



Preparing students to become leaders in influencing their world for Christ

Parent/Student Handbook

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A Ministry of Bridge Church

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TABLE OF CONTENTS

Vision Statement.....	1
Mission Statement	1
Statement of Faith.....	1
Core Value Statements.....	2
Purpose and Philosophy.....	2
Instructional Beliefs.....	3
Goals.....	3
Expected Student Outcomes.....	5
Non-Discriminatory Policy.....	6
Handbook Policies	6
Mediation and Arbitration Agreement.....	6
General Information	7
Changes in Policy	7
Active Shooter Preparedness.....	7
Building Security	7
Calendar	7
Casual Days.....	7
Change in Personal Information.....	7
Chapel Program.....	8
Child Abuse and Neglect Policies.....	8
Closed Campus	8
Crisis Management Plan/Crisis Intervention Procedures	8
Donations/Fundraising.....	8
Electronic Device	9
Field Trips	9
Fire Drills.....	9
Inclement Weather Procedures.....	9
Lockers.....	10
Lunch	10
Medications.....	10
Memos	11
OTC Medicine Permission.....	11
Personal Property	11
PowerSchool SIS.....	11
School Pictures.....	11
School Property	11
Separated or Divorced Parents.....	12
Student Dress Code	12
Student Drivers	12
Textbooks	12
Visitors on Campus.....	12
Volunteers	13
Yearbooks.....	13
Policies for Student Activities	13
Athletics.....	13
Chorus/Band	13
Missions Trips, Community Service Activities, Praise Group.....	13

Student Council.....	13
Admissions.....	14
Philosophy	14
New Student Admission Process	14
Correspondence Courses or Individualized Study.....	14
Financial Summary	14
Re-enrollment of Dismissed Student.....	14
Validating Transfer Credits	14
Attendance Policy	15
Philosophy	15
Definitions	15
Check-Out Procedures	16
Make-Up Work for Absences.....	16
Unexcused Absences	16
Homework Policy	16
Philosophy.....	16
Definition	17
Homework Length.....	17
Students' Responsibility.....	17
Teachers' Responsibility.....	17
Academic Policies.....	18
Awards	18
Achievement Testing	18
Classroom Grading Policy	18
Dual Credits	19
Extra Credit	19
Dropping of Classes (9-12).....	19
Grading Scale	19
Honor Roll	19
Library	19
National Honor Society	20
Retention Procedures	20
TVCS Honors Program.....	20
Graduation Requirements.....	21
Career Adventures and Placement Program	21
Class Rank.....	22
College Planning.....	22
Criteria for the Selection of Valedictorian, Salutatorian and Honorarian.....	23
Related Policies	23
Acceptable Use Policy	23
Introduction	23
Electronic Device Use Policy.....	23
Email and Social Media	24
General School Rules.....	25
Internet Control Filtering and Monitoring.....	25
Internet/World Wide Web.....	26
Plagiarism and Copyright Infringement.....	26
Student Internet Safety.....	26

Technology Hardware/Media Equipment	27
Acceptable Uses	27
Unacceptable Uses	27
Violation Consequences	28
Liability Disclaimer	28
Athletic Program	28
Athletic Eligibility	29
Academic Eligibility Requirements	29
Christ-like Code of Conduct.....	29
Courtesy.....	30
Discipline.....	30
Marriage/Sexuality Doctrinal Beliefs	30
Transgenderism	31
Misconduct.....	31
Types of Misconduct.....	32
Implementation of Disciplinary Measures	33
Detention Policy	34
In-School Suspension Policy	34
Out-of-School Suspension Policy	35
Probation (Academic and Behavior Contracts).....	35
Probation for New Students.....	35
Grievance Procedures	35
Student Harassment Policy	36
Application of Harassment Policy	38
Prohibited Actions	38
Where to Report Student Harassment	39
Training Your Child	39
Redemptive Discipline	40
Student Referral Process.....	40
Special Education Services	41
Program Review	41
Program Components	41
Special Services Available Through TVCS	41
Forms	
Request for Prescription Medication Administration (Fig. 1)	42
Physician Statement of Need (Fig. 2)	43
Volunteer Driver Application (Sec. 1)	44
Volunteer Driver Application (Sec. 2).....	45

TVCS PARENT/STUDENT HANDBOOK

VISION STATEMENT

Preparing students to become leaders in influencing their world for Christ

MISSION STATEMENT

TVCS supports parents in delivering a biblically driven college preparatory education in a vibrant Christ-centered community that enables students to utilize their God-given gifts and fulfill their God-given purpose.

STATEMENT OF FAITH

TVCS believes that there is only one true God, eternally existing in three persons – Father, Son, and Holy Spirit; that these three have precisely the same nature, attributes and perfections and are worthy of the same love, confidence and obedience. (Matt. 23:18-19; II Cor. 13:14)

TVCS believes that the Bible is the divinely inspired and infallible Word of God, and that is our sole authority and final appeal in matters of faith and practice. (II Tim. 3:16; II Peter 1:21)

TVCS believes that Jesus Christ is the only begotten Son of God, conceived of the Holy Spirit and born of the Virgin Mary. Jesus lived a perfect life, died for our sins, arose bodily from the grave, ascended to Heaven, and He will return visibly to the earth. He is the savior of all who put their trust in Him. (Phil. 2:5-11; Col. 1:13-19; Heb. 4:14-16)

TVCS believes that God is the creator of heaven and earth and all that dwells therein. He is the ruler of all things; the source of all goodness and beauty, all truth and love. (Gen. 1:1)

TVCS believes that the Holy Spirit is God sent to draw men to Himself in Christ and to comfort, purify, strengthen, teach and guide His children. (John 16:8-11, 13-14)

TVCS believes that in order to be saved one must be born again by the Spirit of God. We believe that this experience comes only through repentance toward God and faith in the Lord Jesus Christ (John 3:3; Acts 20:21)

TVCS believes in the eternal conscious blessedness of the saved in the presence of Christ, and the eternal conscious punishment of the lost with the devil and his angels. (John 14:1-3; Rev. 20:15; Rev. 21:28)

TVCS believes that those who experience life in Christ strive to do the will of God. They are to be lights in the world, demonstrating in all the sincerity the reality, the goodness and the love of God and the hope, joy and meaning to be found in Him. The followers of Christ are known by their love for one another. (Matt. 7:21; Matt. 5:14-16; I John 3:16)

CORE VALUE STATEMENTS

Teays Valley Christian School is committed to delivering a Biblical worldview to every student with planned and systematic Biblical integration of all subjects; employing and developing spiritually mature staff and faculty, and ministering by word and action to parents, students, and the community. (Deut. 6:40 NIV)

TVCS is dedicated to continual improvement by striving for academic excellence in all grades and curriculum and by encouraging and equipping all staff toward continued professional development (Luke 6:40 NIV)

TVCS recognizes and honors the Biblical role of parents in having the primary responsibility for their child's education (Prov. 1:8 NIV)

TVCS maintains accountability internally and externally, striving to maintain the highest levels of integrity and stewardship. (I Tim. 4:13-16)

TVCS makes Christian character development a priority in all phases of the school program. (Phil. 3:12-14 NIV)

TVCS is denominationally diverse in population; however, we strongly promote unity of spirit and purpose, for the cause of Christ. (Eph. 5:30)

TVCS provides training and opportunity for students to hear and heed the call of the Great Commission. (Matt. 28:19-20)

TVCS holds all local churches in high regard and encourages active involvement for all school families. (I Cor. 12:27 NIV)

TVCS prayerfully and actively joins with families in providing opportunities for students to make lifelong commitments to Jesus Christ and to fulfill God's purposes in their lives. (Matt. 16:24-25 NIV)

PURPOSE AND PHILOSOPHY

Teays Valley Christian School is a non-denominational, private Christian school. The purpose of this school is to provide high-quality, total education for young people. Total education is spiritual, academic, social, physical and emotional. We believe a God oriented, biblical view of the universe is the only sufficient basis for education, proper character development and meaningful reality integration. All knowledge and human experience should be viewed in the light of Divine truths and the character of God in Christ.

Teays Valley Christian School believes that Christian education is a process in which teaching and learning are conducted and directed through developmentally appropriate activities by Christian teachers who believe His Word has the highest authority and who strive to bring all knowledge into a living relationship with His truth.

Teays Valley Christian School functions in a complimentary role with the Christian home to provide, in an educational setting, opportunities which integrate and nurture each student's spiritual, academic, social, physical and emotional development.

Teays Valley Christian School desires to prepare students to become leaders in influencing their world for Christ, are contributing members within the body of Christ, and reflect a Christian worldview. In keeping with our

non-denominational status, TVCS promotes unity of spirit and avoids denominational issues that tend to divide believers. Such issues are left primarily to the teaching of a child's parents and home church. "Pursue the things which make for peace and building up of one another." (Rom. 13:19)

INSTRUCTIONAL BELIEFS

We believe the Bible is foundational to all truth and should be integrated in all subject areas.

We believe students are uniquely designed with spiritual, intellectual, physical, and social gifts, and therefore possess various learning styles.

We believe the school should be committed to continuous improvement.

We believe that the students enrolled at Teays Valley Christian School can meet high academic expectations.

We believe that the curriculum design, instructional strategies, and learning activities should be based on distinct goals and challenging expectations for student achievement.

We believe that a variety of appropriate and relevant instructional approaches and methods of assessment should be provided in order to meet the various learning styles of students.

We believe students can become confident, self-motivated, life-long learners.

We believe Teays Valley Christian School should function in a complimentary role with the home and church to produce individuals, who reflect a Christian world view and fulfill God's purposes in their lives.

We believe students will be able to demonstrate their understanding of essential knowledge and skills by the use of critical thinking and integrated application.

