show true humility toward all men.” Titus 3:1 & 2**

**NEVER FORGET!**

Your teachers really care! It is normal to have problems. There are a host of different kinds: problems with school work, with classmates, with your home, with yourself, with your conscience, and multitudes of other specified varieties. For some of these problems you perhaps consult your parents; other times, your friends; occasionally, your minister; and always, we trust, your God. The faculty, too, including administrators, homeroom teachers, or other teachers are always ready to lend a sympathetic, understanding ear to any problem and offer any help within their means to do so. You can be assured that any matter which you wish to keep confidential will be so held by that teacher.

Never forget the promise of Jesus for you:

*"And surely I am with you always,  
to the very end of the age."  
Matthew 28:20b*

*THE GOAL OF EDUCATION IS NOT THE PURSUIT OF KNOWLEDGE  
FOR THE GLORIFICATION OF THE MIND, BUT FOR THE PURIFICATION  
OF THE HEART.*

*Jonathan Edwards*

**SABRE SPORTS:**

**Baseball  
Boys & Girls Basketball  
Bowling  
Cross Country  
Golf  
Skiing  
Hockey  
Boys & Girls Soccer  
Tennis  
Track  
Girls Volleyball**

**Athletic Office Phone: 929-9406  
Athletics email: [tccsathletics@yahoo.com](mailto:tccsathletics@yahoo.com)**



Middle/High School (Grades 6-12)

**2009-2010**

## **Family Handbook**

Traverse City Christian Schools  
753 Emerson Road

Traverse City, MI 49686-8815  
(231) 929-1747 Fax (231) 929-1831

email: [tcchristianschool@yahoo.com](mailto:tcchristianschool@yahoo.com)

email athletics: [tccsathletics@yahoo.com](mailto:tccsathletics@yahoo.com)

website: [tcchristianschools.org](http://tcchristianschools.org)