GOALS

"And Jesus increased in wisdom and stature and in favor with God and man." Luke 2:52

SPIRITUAL (Favor with God) *"Let the word of God dwell in you richly".* Col. 3:16

- Students will be given opportunities to confess Christ as Savior and Lord. (Rom. 10:9-10)
- Students will be encouraged to follow Christ daily and reflect Christ-like qualities of character in their lives. (Luke 8:34-35)
- Students will learn that the Bible is the inspired and only infallible Word of God, thus developing attitudes of love and respect toward it. (II Tim. 3:15-17; II Peter 1:20-21)
- Students will acquire the basic doctrines of the Bible and increase their knowledge of scripture. (Titus 2:1; Psalm 119:11)
- Students will be taught to know and obey the will of God as revealed in the Scriptures and by the Holy Spirit, thus equipping the student to carry out God's will daily. (Rom. 12:1-2; II Tim. 2:15; Deut. 26:16-17)
- Students will gain an understanding of each Christian's place in the Body of Christ, and its worldwide mission, and will be provided opportunities for involvement in this calling. (Eph. 4:12; I Cor. 12:1-31; Matt. 28:19-20)

- Students will learn Biblical character qualities and be provided opportunities to demonstrate these qualities. (I Sam. 16:7; Gal. 5:22-23)
- Students will be encouraged to have regular attendance and involvement in a local church. (Heb. 10:24-25)

ACADEMIC (Wisdom) *“Let this mind be in you which was also in Christ Jesus”*. Phil. 2:5

- Students will be instructed to develop the mind of Christ towards Godliness. (I Tim. 4:7)
- Students will be helped to develop a Christian worldview by integrating life; and all studies, with the Bible. (II Peter 1:3)
- Students will learn how to study God’s word. (II Tim. 2:14)
- Students will acquire an understanding and ability to use the fundamental processes in communicating and dealing with others. (II Cor. 5:20)
- Students will gain good study skills and habits. (II Tim. 2:3-7)
- Students will learn how to research and to reason logically from a Biblical perspective. (Heb. 5:14; Rom. 12:2)
- Students will be able to think critically and creatively based upon the proper Biblical criteria for evaluation. (II Tim. 3:14-17)
- Students will acquire basic skills in the areas of reading, writing, speaking, and listening. (II Cor. 5:20)
- Students will acquire basic skills in the areas of mathematical concepts, computation, and application. (Ps. 127:4; Matt. 10:30; Gen. 6:14-16)
- Students will acquire information concerning the earth, physical, and biological science, will appreciate the world God has made, and will apply this knowledge and appreciation in wise use of resources. (Ps. 24:1-2; Gen. 1:20-25; Gen. 3:18)
- Students will understand the fact and flow of human history and current events, and interpret them in light of God’s plan for mankind. (Ex. 17-14; Ps. 136; Ps. 22:28)
- Students will be taught the facts and flow of American history, the basic principles of democracy, and the heritage of sacrifice which have America free. (Deut. 7:7-8; Zeph. 3:8)
- Students will be afforded the opportunity to develop skills in appropriate fine arts; will be encouraged toward creative self-expression. (Ex. 25-27; Ez. 4:1; Ecc. 9:110)
- Students will understand the full range of career opportunities available to lead a productive life within God’s plan and will be guided toward matching their aptitudes and skills with those opportunities. (Jer. 29:11)
- Students will have the opportunity to become acquainted with computer skills which will enable them to effectively function in a technological society. (Is. 1:17)
- Students will be given opportunities to apply the skills which have been taught in each subject area. (I Cor. 10:31)

SOCIAL (Favor with man) *“No man liveth unto himself”*. (Rom. 14:7a)

- Students will be taught respect for parents and courtesy and love for the whole family, will assume responsibility within the family unit, and will obtain a Biblical view of marriage. (I Thess. 4:1-7; I Tim. 4:12; Gen. 2:18-25; Eph. 5:22-23)
- Students will learn to treat everyone with love and respect as unique individuals created in God’s image. (Phil. 2:1-4; Eph. 5:21)
- Students will develop respect for and demonstrate submission to authority from God’s perspective and respect the property of others. (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3)
- Students will learn how to become a contributing member of society by realizing the need to serve others. (Gal. 5:13; Rom. 12:20)
- Students will acquire Biblical skills for personal and social relationships. (Ps. 119:9; Eph. 4:12; Matt. 18:15-20)

- TVCS will cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)

PHYSICAL (Stature) *"Present your bodies a living sacrifice unto God".* (Rom. 12:1)

- Students will learn physical fitness, good health habits, and wise use of the body as the temple of the Holy Spirit. (I Cor. 6:19-20)
- Students will acquire Biblical attitudes toward material things and his responsibility for using them for God's glory. (I Tim. 6:17-19; Matt. 6:19; I Cor. 10:31)
- Students will improve their coordination, grace, muscle tone, and endurance. (Phil. 3:12-14)

EMOTIONAL (Wisdom) *"For God has not given us a spirit of fear, but of power and love..."* (II Tim. 1:7)

- Students will develop his self-image as a unique individual created in the image of God and attain his fullest potential. (Ps. 139:13-16)
- Students will be encouraged to develop self-discipline and responsibility from God's perspective. (I Tim. 4:7; I Cor. 9:24-27)
- Students will recognize the Christ controlled personality as the source of true happiness. (Phil. 4:8-9)
- Students will develop a continuous desire for learning. (Acts 26:24-25)
- Students will develop healthy emotional and mental habits, reflecting wholeness, wisdom, and discernment.

EXPECTED STUDENT OUTCOMES

Students who graduate from Teays Valley Christian School...

1. Understand and commit to a personal relationship with Jesus Christ
2. Know, understand, and apply God's Word in daily life
3. Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
4. Are aware and committed to justice locally and globally
5. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking
6. Are proficient in mathematics and science
7. Have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
8. Appreciate literature and the arts and understand how they express and shape the students' beliefs and values
9. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the stranger
10. Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner
11. Know how to utilize technology and other resources to find, analyze, and evaluate information
12. Are committed to lifelong learning
13. Have the skills to question, solve problems, and make wise decisions
14. Understand the worth of every human being as created in the image of God
15. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
16. Understand, value, and engage in appropriate social (community) and civic (political) activities
17. Treat their bodies as a temple of the Holy Spirit

18. Value intellectual inquiry and engage in the marketplace of ideas
19. Respect, and relate appropriately with integrity to, the people with whom they work, play, and live
20. Have an appreciation for the natural environment and practice responsible stewardship of God's creation
21. Are prepared to practice the principles of healthy, moral family living
22. Are good stewards of their finances, time, and all other resources
23. Understand that work has dignity as an expression of the nature of God
24. Possess integrity and emotionally healthy spirituality.

NON-DISCRIMINATORY POLICY

Teays Valley Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate in the administration of its educational policies, admission policies, financial aid, athletic activities, and other school administrative programs.

HANDBOOK POLICIES

The policies contained within the parent/student handbook are intended to provide guidance and structure to the daily operation of the school. Families whose children are enrolled in the school are expected to support and abide by the policies. *It is the responsibility of each parent to review the handbook and be familiar with the policies.* Questions and clarifications regarding any policy can be forwarded to your child's teacher and/or the administrative staff.

MEDIATION AND ARBITRATION AGREEMENT

The parties to the agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, the agreement including claims under federal, state, and local statutory or common law, the law of contract, and law of tort, shall be settled by biblically based mediation. If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties agree that the mediation and arbitration process will be conducted in accordance with the "Rules of Procedure for Christian Conciliation" ("Rules") contained in the Peacemaker Ministries booklet *Guidelines for Christian Conciliation*. Consistent with these "Rules," each party to the agreement shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation division of Peacemaker Ministries in Billings, Montana (406-256-1583), shall be asked to provide the name of a qualified person who will serve in that capacity. Consistent with the "Rules," the arbitrator shall issue a written opinion within a reasonable time.

The parties to the contract agree that these methods shall be the *sole remedy* for any controversy or claim arising out of this agreement, and they *expressly waive* their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. The parties to the agreement have had an opportunity to consult legal counsel before signing the agreement.

GENERAL INFORMATION

CHANGES IN POLICY

Teays Valley Christian School reserves the right to change any policy at any time when, in the discretion of the Board/Administration, it is determined to be in the best interest of the school.

ACTIVE SHOOTER PREPAREDNESS

All teachers and administration receive ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training. Drills are conducted along with local law enforcement and first responders.

BUILDING SECURITY

It is the intent of the school to provide facilities which are safe and conducive to learning. One aspect of providing a safe building is to control access; therefore, on school days, only the main entrance will be open for entrance into the building. All unsupervised entrances will be secured. Exiting the building can be from any door.

All doors will be locked at 3:45 p.m. each evening (except for game nights). On game nights, the main gymnasium entrance will be open.

Our safety and security includes:

- Controlled access at all entry points
- 32 cameras strategically placed throughout campus
- Emergency plans and drills
- Coordination with local first responders
- Panic button that automatically locks down educational wings
- All windows reinforced with 8mil security film
- Security app for all teachers/staff: Sight On Scene

CALENDAR

The school calendar is prepared annually and generally follows Putnam County schools calendar.

CASUAL DAYS

Free casual days will be held every 2nd and 4th Friday of the month. Students may wear jeans, sweatpants, school approved shorts (bermuda shorts), athletic pants, t-shirts, etc. Students may not wear leggings, unapproved shorts, sleeveless shirts, low-cut shirts, slippers/house shoes. Students clothing should not expose undergarments, midriff, or upper thighs. Students are prohibited from wearing clothing that endorses alcohol, drugs, racism, sexuality, or violence.

CHANGE IN PERSONAL INFORMATION

If any changes occur in a student or parent's name, address, telephone number (home, work, or cell), employment, or emergency contact information please notify the office immediately.

CHAPEL PROGRAM

Elementary and secondary chapels are held weekly. Spiritual emphasis weeks are held in the fall and spring. Parents are welcome to attend all chapels and your prayers are appreciated for this important program.

CHILD ABUSE AND NEGLECT POLICIES

Child abuse/neglect cases are often first suspected or detected by school personnel. By state law, school personnel are required to report any suspected cases to the county social services department in the county in which the child resides.

By law, the responsibility for investigation and substantiation lies with the Department of Social Services. Specific skills are required to investigate child abuse or neglect; therefore, the school staff shall not conduct the investigation. An educator should gather enough information from the child to affirm his or her suspicion that the child has been non-accidentally injured. It is not necessary or desirable for the school to get all the details of the situation.

CLOSED CAMPUS

For the purposes of student safety, effective use of instructional time, and institutional protection, Teays Valley Christian School has a closed campus. Students are not permitted to leave without parent/guardian permission.

CRISIS MANAGEMENT PLAN/CRISIS INTERVENTION PROCEDURES

Teays Valley Christian School has a manual for crisis management and intervention for a variety of possible situations. Each teacher always has a manual in his/her possession and practice drills are conducted with each class periodically throughout the year. These drills are conducted to be adequately prepared should a situation arise.

The crisis management plan includes guidelines and procedures for the following scenarios:

- Bomb Threat
- Chemical Spill
- Earthquake
- Early Dismissal/Evacuation
- Fire Alarm/Drill
- Hurricane/Tornado
- Lockdown
- Shelter-In-Place
- Terrorist Attack

DONATIONS/FUNDRAISING

Teays Valley Christian School is a ministry of Bridge Church and is; therefore, a non-profit entity, dependent on tuition revenues, contributions, and fundraisers to operate. Although tuition covers the vast majority of the operating budget, contributions and fundraisers are an essential part of the fiscal health of the school.

Fundraising events are held to a minimum and participation is appreciated and needed. The school also has an annual fund that supplements the cost of the school program through direct donations. Families with the means to help with this important fund are encouraged to donate.

ELECTRONIC DEVICE

Electronic equipment is used by grades K-5 (iPads) and 6-12 (Chromebook or similar devices). Phones are to be placed in the space provided by teachers upon entry to class in grades 6-12. Elementary cell phone use and possession in class is at the discretion of the classroom teacher.

FIELD TRIPS

Field trips can be an important part of the learning process. To ensure safety, these guidelines are followed:

- Students should understand that on all field trips they represent Christ as members of a Christian school.
- Students should dress according to the instructions given based on the type of field trip.
- Students will cooperate with all supervisory personnel and follow instructions.
- No student is to ever drive themselves or others on a school sponsored field trip.
- Students are expected to attend all classes before leaving and after returning.
- Field trips are to have educational meaning and purpose as reflected in stated goals and objectives.
- Parents driving students on field trips must fill out a parent volunteer form each year. (See attached form at end of handbook)

FIRE DRILLS

Periodic fire drills are required by state law. An evacuation route and procedures are posted in each classroom. The following guidelines will be observed:

- Only observe the drill if announcement is made first. (For safety and security reasons)
- Turn off lights.
- Close all doors and windows.
- Walk rapidly and in a single file. (DO NOT RUN)
- Do not take books and do not re-enter the building until properly notified.
- Stay with your group or class.

Teachers are to take the class outside and take roll

INCLEMENT WEATHER PROCEDURES

Teays Valley Christian School generally follows the closing/delay decisions of the Putnam County School system. We contact the local news stations (WSAZ, WCHS, and WOWK) to mention our school by name to minimize possible confusion. Our families are alerted of closings/delays through the local news stations, WVDE website, postings on our Facebook page, emails, and text alerts. Email addresses can be added to parent/guardian accounts in the office. Text messages will be sent through our PowerSchool School Messenger system. .

LOCKERS

All students (grades PreK-12) are assigned a locker. Grades PreK-5 will be instructed by their classroom teacher on how to use their locker space. Grades 6-12 will follow these guidelines:

- Book bags or notebooks that are too large for lockers are not allowed. Book bags must remain in lockers for safety purposes.
- Magnets may be used to hang appropriate pictures or other items.
- No tape or any other adhesive material is to be used.
- Students are to keep their lockers closed at all times.
- The lockers belong to TVCS; therefore, a locker can be checked at any time by the administration.
- No book bags or other student belongings are to be left on the hallway floors.

No open containers should be stored except for a student's lunch for that day.

LUNCH

TVCS offers a hot lunch program for students. Weekly menus and order forms are available each Monday. Orders and money is due on Wednesday for the following week. If students do not purchase the items available through the lunch program, they may bring their lunch. Milk is available to purchase along with PowerAde, water, and soft drinks.

Please note that microwaves will be available to warm/cook food.

MEDICATIONS

All prescription medication must be brought to the office in the original container with a pharmacy label which indicates the following information:

- Student's name
- Physician's name
- Date of prescription
- Name of drug
- Dosage/directions

Parents may request the pharmacist label two containers; one for home use and one for school use if the student is to receive the medication at both sites.

Medication will be administered according to the label instructions and recorded on the student medication log.

Prescription medication taken for an extended period (more than 11 days) must be accompanied by a Request for Medication Administration (fig. 1) and a Physician Statement of Need (fig. 2). You may fax the form to TVCS at (304) 757-2560.

The parent/guardian is responsible for providing a new container and labeling when medication changes are made by a physician. No medication will be given beyond the expiration date.

The parent/guardian must remove medication from the school premises when treatment has been completed. Medication left on the school premises at the conclusion of the school year will be discarded.

MEMOS

The school weekly memo is distributed at the beginning of each week through email. Email addresses can be added to parent/guardian accounts in the office. Parents are encouraged to make a habit of reading the memos to be properly informed of important school information and events.

OVER-THE-COUNTER (OTC) MEDICINE PERMISSION

NO over-the-counter medications will routinely be given for the previously stated symptoms of concern. Any over-the-counter medications that need to be given to a student must have written permission from a medical provider, signed by parent and medication supplied by parent. The Student Emergency Card covers the medications we keep on hand for minor injuries that may occur. If you give your permission for any or all the listed medications to be administered to your student at the dosage recommended for his/her age on the package, please mark accordingly, sign, and return the card to the school office. For injuries that would require medication, parents will be notified. Students who may require over-the-counter medication as suggested/prescribed by a medical provider, they must also complete the Request for Medication Administration (fig. 1) and a Physician Statement of Need (fig. 2) and provide stated medication to be kept at the school. Examples of this would be migraines, after surgery for pain, muscle pain, cramps, etc.

PERSONAL PROPERTY

All personal items should be properly labeled. Valuables and large sums of money should not be brought to school. The school is not responsible for personal property that is lost or stolen at school or during school sponsored activities.

POWERSCHOOL SIS

It is a web-based student information system that allows parents and students to access grades, email teachers, view homework, etc. Login information is given at the beginning of the school year.

SCHOOL PICTURES

School student pictures are taken each year and purchase is optional.

SCHOOL PROPERTY

Many people over many years, through their work, prayers and gifts have made this campus and program possible. Parents, through their investments have also assisted in maintaining our facilities and program. Students should always respect the facility and property; therefore, they should do all in their power to keep our facilities attractive and clean. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to disciplinary action.

SEPARATED OR DIVORCED PARENTS

The school will follow the court order or separation agreement regarding custody of a child, visitation procedures, and release of school records. It is the responsibility of the custodial parent to provide the school with a copy of the appropriate sections(s) of the court order or separation agreement, which states applicable procedures, restrictions, custodial arrangements, and signatures. In the absence of a written order or agreement, either parent has the right to see the child or have the child released to him/her at the end of the day. The school will provide the custodial parent report cards and appropriate school communications. The school will avoid any agreement that would obligate it to regularly mail copies of the child's records to the non-custodial parent without written permission from the custodial parent. The custodial parent shall be the parent designated within the court order or separation agreement, or absent a court order or separation agreement, the parent with whom the child resides the majority of the time.

STUDENT DRESS CODE (See Campus Wear Handbook)

STUDENT DRIVERS

Students who drive to school are to always drive safely and courteously. Students must park in the front main parking lot unless instructed otherwise by the administration..

Students who drive to school cannot leave the school property for any reason without permission from the administration. Students are to stay out of their cars during the school day. Students are to drive with extreme caution on and off the parking lot.

Students are never to be drivers for field trips. Students are not to transport other students (other than siblings or carpool arrangements) without written permission from parent(s) being obtained and on file in the school office per instance.

For students who demonstrate a lack of cooperation with any of the above guidelines, the following steps will be taken by the administration:

- Car keys will be required to be turned in to the office upon a student's arrival at school. The keys will be returned to the students following school.
- The administration reserves the right to forbid a student to drive to school if a lack of cooperation with the stated guidelines continues following the implementation of step one.

TEXTBOOKS

Each student is provided with a textbook for most classes. If a book is lost, a new one will be issued, and the cost of the lost book will be the family's responsibility.

VISITORS ON CAMPUS

Visitors to the school will be limited to the main office entrance or to guided tours. Classroom visitors, guest speakers, etc. will not be allowed unless approved by the administration.

VOLUNTEERS

All volunteers that have contact with children are required to have a background check. Volunteers are required to check in/out at the school office and must be supervised by a member of the school instructional or non-instructional staff.

YEARBOOKS

School yearbooks are produced each year and purchase is optional.

POLICIES FOR STUDENT ACTIVITIES

Teays Valley Christian School offers a variety of student activities. We encourage students to participate in activities that will help bring them to their full potential in Christ. The following list represents clubs and organizations that are part of the student's extra-curricular and co-curricular experiences:

- Athletics
- Band/Chorus
- Clubs: Archery, Boardgames, Chess, Drama, Robotics
- Community Service and Mission Opportunities
- FCA Chapter
- National Honor Society
- Praise Team
- Student Council

Participation requirements vary depending on the activity. The following information delineates selection and minimal participation requirements for the activities listed above.

ATHLETICS

Athletic participation requirements, team selection guidelines, and related policies are listed in the athletic handbook.

BAND/CHORUS

Participation in the music groups is open to all interested students. Special ensembles or all-county and all-state participation is contingent upon invitation or audition.

MISSION TRIPS, COMMUNITY SERVICE ACTIVITIES, PRAISE GROUP

These activities are open to all students demonstrating a heart and desire for such activities. Certain requirements may apply depending on the activity and number of applicants.

STUDENT COUNCIL

Student council is available to all qualifying secondary students based on the prescribed policies found in the TVCS student council constitution.

ADMISSIONS

PHILOSOPHY

Teays Valley Christian School is interested in attracting students from families committed to providing a Christ-centered educational program of excellence to their children. The students are to be motivated to learn, strong in character, with a desire to be a part of the Teays Valley Christian School community.

NEW STUDENT ADMISSION PROCESS

Families interested in enrolling in Teays Valley Christian School will receive an application packet that is to be filled out in full and returned to the school. The administrator, or his designee, will review the information and if the admission standards are met, a Potential Family Opportunity (PFO) interview will be scheduled. During the PFO, the administrator will provide an overview of the school program, answer questions, obtain additional information regarding specific areas of concern, determine a secondary student's schedule and give a tour of the facilities. If all standards are met, the administrator informs the family of their acceptance. If questions remain or certain standards are not met, the decision goes to the school board who will render a decision and inform the prospective family within a few days.

CORRESPONDENCE COURSES OR INDIVIDUALIZED STUDY

Correspondence and/or individualized study shall not be accepted for credit unless prior approval has been given by the administration. This includes credits from ACE schools, home-school or summer course work, or county technical school.

FINANCIAL SUMMARY

A financial summary of the current year's tuition rate is made available to each family every year either during initial enrollment or re-enrollment and is available upon request in the school office.

RE-ENROLLMENT OF DISMISSED STUDENT

Any student who is dismissed from the school due to academic and/or disciplinary reasons must wait a minimum of one calendar year before application for re-enrollment to Teays Valley Christian School. The administration and school board will include all normal admission procedures in their review of the re-enrollment request and, in addition, will review:

- The reasons for the academic/disciplinary dismissal.
- The record of behavior and performance which the student has demonstrated during the past year; and, The general reputation of the student and level of influence, positive or negative, within the school community.

VALIDATING TRANSFER CREDITS

Transfer credits from accredited or state-approved schools shall be accepted. Transfer credits from other sources shall be accepted according to following the appropriate action from the following options:

- Conditional enrollment based upon satisfactory completion and performance within specified subject areas.
- Administering a validating examination
- Analyzing standardized testing data
- Reviewing student portfolios

Home-school credits are considered “credits from other sources” and will follow the procedure as listed above.

ATTENDANCE POLICY

PHILOSOPHY

Teays Valley Christian School recognizes that daily classroom attendance is an integral and essential component of the learning process for the following reasons:

- The teacher clarifies, interprets, and supplements information given in textbooks and other instructional resources.
- The classroom environment lends itself to planned, as well as impromptu discussions, which are educationally enriching and impossible to make up.
- The classroom affords the opportunity for a student’s social skills to develop; co-existence, cooperation, responsibility and commitment to others in the classroom are an essential part of a student’s education.
- Instruction is planned and has intended sequence and deadlines.
- Statistics indicate that classroom grades and test scores improve with good attendance.
- Teays Valley Christian School is dedicated to meeting our responsibility in providing a safe learning environment where each child can reach his/her potential. It is the responsibility of parents to require students to attend school on a regular basis. Regular school attendance and punctuality develop self-discipline and responsibility. The purpose of this policy is to prevent a student from jeopardizing his/her personal and academic success by poor school attendance.

DEFINITIONS

- **ABSENCE** – An absence is defined as not being present in class.
- **EXCUSED ABSENCE** – Excused absences include the following: 1) illness/injury verified by a medical excuse; 2) death in the immediate family; 3) approved school activities; and, 4) parent consent days with valid note: up to five days per year.
- **UNEXCUSED ABSENCE** – Unexcused absences cover any absences not covered above. Suspension days are unexcused absences.
- **TARDINESS** – Tardiness is defined as entry to school or class after the designated starting time. The principal will contact parents when a child has unexcused tardiness five (5) times. 5 unexcused tardies will equal one unexcused absence.
- **EARLY DEPARTURE** – Early departure is any time a parent or guardian received permission to sign out a student prior to the end of an instructional day.
- **VERIFICATION** – Verification is written documentation explaining absences. Verification is due upon a student’s return to school.
- **SKIPPING** – Skipping is any absence from school/class and/or approved school activity without administrative or parent permission.

- PARENT – A parent is the person(s) who assumes legal responsibility to a student. These may be biological parents, legal guardians, or other adult persons within whose household a student resides. If a question of custody exists, the school must have on file a copy of the legal custody of that student.

CHECK-OUT PROCEDURES

Whenever it is possible, please schedule student appointments outside of school times. Students may only be checked-out by an adult who is listed on their Emergency Card. Adults authorized to sign students in or out of school may be held in the foyer area rather than being admitted into the school during the sign-in/sign out process. Older students who drive to school can sign themselves out if they have the proper note from their parents or guardians.

MAKE-UP WORK FOR ABSENCES

A student will have one school day for every day missed to a maximum of five school days to complete make-up work. (Special arrangements can be made upon the approval of the teacher). Normally, pre-announced tests, which have been scheduled on the day of a student's return from an absence, shall be taken unless prior approval has been provided to the student by the teacher. (Students receiving an in-house suspension fall under this section of the policy).

REQUEST FOR HOMEWORK

When a student is absent from school, the office occasionally receives requests for assignments which the parent will pick up later in the day. If class and/or homework assignments are to be requested, the parent must contact the school prior to 10:00 a.m. It is also acceptable for the student to pick up missed assignments from teachers on the first day of return following an absence.

UNEXCUSED ABSENCES

All other reasons for absence from school not defined under the excused absence will be considered unexcused. This includes those times when verification is not received concerning the student's absence. While we welcome communication with parents verbally for informational purposes, verification for absences must be written for the purposes of proper documentation.

VERIFICATION

Upon returning to school from an absence, a student must submit verification to the school office. An admit slip will be given to the student indicating whether the absence is excused or unexcused. The admit slip is to be given to the student's teacher(s).

HOMework POLICY

PHILOSOPHY

Teays Valley Christian School is committed to delivering a Biblical worldview and an academic program of excellence to our students; therefore, homework will be given that will fit their educational, developmental, and

spiritual needs. Teays Valley Christian School has a planned curriculum that provides a school program conducive to the achievement of our goals as described in our school philosophy and outlined in our school mission statement, core values, and goals and objectives. Homework will be given that will support the curriculum and broaden the students' knowledge to assist them in developing the mind of Christ.

DEFINITION

Homework is defined as any out of class work for preparation or practice in each subject area that reinforces that subject's skills. Homework could be in the form of daily work, projects, papers, reports, or any other form and is at the discretion of the teacher.

HOMEWORK LENGTH

Homework may be given every night, with limited work on Wednesday. The following time guidelines will be observed:

Kindergarten	0 to 10 minutes
First	10-15 minutes
Second	20-30 minutes
Third	30-40 minutes
Fourth	40-50 minutes
Fifth	50-60 minutes
Sixth	60-70 minutes
Seventh/Eighth	1 to 1.5 hours
Ninth/Tenth	1.5 to 2 hours
Eleventh/Twelfth	2 to 2.5 hours

NOTE: Times listed are general estimates based on student with average ability.

STUDENTS' RESPONSIBILITY

Students are responsible for all homework assigned and for making sure that the assignment is turned in on the day that is given by the teacher. Penalties for late assignments may be enforced by the teacher. In regard to the students in grades 6-12, students will be given a syllabus in each class and will be given the penalty for late assignments.

TEACHERS' RESPONSIBILITY

Teachers will plan productive and meaningful homework assignments that will lead the students to develop and establish strong educational habits and knowledge that will enable them to develop the qualities that God has given them. Teachers will provide all pertinent information to the students and to the parents (in the lower grades) that is necessary for the students to achieve the maximum grade possible.

Teachers will also respond to the students' homework assignments in a timely manner that will give the student feedback on his/her accomplishments. Teachers in the secondary school (6-12) will take into consideration the student's overall schedule when assigning homework and tests.

ACADEMIC POLICIES

Teays Valley Christian School believes that the Bible is foundational to all truth and should be integrated in all subject areas. We believe that curriculum design, instructional strategies, and learning activities should be based on distinct goals and challenging expectations for student achievement. Student assessment is an integral part of the instructional process. Classroom grading policy and practices shall support the vision, mission, goals, objectives and core values of the school. "Study to show thyself approved unto God; a workman needeth not to be ashamed rightly dividing the word of truth." II Tim. 2:15

AWARDS

Awards will be presented at the end of the school year. Numerous awards will be awarded including but not limited to academic awards, athletic awards, attendance awards, music awards, and others will be presented at various events throughout the year.

ACHIEVEMENT TESTING

Students, grade K-11, will be given the Iowa Assessment Complete Battery. The test will be administered during the spring. Test results will be mailed home to parents and retained in the student file. Overall results will be posted on the school web site.

For college entrance testing practice and career guidance, students take the PSAT in grades 10-11, SAT in grade 11, ACT in grades 11-12, and ASVAB in grades 11-12.

TVCS also utilizes STAR 360 to provide insights and support for each grade level that can be used for guiding instruction. Students are assessed three times a year to obtain benchmark data. Progress monitoring may also be administered more frequently for students "on watch" or in need of intervention.

CLASSROOM GRADING POLICY

Teays Valley Christian School is dedicated to providing an academic program of excellence in a Christ-centered curriculum. Instructional staff will grade assignments in a timely manner and will promptly return work to students for instructional and informational purposes. Grades will be recorded regularly and a variety of assignments (daily work, tests, quizzes, special projects, homework, etc.) will be properly weighted for each grading period. Students and/or parents are welcome to request a meeting with the teacher to discuss the status of a grade in any subject at any time. Grades shall be confidential, and teachers will not publicly ask students to report their scores on any assignments or tests in front of the other students. Teachers may modify grading for students with documented special needs.

Students are evaluated daily and will receive a grade following each nine-week period. In addition, midterm reports will be available each mid-quarter to facilitate communication with parents. Should a student have a "D" or an "F" after six weeks into a grading period, teachers mail home a deficiency notice to inform parents of the situation. Cooperation and communication between teachers, students, and parents is paramount to the grading process. You can see your child's grades on PowerSchool. Notifications for report cards and midterms are sent through PowerSchool. You may obtain login information from the school office.

DUAL CREDITS

Students who are eligible have the opportunity to graduate from TVCS with college credit hours through local universities (Marshall University, WV State University and the University of Charleston). Classes require an application process and course fees payable to the participating university. Course fees for Marshall University are paid to TVCS. Some courses require the purchase of additional texts and/or materials. Please see the school supply lists for more information. To participate in the dual credit program, a student must have a minimum cumulative GPA of 3.0.

EXTRA CREDIT

Extra credit work is left to the discretion of the teachers within the following guidelines:

- Extra credit is never to be given to make-up for work or to raise a grade for students who have been irresponsible during the grading period.
- An incomplete cannot be given to give students extra time for extra credit.

DROPPING OF CLASSES (9-12)

Students may make needed schedule changes during the first ten days of each semester.

GRADING SCALE

TVCS follows a ten-point grading scale. The grading scale is as follows:

A	=	90-100		O	=	Excellent
B	=	80-89		S+	=	Good
C	=	70-79		S	=	Average
D	=	60-69		S-	=	Below Average
F	=	0-59		U	=	Unsatisfactory
I	=	Incomplete		P	=	Participating

*Percentages shall be rounded up.

*Kindergarten, first and second grade use a combination of traditional letter grades and progress marks.

*An incomplete is appropriate in instances of excused absences or other circumstances that may warrant additional time to complete course work. When an incomplete is appropriate, students have a period of three weeks following the end of the current nine-week period to complete the work. If the work is not completed by that time, the "I" becomes an "F".

HONOR ROLL

A Honor Roll: Students, grades 3-12, have at least 3.75 GPA and no grade below a C average in any subject.

B Honor Roll: Students, grades 3-12, have at least 3.0 GPA and no grade below a C average in any subject.

LIBRARY

The library is a resource for both staff and students. To maintain and properly operate in an efficient manner, the following policies are to be followed:

- No food or drinks are allowed in the library.
- Students are to follow the procedures as established by the librarian for using materials, books, or equipment in the library.
- All library materials are to be checked out before leaving the library.
- The check-out period is for one week and items may be renewed.
- Overdue notices will be issued as a reminder to return books.
- Lost or damaged materials must be paid for. Long overdue items will be considered lost.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Teays Valley Christian School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each October.

Students in the 10th, 11th, or 12th grade are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a student information form that provides the Faculty Council with information regarding the candidate's leadership and service. Members of the faculty are also solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the student information forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Graduating members of NHS will be able to purchase graduation tassels and stoles.

RETENTION PROCEDURES

Retaining a student is a very important educational decision with long-term implications. Several factors need to be evaluated when arriving at this decision. These include the child's academic progress, general ability, social and emotional adjustment, and physical maturity.

While the authority to retain a student rest with the school administrator, it is important that the parents or guardians be included in discussion regarding retention.

TVCS HONORS PROGRAM

Teays Valley Christian School offers honor level courses to freshman through seniors in their core subjects. In order to take honor courses students must have an overall cumulative GPA of 3.25. Courses that are offered that include an honors track are the following: Algebra I, II, Geometry, Trigonometry, Calculus, Colette Prep Math,, Earth and Space Science, Anatomy, Biology I, Biology II, Physics, Chemistry I and II, US History, World History, 20th Century History, Government, English 9-12. Grades in the honors track will be weighted using the following scale: A = 4.5, B = 3.5, C = 2.5, D = 1, F = 0.

GRADUATION REQUIREMENTS

Standard Diploma Requirements:

4 Units	Bible
4 Units	English (Language Arts)
4 Units	Social Studies (US History, World History, 20 th Century, Government)
4 Units	Math (Algebra I, Geometry, +2 additional)
3 Units	Science (Earth and Space, Biology +1 additional)
1 Unit	Health
1 Unit	Physical Education
<u>1 Unit</u>	Arts
22 Units	Required Units
<u>+6</u>	Electives
28 Units	Total Units for a Standard Diploma

Honors Diploma Requirements:

4 Units	Bible***
4 Units	English (Language Arts)
4 Units	Social Studies (US History, World History, 20 th Century, Government and Economics)
4 Units	Math (Algebra I, Geometry, Algebra II, Trigonometry)
4 Units	Science (Coordinated Science 9 and 10, +2 additional)
1 Unit	Health
1 Unit	Physical Education
1 Unit	Arts
<u>2 Units</u>	Foreign Language
25 Units	Required Units
<u>+5</u>	Electives
30 units	Total Units for Honors Diploma**

**Minimum of a 3.0 GPA is required to graduate with honors.

High Honors Requirements:

Must meet Honors credit requirements and at least 2 of the 3 following:

1. GPA above 3.5
2. ACT of 27 or higher; SAT 1280 or higher
3. Successful participant in the CAP Program

***Transfer students who have not had the opportunity to complete 4 Units of Bible but meet all other qualifications can qualify for Honors/High Honors Diploma.

CAREER ADVENTURES AND PLACEMENT PROGRAM (CAP)

The TVCS “CAP” Program is designed to allow students the opportunity to get a “taste” of the profession that they are seeking to pursue after high school, thus giving them the connection before choosing that career path when entering college as well as connecting their classroom knowledge to real life experiences.

PCTC Career Adventure Program: In partnership with Putnam Career & Technical Center juniors and seniors are afforded the opportunity to attend PCTC either for morning classes or afternoon classes, depending upon their schedule at TVCS. Students must complete their core classes at TVCS.

Admission to PCTC programs requires that prospective high school students meet the following criteria:

- Submit High School Student Application to Guidance Counselor at home high school (2nd semester of academic year prior to desired attendance)
- Attend interview process (students will be contacted to schedule interview after submission of application)
- Complete Student Interview Exit Survey
- Sign and submit a Simulated Workplace Agreement/App

ADDITIONAL REQUIREMENTS

Additional entrance requirements vary by program. Other requirements may include pre-entrance testing, physical exams, vaccinations, driver's license, etc.

Cooperative Career Adventure & Placement Program: In partnership with professionals throughout our community juniors and seniors, who meet the requirements, are afforded the opportunity to shadow local professionals in the occupation of their interest before going on to college. Partnerships are in the fields of (if possible), but not limited to; medical, engineering, business, law, education, and ministry.

Acceptance into the program requires students to meet the following criteria:

- Have a minimum 3.0 GPA
- Submit an essay by deadline describing interests, personal background and why they should be selected into the program.
- Students must meet "faithful" attendance standards
- Provide a letter of recommendation from a teacher, coach, pastor, or youth pastor.
- Possible Interview
- Complete a Capstone project (video, powerpoint, etc) upon completion of placement, if accepted into the program.

CLASS RANK

Academic class ranking of students will be done by grade point average.

COLLEGE PLANNING

College planning information is available. See Mrs. Temple for information regarding college catalogs, financial aid, college testing requirements, college applications, etc. In addition to providing a college preparatory program, TVCS is committed to providing the proper tools and guidance services necessary to facilitate a seamless transition to life after graduation. Our students have access to college preparatory assistance through the College Foundation of West Virginia's website (cfwv.org). Each student will create a portfolio that they will build upon as they proceed from middle school through high school.

CRITERIA FOR THE SELECTION OF VALEDICTORIAN, SALUTATORIAN AND HONORARIAN

The criteria for valedictorian, salutatorian and honorarian will be the seniors with the highest cumulative grade point averages who have attended Teays Valley Christian School for the entire four years of high school. The cumulative GPA is calculated using all high school courses.

RELATED POLICIES

If students who have attended Teays Valley Christian School in grades 9-12 have unavoidable scheduling conflicts that affect their diploma type, the school will make arrangements to offer the needed classes on an individual basis. This does not apply to students who have scheduling conflicts due to past failure of courses and the subsequent result of being out of sequence in course offerings. In addition, the school is not responsible for arranging independent study programs for transfer students who may be out of sequence in course offerings; thereby, determining which diploma is obtainable.

Regular academic classes generally do not exceed 35 students for core subject instruction, except under special circumstances.

Honors/High Honors students will be acknowledged in the printed graduation program, wear coordinating cord or stole, and have a Honors seal placed on their diploma. Promise Scholarship recipients and Legacy Family graduates will also be acknowledged in the printed graduation program and wear coordinating cords.

ACCEPTABLE USE POLICY

INTRODUCTION

The purpose of the Teays Valley Christian School network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The primary goal of this program is to enrich your learning experiences as a student both in and out of the classroom. The AUP is an Honor Code for technology.

TVCS is pleased to offer computer lab access to the internet to take advantage of valuable resources that can enhance the educational mission of the school. Leasing options are made available for iPads (grades K-5) and Chromebooks (grades 6-12) for an annual fee. Access to computers, networks, and the internet is a PRIVILEGE, not a right and that access requires responsibility. These resources must be used in a manner that will be pleasing to God and which will not waste school supplies. This document contains the rules and procedures for students' acceptable use of the TVCS electronic network. Please read and discuss them together; then sign and return the attached form.

ELECTRONIC DEVICE USE POLICY

Student responsibilities: Your leased electronic device is an important learning tool and is for educational purposes only. In order to take your device home each day, you must be willing to accept the following responsibilities:

- I know this device is on loan to me. All school policies, procedures, applicable laws, and the Acceptable Use Policy must be followed. I understand that any violation could result in loss of the device for my use.
- I will treat the device with care and will be responsible in using the device.
- I will not loan the device to others; it will stay in my possession and I will comply with all copyright laws
- I will not give personal information when using the internet.
- I will not attempt to make any repairs to the device.
- I understand that misuse of inappropriate use as determined by school personnel may result in any and/or all of the following:
 - Student conference
 - Parent conference
 - Cancellation of access privileges and/or loss of electronic device privileges
 - School disciplinary actions including civil or criminal liability under applicable laws

Parent Responsibilities: Your child has been issued an electronic device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will discuss school policies and expectations regarding the use of the Internet and will supervise my child's use of the device at home.
- I will not attempt to make any repairs to the device.
- I will report to the school any problems with the device.
- I will not load or delete any software from the device and I will comply with all copyright laws,
- I know that if my child comes to school without his or her electronic device, I may be called to bring it to school.

EMAIL AND SOCIAL MEDIA

- Students may not use personal email at school without the knowledge and approval of the classroom or computer lab teacher.
- The following behaviors are NOT permitted on the TVCS network or machines:
 - Shall not violate any Federal or State regulations
 - Purposely bypassing the proxy server
 - General audio and visual streaming/download/rip any music to store on computers network
 - Stream music or radio
 - Accessing sites to online chat rooms or software that enables online posting and receiving of real-time messages, i.e., Yahoo Instant Messenger. The LIVE@edu email client instant messaging capabilities are PROHIBITED by TVCS and it's AUP.
 - Sending electronic messages anonymously
 - Sending electronic messages using another person's name or account
 - Accessing/playing MUD (multi-user games) via the network or any non-educational computer game whether online CD, flash drive, etc.
 - Sending mass emails for non-school related purposes.
 - Accessing online communities such as Facebook, Instagram, TikTok etc.
 - Access gambling sites
 - Cyber bullying is bullying
 - Text messaging is prohibited; cell phones, and iPads shall follow AUP for Electronic Devices.

Laptops/iPads that are brought into TVCS with a LAN card shall not be used during the school day to access the internet without prior permission. Only computers accessing the TVCS network shall be used for accessing the internet.

GENERAL SCHOOL RULES

Students are responsible for good behavior while using computers and the internet, just as they are in the classroom.

- Students will not intentionally damage hardware, software, or resources.
- Students will use TVCS computers and the Internet for educational purposes only.
- The privacy of other people, whether they are fellow students or teachers, is to be respected. Students may not intentionally access messages, files, or the work of another student or teacher, nor alter any of these in any way.
- Technology will be used in a way that treats other people in a God-pleasing manner. Therefore, the sending of threatening messages, or other inappropriate communication, such as using technology to display or send inappropriate or unkind messages or pictures, is prohibited.
- Students will not use any language that would not be pleasing to God.
- Students will not violate copyright laws. Students are responsible for adhering to copyright guidelines. It is illegal to violate copyright laws for software programs, text, and images.
- Students are to use computers only as instructed by their teacher. Students may not attempt to gain any unauthorized access to resources, programs, or on-line sites (for example, websites blocked by the school content filter, chat rooms, Instant Messenger, or commercial sites).
- TVCS empowers TVCS faculty to set boundaries within their classrooms. Individual teachers may set further restrictions for their classrooms.
- Students are expected to maintain individual computer settings. These settings (such as background, icons, screen savers, fonts, etc.) may not be altered without the permission of the instructor.
- Students are expected to always maintain a Christ-like demeanor. Therefore, text, images, movie, or sounds that contain words or images that are inappropriate and not God-pleasing, will not be intentionally accessed and/or viewed.
- Students may not interfere with the work of another student or teacher. Students may not alter the normal function of hardware or software so that the performance of these items is damaged.
- Students may not use technology in such a way that is disruptive or harmful to the teacher, students, and classroom environment.

INTERNET CONTROL FILTERING AND MONITORING

Filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to minors. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational staff will, to the best of their ability, monitor students' use of the Internet and will take reasonable measures to prevent access to inappropriate materials.

TVCS will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes, TVCS reserves the right for authorized personnel to review network use and content. TVCS reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

INTERNET/WORLD WIDE WEB

- Use of the computer network and Internet is a privilege, not a right. Violation of these guidelines may include the immediate loss of computer use privileges.
- Students will use the internet as an information source for specific assignments. Students will also continue to use other print information resources.
- Students will use the Internet to access sites for projects that have been pre-planned by their teachers and media center staff.
- Student use of the Internet will be supervised and electronically filtered.
- Students are responsible for avoiding sites that are profane, obscene, or that advocate illegal acts, violence, or discrimination toward other people.
- General subject browsing, personal e-mail, non-educational games, personal chat rooms, and downloading will not be allowed. Students may use approved email accounts and other interactive online tools on school computers for teacher-directed coursework.
- Students may not create a website using a school computer unless specifically directed by the classroom or computer lab teacher.
- Students will not use the network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional systems, such as student information systems, business systems, or camera systems.
- Students will not use any wired or wireless network (including third party internet service providers) with equipment brought from home without permission from the school Administrator. Example: The use of a home computer on the network or accessing the internet from any device not owned by the school.

PLAGIARISM AND COPYRIGHT INFRINGEMENT

- Software that is protected under copyright laws will not be loaded onto or transmitted via the network or other on-line servers without the written consent of the copyright holder.
- Users will honor all copyright rules and not plagiarize or use copyrighted information without permission. Plagiarism is the using of others' writings or ideas and presenting them as your own original work.
- The school will receive written permission from parents and/or guardians prior to publishing any student's work, pictures, or name on the internet or TVCS web pages.

Use of any Artificial Intelligence (AI) is strictly prohibited.

STUDENT INTERNET SAFETY

- Students must maintain security of the user IDs and passwords. There is to be NO sharing of IDs and passwords. Students will be responsible for any action taken in relation to any ID that is issued.
- Personal information of any kind about themselves or another person (students, teachers, parents, etc.) may not be transmitted. This includes home telephone numbers and addresses as well as information regarding the location of any student at any given time.

TECHNOLOGY HARDWARE/MEDIA EQUIPMENT

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.
- Equipment, such as laptops, video cameras, microphones, etc., is provided as tools for student use for educational purposes and is covered under the TVCS AUP.
- Consequences:
 - Use of the TVCS electronic resources by staff, students, and/or visitors to the school in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or District sanctions, and referral to appropriate law enforcement authorities.
 - Users may be required to make full financial restitution.

ACCEPTABLE USES

The Internet is to be used for educational purposes. The following types of access are considered to be appropriate uses:

- To participate in collaborative efforts
- To access real-time data
- To access unique resources
- To publish information and resources
- To conduct research
- To communicate broadly and effectively

UNACCEPTABLE USES

- The following types of access are considered to be inappropriate uses:
- Accessing profane or obscene material, material suggesting illegal acts, and material advocating violence or discrimination
- Using the access for illegal acts
- Attempts to access any resources that are restricted, confidential, or privileged
- Posting chain letters
- Internet Relay Chat, news groups, or mailing list participation, unless directed and supervised by a staff member for a classroom assignment
- Granting Internet access to unauthorized persons intentionally, or failing to notify a teacher or administrator if you suspect someone of using your password (if applicable)
- Posting personal contact information
- Agreeing to meet someone online
- Attempts to disrupt access
- Causing damage to or changing function, operation, or design of the technology
- Using obscene profane lewd, vulgar, rude, inflammatory, or threatening language
- Harassing another person
- Posting false or defamatory information
- Plagiarizing information found on the internet
- Disregarding the rights of copyright owners on the internet
- Buying or selling any products or services

VIOLATION CONSEQUENCES

Failure by a student to abide by any of the computer policies will lead to disciplinary action, up to and including dismissal from the school as well as the student being assessed for any expenses the school may incur.

Students can be responsible for bearing the cost of repair if damage to any computer equipment or software causes the school additional expenses for repair or replacement and if the repair is the result of improper use. Students may be responsible for fees, fines, or penalties imposed by government agencies, if the student's actions were in violation of current statutes.

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The administration shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

LIABILITY DISCLAIMER

TVCS makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

TVCS is not responsible for the accuracy or quality of the information obtained through or stored on the network. TVCS will not be responsible for financial obligations arising through the unauthorized use of the network.

ATHLETIC PROGRAM

All Teays Valley Christian School students who participate in athletics will receive an athletic handbook which outlines all policies and procedures regarding athletics.

Teays Valley Christian School provides a full athletic program to our students. Along with a physical education program, students may participate in the following sports:

- Boys: soccer, basketball, baseball, golf, and track/cross country
- Girls: soccer, volleyball, basketball, cheerleading, softball, and track/cross country
- Athletic teams are offered based on student interest

ACADEMIC ELIGIBILITY REQUIREMENTS

Students must maintain a minimum 2.0 grade point average for all subjects. Students must have a minimum of 2.0 and no failing grades in core classes at the time designated for each sport. If students do not meet this minimal requirement, the student is ineligible. The term **ineligible**, in this context, is defined as being unable to be in uniform and play in games or to travel to away games with the team.

ATHLETIC ELIGIBILITY

The following items must be on file in the school office for students to be eligible for participation of any kind (practices or games):

- WV Secondary Activities Commission Form, which consists of four sections:
 - Physical exam (to be completed by a physician)
 - Athletic Participation Individual Eligibility Rules (not all of which applies to Teays Valley Christian due to our private school status)
 - Parental Consent (to be filled in and signed by a parent or guardian)
 - Student's Medical History (to be completed by a parent or guardian prior to the examination)
- Copy of valid insurance card
- Athletic fee: \$100 per sport

Students with no family coverage are offered a group student insurance program through the school at minimal cost to the family.

Note: Athletic fees are to be paid by parents or guardians of all participants, including administrative and teaching personnel, volunteers, assistant coaches, athletic boosters, etc. The athletic fee is due once a student begins practice for a sport and is non-refundable whether a student participates in actual games or meets.

Other Athletic Policies/Procedures are outlined in the Athletic Handbook.

CHRIST-LIKE CODE OF CONDUCT

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." (1 Tim. 4:12)

As we establish guidelines for our students our goal is to help develop a conscience in the student that will lead to self-controlled lives. (1 Thess. 5:6) Our desire is to glorify the Lord in all things. As we outline expectations for our students, it is with the intent to be faithful to what we believe the Bible indicates regarding Christ-like behavior. Our desire is to maintain a balance of upholding Godly standards without being legalistic in spirit, knowing that God restores His children to Himself through Christ.

Families and students who choose to attend TVCS do so with an understanding that they agree to uphold the expectations in the handbook. "For you know that we dealt with each of you as a father deals with his own children, encouraging, comforting, and urging you to live lives worthy of God..." (1 Thess. 2:11, 12)

The Christ-like Code of Conduct has been established for the TVCS community. Phil 2:5 tells us that “Your attitude should be the same as that of Christ Jesus...” Therefore, it is our desire to have our students experience Christ in all aspects of community life. With that in mind, certain expectations have been established to promote student Christ-like behavior and attitudes. Please refer to the Appendix at the end of this section of the handbook for a better understanding of discipline from a Biblical perspective.

COURTESY

All Students are expected to be respectful and courteous to others at all times. This is exhibited by orderliness, cooperation, polite conversation (including use of “Please”, “Thank you”), and proper response to correction.

Students will address teachers and staff members as Mr., Mrs., or Miss on all occasions. Respect for teachers, other school employees and parents shall be shown at all times.

DISCIPLINE

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” (Heb. 12:11)

The purpose of the discipline policies are:

- To apply Biblical principles to daily living
- To encourage students to develop a lifestyle that is consistent with the Bible
- To teach students to respond to authority with a positive attitude
- To teach students to respond with respect and kindness to one another
- To protect and build respect for others’ property
- To expect complete honesty in all situations
- To provide an atmosphere of mutual respect
- To encourage self-control

MARRIAGE/SEXUALITY DOCTRINAL BELIEFS

As an evangelical community of believers who embrace the historic Christian understanding of Scripture, TVCS holds that sexuality is a gift from God and basic to human identity as well as a matter of behavioral expression. We hold that the full behavioral expression of sexuality is to take place within the context of a marriage covenant between a man and a woman and those individuals remain celibate outside the bond of marriage. Therefore, we seek to cultivate a community in which sexuality is embraced as God-given and good and where biblical standards of sexual behavior are upheld.

Foundational principles for the Bible on human sexual relationships are as follows:

1. Humans, being created in the image of God, are inherently relational beings (Genesis 1:26).
2. The inherent relational nature of humankind is expressed in a variety of contexts including family, marriage, work, and for Christians, the body of Christ (Hebrews 10:24-25; 1 Corinthians 12:14).
3. Humans were created as gendered beings. They were expressly blessed by God to be fruitful and multiply and to exercise dominion over the earth (Genesis 1:26-28).
4. Heterosexuality is God's design for sexually intimate relationships. Sexual union between a man and a woman is only to take place within the marriage covenant (Genesis 2:18, 21-24; Hebrews 13:4).

5. Jesus reaffirms the marital covenant as existing between a man and a woman (Matthew 19:4-9).
6. The New Testament teaches that followers of Christ are to remain celibate outside the bond of marriage. In sexual union, both body and soul are deeply impacted. A person who engages in sexual unions outside the bond of marriage sins against his or her own body, which is the temple of the Holy Spirit (1 Corinthians 6:13, 18-20).
7. The sexual union between a husband and wife has been designed by God to bring them together as "one flesh," creating a solid foundation on which to build a family (Genesis 2:18-24; Ephesians 5:31).
8. In Scripture, several sexual behaviors are expressly forbidden, which include but are not limited to: fornication, adultery, incest, and homosexual acts (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Matthew 5:27-28; Romans 1:20-27; 1 Corinthians 6:9; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5).

Teays Valley Christian School pledges to guide the school community toward understanding and embracing their God-given sexuality as reflected in this statement. Any deviation from a biblical standard of sexual behavior is sin and therefore is an opportunity for repentance, grace, and redemption, so that as a community we might honor one another and glorify God. We believe that in order to preserve the function and integrity of Teays Valley Christian School as a representative of Christ, and to provide a biblical role model to the TVCS community, it is imperative that all persons employed by TVCS in any capacity, or who serve as volunteers, agree to and abide by this statement of marriage/sexuality beliefs (Matt 5:16; Rom 10:9-10; 1 Cor 6:0-11). We also believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines/beliefs of Teays Valley Christian School.

TRANSGENDERISM

Teays Valley Christian School's policy regarding sex, sexuality and gender identity is grounded in our long-standing institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the Protestant Evangelical theological tradition. This policy is intended to address transsexualism, transgenderism, and broader related gender identity issues. We acknowledge that uninformed and harsh actions by Christians have inflicted unnecessary pain. We recognize our obligation before God to love all persons, understanding such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experience of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness. With the foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of psychological identity discordant with one's birth sex. Similarly we do not affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. As a Christian institution we will respect those whose moral views diverge from ours and seek to embody the gentle and patient love of Christ for all. We will make institutional decisions in light of this policy regarding student admission and retention, employment hiring and retention, and other matters.

MISCONDUCT

In applying this code, all those affected by it are directed to observe the following:

The code applies to school-related offenses in both curricular and extra-curricular activities. Christ-like conduct is expected of students at all times (both on and off campus). While a student is enrolled at TVCS, it is understood

that the school expects the student to refrain from any behavior that adversely affects the testimony of Jesus Christ, TVCS and/or the student and family. If school administration becomes aware of student conduct deemed inconsistent with Christian principles outside of school, even if it is deemed legal by society, parents will be contacted and the student may be subject to disciplinary measures. The code permits flexibility on the part of the professional educator so as to allow for individual differences in the educational development of students. Offenses listed below may also lead to criminal prosecution under local, state, and/or federal law.

TYPES OF MISCONDUCT

No list of offenses can be all encompassing. Specific types of misconduct for which a student may receive disciplinary action such as detention, class suspension, in-school suspension, or even expulsion are as follows:

- No student shall disrupt any school activity or interfere with any school activity by such acts as violence, force, coercion, threat, disregard of the rights of others, rioting, sit-ins, walk-outs, giving false alarms or reports, obstructing the legitimate movements or activities of teachers, staff members or other students, or by inciting such acts in others.
- No student shall destroy, tamper with, damage, or deface public or private property by such means as marking, cutting, carving, painting, scratching, breaking, burning, or causing vehicular damage by running into or driving over said property. Students who are found to have participated in such behavior could receive an in-school suspension.
- No student shall cause any physical harm to any other person, nor shall he threaten other persons or blackmail or bully other persons, nor shall he engage in or support any act or attempted act of extortion or hazing. TVCS seeks to educate our students from a biblical perspective which teaches us to love one another as Christ has loved us (1 John 4:11). Bullying, hazing and any type of harassment will not be tolerated as it does not reflect a Christ-like appreciation and love for others. Bullying is most simply defined as a physical or verbal attack that devalues another person. Forms of bullying including intimidation, harassment, physical violence, gossip and rumors, and verbal threats, all of which contribute to a negative environment.
- Prov. 26:18-19 says, "Like a madman shooting firebrands or deadly arrows is a man who deceives his neighbor and says 'I was only joking!'" When a report of bullying comes to the attention of the school (principal, teacher or staff member) it will be evaluated based upon intentional harm to the victim and the frequency of occurrences. Bullying that is considered to be directed at a specific victim(s) will not be tolerated and will be disciplined as necessary (parent meeting, detention, suspension or expulsion). (See Student Harassment Policy, which follows Christ-like Code of Conduct.)
- No student shall be guilty of insubordination, disrespect or harassment of teachers, administrators, other staff members, other employees, and approved volunteers working within the school program. Student to student disrespect, threats, and/or harassment is unacceptable. (See Student Harassment Policy, which follows Code of Conduct.)
- No student shall possess, handle, transmit, conceal or use any dangerous weapons or instruments, alcohol, narcotics, drugs or tobacco in any form. The school reserves the right to require drug testing in situations where, at the principal's discretion, there is reasonable suspicion of drug use. No students shall appear at, attend, or participate in any school function while they are under the influence of alcohol or illegal drugs of any kind. A no-smoking and no-vaping policy is upheld on any school related trip or activity. Violation of any of these conditions is of serious concern and can lead to an immediate/indefinite suspension, with the possibility of student expulsion from TVCS.
- No student shall be truant from school or tardy to school classes or school activities to which they are assigned. To avoid charges of truancy and unacceptable tardiness, students shall attend school every day

of the regular session in which they are enrolled and they shall likewise attend every class and activity to which they are assigned unless they are excused in accordance with current rules, regulations, policies and laws. Furthermore, students shall avoid charges of unacceptable tardiness by reporting to classes and school activities on time (See Attendance Policy.)

- Eph 4:29 instructs us to “not let unwholesome talk come out of your mouths, but only what is helpful for building others up...” Therefore, no student shall use profanity or obscenity in any form either verbal or non-verbal. This includes “cussing” and language that tears down, belittles, and is unkind toward others.
- No student shall steal or appropriate for his/her own use the property of others or any school property which has been issued or loaned to another by school authorities. Violation of these expectations will result in suspension and could lead to student expulsion from TVCS.
- No student shall engage in any form of gambling.
- No student shall engage in dishonesty.
- No student shall practice academic dishonesty such as cheating, plagiarizing or copying, or encouraging or assisting others to engage in such dishonest acts.
- No student shall engage in inappropriate display of sexual or sexually related behavior, while at school and school functions.
- No student shall be involved in sexual immorality, including pornography and internet-based sexual activity:
 - “Do you not know that the wicked will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral nor idolaters nor adulterers nor male prostitutes nor homosexual offenders nor thieves nor the greedy nor drunkards nor slanderers nor swindlers will inherit the kingdom of God.” (I Cor. 6:9, 10)
 - “The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery.” (Gal. 5:19)
 - “But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people.” (Eph. 5:3)
- No student shall engage in sexting. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. TVCS considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy.
- No students shall repeatedly ignore or be disobedient towards teachers, administrators, other staff members, other employees, and approved volunteers working within the school program.
- No student shall repeatedly scorn or defy the philosophy and foundation on which the school is built. A scorner’s attitude and behavior are negative influences on peers. “A wise son heeds his father’s instruction, but a mocker does not listen to rebuke.” (Prov. 13:1)

Note: It is understood that removal from school may occur for some reasons other than misconduct.

IMPLEMENTATION OF DISCIPLINARY MEASURES

The purpose of discipline is to change behavior. In life it is often during times of trial that we really grow and mature in our thoughts and actions. Hebrews 12 reminds us that no discipline seems pleasant at the time, and while accepting the consequences of our actions is not always easy, it does in the future have its benefits. Paul, in the book of Ephesians, challenges us as we mature to put off our old self, to be made new in the attitude of our minds, and to put on our new self (Eph. 4:22-24), paraphrase). It is sometimes through discipline that we are able to see maturation and growth in the life of the student relative to the expectations of Christ-likeness.

- Because we exist to support the Christian home and church, we believe that working with the parents is very important in helping children develop Christ-like qualities. If a student exhibits an attitude or behavior, which is not in harmony with the principles in this code, one or a combination of the approaches listed below may be utilized as the situation warrants.
- Each classroom teacher is expected to maintain appropriate behavior in the classroom context, and students will be made aware of the teacher's classroom policies and procedures at the beginning of the school year. Most behavioral incidents occur and are handled in the classroom by the teacher, and teachers are permitted to implement discipline as necessary.
- When a student does not respond to correction by the classroom teacher, the student will be referred to the administration for further disciplinary action.

Potential Classroom Discipline:

- Verbal warning
- Detention
- Parents notified
- Removal from class
- Removal of privileges
- Conferences with teachers and/or principal and/or parent
- Written assignment
- Other disciplines that fit within the above types of discipline

Additional Administrative Discipline:

- Lunch or after school detention
- In-school suspension
- Out-of-school suspension
- Withdrawal from a particular event, class activity or co-curricular event
- Academic or behavioral contract
- Contact proper authorities
- Counseling
- Required professional counseling
- Probation
- Removal of re-enrollment privileges
- Required drug testing
- Withdrawal from school
- Expulsion

Documentation of student occurrences will be kept by administration and consequences could be progressive in nature; and could be included in the student's disciplinary file.

Under WV law, the school administration has the right to open and inspect any student's locker, desk, bags, purse, cell phone, student computer devices, or car for inspection at any time there is a reasonable suspicion that may be concealing illegal or stolen substances, objects, weapons, or inappropriate materials. The student's person may also be searched in the presence of an appropriate adult. This policy extends to all school sponsored events both on and off campus.

DETENTION POLICY

Teachers facilitate detentions at their discretion during lunch.

IN-SCHOOL SUSPENSION POLICY

When a student's behavior merits an in-school suspension, the administrator/principal will notify the student and parents of such. If parents cannot be reached, a student still may need to be removed from class and placed on an in-school suspension.

- The goal of in-school suspension is to bring about changed behavior.

- Parents will be notified in person or by phone by administration.
- Log entries of in-school suspensions will be placed on the student's PowerSchool record.

OUT-OF-SCHOOL SUSPENSION POLICY

An out-of-school suspension is a serious disciplinary measure. When a student's behavior merits an out-of-school suspension the administration will notify the student and parents of such.

- The goal of an out-of-school suspension is to bring about changed behavior.
- Parents will be notified in person or by phone by administration.
- Log entries of out-of-school suspensions will be placed on the student's PowerSchool record.

PROBATION (ACADEMIC AND BEHAVIOR CONTRACTS)

Purpose: To bring about improvement.

Reason for probation:

- Academic – Insufficient academic progress
- Attendance – Excessive absence
- Attitude – Attitude is unchanged after much effort by the teacher and/or administration. A continued negative attitude and/or bad influence upon other students.
- Disciplinary – continued deliberate disobedience; committing a serious breach of conduct.

The probation period:

Probation will begin the school day following the administration's conference with the parents and student. A phone call will be made or a letter will be sent to the parents to identify the problem and confirm the conferences.

- Student activities will be suspended and all positions of trust and responsibility must be relinquished.
- Conferences may be scheduled periodically for the student and parents during the probation period.

PROBATION FOR NEW STUDENTS

During the admissions process, some students may be placed on academic and/or behavior probation as a requirement for admission to TVCS.

GRIEVANCE PROCEDURES

TVCS provides a grievance procedure to the students and school families based on the Matthew 18 Principle as found in Matthew 18:15-17. Student(s)/families may meet with those directly involved with the problem, i.e. staff, other students(s). If the problem is unresolved, a meeting with the same persons and the administration will be available.

As in all aspects of school life, TVCS will not discriminate on the basis of gender, race, color, national or ethnic origin, or ancestry in implementing disciplinary measures and in providing grievance procedures.

Students and parents will be notified of suspension and expulsion charges. Students will have the opportunity to present evidence in their behalf for out-of-school suspension and expulsion situations.

STUDENT HARASSMENT POLICY

(Employee-Student and Student-Student)

Policy:

The policy of TVCS is to provide an academic environment that is free from harassment—whether it is based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

Definitions and Prohibited Acts:

Sexual Harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions.

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Unwelcome and Offensive: The fact that a student may not openly object to others’ actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

Verbal Harassment: Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or a group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some

students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

Physical Sexual Harassment: Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

Sexual Harasser: A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Electronic Harassment: Harassment may occur through a number of mediums or means, including electronic communications. The student harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to internet, email, cell phones (including picture phone or text messaging as well as voice), instant messaging, Facebook, or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of telecommunication.

Physical Harassment: Prohibited actions include, but are not necessarily limited to, the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age or disability.

General Harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age or disability.

Definition of Bullying or Intimidation: “Bullying or intimidation” means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

Examples of Harassment, Bullying, or Intimidation: Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student’s race, color, national or ethnic origin, age or disability.
- Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual’s body, race, color, national or ethnic origin, age or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.
- Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school’s educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

APPLICATION OF HARASSMENT POLICY

The student harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

PROHIBITED ACTIONS

- Employee-Student Harassment, Bullying, or Intimidation. Employee-student harassment, bullying, or intimidation of any type is prohibited.
- Student-Student Harassment, Bullying, or Intimidation. Student-student harassment, bullying, or intimidation of any type is prohibited.

WHERE TO REPORT STUDENT HARASSMENT

Students who feel they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to school administrators or faculty members.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to school officials. All complaints will be promptly investigated.

TRAINING YOUR CHILD

It is the desire of TVCS to assist parents with the task of training their children as directed by God in Prov. 22:6, "Train a child in the way he should go, and when he is old he will not turn from it."

During the school year, your children spend a large part of their day at school being taught, guided, disciplined and nurtured by their teachers. Christian school educators take very seriously their responsibility for training students during school hours as parent representatives. It is important that regular school attendance be established in the early school years and continue throughout the educational process. In addition, the home and school together should expect from each student good, consistent academic effort.

The purpose of discipline in the training of a child is to correct and bring about needed change in behavior, attitudes, or specific situations. Discipline is a necessary and integral part of the training process. As your children learn accountability for their actions, they also learn that there are consequences for choices they make.

Various consequences are used in the process of teaching discipline at TVCS. Most discipline situations are evaluated and decisions made on an individual basis by considering the specific circumstances, the student himself, the frequency of the action and other related information. Loss of privileges, detentions, isolation, specific assignments (written and other), and suspension are examples of some methods of discipline used.

It is our conviction that the training of your children is easier and more effective when there is a biblical consistency between the home and the school. Some of the biblical instructions for parents concerning the training and discipline of their children are listed below:

- Prov. 1:8 – "Listen, my son, to your father's instruction and do not forsake your mother's teaching."
- Prov. 3:11, 12 – "My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in."
- Prov. 19:18 – "Discipline your son, for in that there is hope; do not be a willing party to his death."
- Prov. 29:17 – "Discipline your son, and he will give you peace; he will bring delight to your soul."
- Heb. 12:5 – "And have you forgotten that word of encouragement that addresses you as sons? 'My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you.'"
- Heb. 12:7, 8, 11 – "It is for discipline that you endure; God deals with you as with sons; for what son is there whom his father does not discipline? But if you are without discipline, of which all have become partakers, then you are illegitimate children and not sons. All discipline for the moment seems not to be joyful but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness."

REDEMPTIVE DISCIPLINE

Teays Valley Christian School is a ministry that has a discipleship program for Christian students who want the encouragement, teaching, and environment that will enable them to see clearly and live consistently a God-honoring lifestyle. TVCS is a light in the community and its policies and people should reflect Christ. We strive to be a school that balances mercy and truth (Proverbs 3:3-4). We strive to be a school that deals with serious disciplinary issues in the light of God's word; with the absolute standards set forth in scripture accompanied with the forgiveness and redemptive nature of Christ. Therefore, TVCS will examine serious offenses that warrant expulsion on a case by case basis to determine whether or not students may have the opportunity to be restored to the school and what process will be pre-requisite for the readmission to occur. The following list comprises some, but not necessarily all, of the considerations and steps that may be involved in such a process:

- Attitudes of the family
- Sincere repentance from the student
- Arrangement for outside counseling
- Student accountability (weekly meetings, journaling, church and youth attendance, etc.)
- Arrangement for continuing education (home school, alternative educational setting, etc.)
- Student activities and leadership forfeited
- Graduation participation decisions
- In cases involving drug abuse... drug testing (planned and random)
- Impact of student actions on school community

Everyone has the opportunity to request restoration, and the administration will have the responsibility to determine the course of action with the school board's approval. Parents and/or students may appeal to the school board if deemed necessary.

In summary, the issues involved in serious moral and disciplinary situations that warrant expulsion are complex and differ from case to case. TVCS will handle each situation in a manner that is based on the truth of God's word and the love and redemptive life of Christ. The needs of the whole school community will be balanced with the needs of the individual as we strive to truly be a school that exemplifies Christ in the current culture of moral relativism and post-modern thought.

STUDENT REFERRAL PROCESS

Testing Referral Procedures

If a parent or teacher should request testing for exceptionalities, the Office of Exceptional Education (OEE), through Putnam County Board of Education, is contacted. Basic parent/student information is provided to the OEE to start the testing process. The OEE is responsible for initiating necessary paperwork, conducting testing, scheduling and conducting results meetings. TVCS assists in communication between the OEE, parents and teachers as necessary.

SPECIAL EDUCATION SERVICES

Program Overview

Teays Valley Christian School strives to deliver an effective educational program to students that desire a Christian education, including those with special needs. While the school recognizes that it may not be able to reach the needs of every student desiring to enroll, the following processes and programs are in place to be as inclusive as possible. TVCS is committed to continually improve in the development of strategies and programs enabling us to effectively deliver a Christian education to all students with special needs.

Program Components

Students with existing 504 Plans or IEP's at their time of enrollment will have a TVCS Accommodations Plan created for classroom implementation once the student's academic file has been received and reviewed.

Referrals can be initiated by parents or teachers by contacting the school office. When a parent or teacher observe student performance or behaviors that constitutes potential special needs or services, they speak with the school principal, who then contacts the OCC (Office of Exceptional Education) and the testing process is initiated. Documentation from the student's physician indicating the diagnosis and recommendation for accommodations will be required.

Teays Valley Christian School works in partnership with the local county in the testing of students to determine needs and services. A meeting is then scheduled with the county personnel, school officials/teachers, and parents to go over test results with the accompanying recommendations. In cases that require basic classroom modifications, teachers begin to implement those strategies. If a student is eligible for special services, those services are discussed as to availability through the school and/or county. The only service offered by the county to Teays Valley Christian School is speech. After all test results have been discussed then a plan is developed to facilitate success for the student.

Every effort is made to accommodate students with physical handicaps as well as those with academic or behavior related issues.

The Student Services Coordinator facilitates the administrative work associated with this program.

Special Services Available Through TVCS

- Basic modifications within the classroom setting
- Individual tutoring
- Sound systems installed in various classrooms to accommodate the hearing impaired.
- Speech through the county school board
- Special aides for physically handicapped can be provided by the individual family with TVCS approval.
- Small group intervention or enrichment

REQUEST FOR PRESCRIPTION MEDICATION ADMINISTRATION

Fig. 1

(By parent/guardian)

Student Name: _____ Birthdate: _____

Address: _____ Phone: _____

Parent Name: _____ Phone: _____

Emergency Contact Info. _____

Medication to be administered: _____

Dosage to be administered: _____

Time or interval at which each dosage is to be administered: _____

Name of authorizing physician: _____

Physician address: _____ Phone: _____

Date to begin administration: _____

Date to cease administration: _____

I request that Teays Valley Christian School administer the above medication to my child in accordance with my request and the Physician's Statement of Need. I agree to notify the school in writing of any changes in my child's condition with respect to the administration of medication or with any changes to the information provided on this form. I understand that it is my responsibility to send an appropriate supply of medication to school in its original container. Medication provided to TVCS in any container other than the original with appropriate labeling will not be accepted. I understand that the school will have limited liability while administering medication to my child in accordance with a Physician's Statement of Need. TVCS agrees to keep a written log of medication administered to my child in school throughout the current school year.

Parent/Guardian Signature: _____

Date: _____

PHYSICIAN STATEMENT OF NEED

Fig. 2

Student Name: _____ Birthdate: _____

Address: _____ Phone: _____

School: Teays Valley Christian School Grade: _____

Medication to be administered: _____

List generic name, if applicable: _____

Dosage to be administered: _____

Time or interval at which each dosage is to be administered: _____

Date to begin administration: _____

Date to cease administration: _____

Possible adverse reactions: _____

List severe reactions that should be reported to the physician: _____

Special instructions for storage of medication: _____

Special instructions for administration of medication: _____

Physicians Name: _____

Physician's Signature: _____

Physician's Address: _____

Physician's Phone: _____

Volunteer Driver Application Form

___/___ School year

We often need help in transporting students on field trips or for sports events. Our school parents have been generous in their assistance. The purpose of this form is to reduce the liability of both the school and volunteer drivers by being proactive in our selection of parent drives. If you are interested in helping with such needs during the school year, please fill out this form and return it (along with copies of your driver's license and your current vehicle insurance card) to the school. A new Volunteer driver Application form must be filled out each school year.

Section I-Volunteer Driver Information

Name _____ Driver license # _____

License expiration date _____

Phone (H) _____ (W) _____ (C) _____

Address _____

Car model/year (1) _____ (2) _____

Number of working seat belts in car #1 _____ Car #2 _____

License number for car #1 _____ Car #2 _____

THE SCHOOL REQUIRES VOLUNTEER DRIVERS TO HAVE A MINIMUM AMOUNT OF LIABILITY INSURANCE: (1) \$100,000 LIABILITY FOR BODILY INJURY PER PERSON, (2) \$300,000 LIABILITY PER INCIDENT FOR BODILY INJURY FOR ALL VEHICLE OCCUPANTS AND (3) \$50,000-\$100,000 LIABILITY FOR PROPERTY DAMAGE. Amount on the (these) car(s):

Car #1 Insurance Co. _____ Policy _____

\$ _____ \$ _____ \$ _____

Car #2 Insurance Co. _____ Policy _____

\$ _____ \$ _____ \$ _____

Uninsured/underinsured motorist coverage? Yes ___ No ___

___Yes ___No Are you licensed to drive a commercial vehicle:

___Yes ___No Have you been in an accident in the last three years? If you answered yes, please describe the accident and its cause on another sheet of paper and attach it to this form.

___Yes ___No Have you been ticketed for moving violations within the last three years? If you answered yes, please describe the The infraction(s) on another sheet of paper and attach it to this form

___yes ___No Have you been convicted for DWI/DUI of alcohol or drugs, or had your license suspended for moving violations, hit and run, eluding an officer, reckless or negligent operation of a vehicle, or driving while under suspension or revocation? (Note: Our school will not be able to use volunteers who gave a "yes" answer even if the incident took place before the person became a Christian)

Section II- Requirements for Volunteer Drivers

I certify the following for the _____ school year:

I possess a valid _____ (state) driver's license.

I will contact my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting other students for faculty members on a field trip that might affect my ability to meet the qualifications for a volunteer driver.

I will maintain the minimum insurance coverage's required by the school for volunteer vehicles for the vehicle(s) listed in section I and only volunteer to drive when such insurance policies and coverage's are in force.

I understand that, in case of any type of accident, injury, or vehicle damage, the school's liability insurance policy does not provide primary or direct insurance on my vehicle. The school's insurance will take effect only after my personal auto insurance limits are exhausted, (Note: This is the only coverage that most nonprofit organizations can provide because of the impossibility of their affording or even obtaining primary or direct coverage on the vehicles of volunteer drivers).

I will advise the school of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, nonrenewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.

Students riding in my vehicle(s) will be seated, and both the front and back seat will be secured with individual working seat belts, (No double belting of children is permitted). As required by state law, I will have a child restraint seat for each child under age _ or under _ pounds (typically 40 pounds in several states)

To my knowledge, my vehicle is in safe operating condition (Brakes, tires, etc.). I will read and follow the Driver/Chaperone Instruction for the field trip.

I will notify school personnel if I no longer wish to drive or if I wish to be removed from the approved driver list.

Section III - Declaration and Signature

I affirm that I will carefully transport students under my car, including obeying all traffic laws. The information given on this form is true and correct to the best of my knowledge.

Volunteer's signature _____, Date _____

Section IV-School Administration Approval

_Approved _Disapproved for addition to the school's approved-driver list