

**Turlock Christian School**  
**Elementary**  
**Parent/Student**  
**Handbook**



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## Welcome from our Head of School - Mr. John Kennedy

Welcome to Turlock Christian School. We are glad you have chosen to explore TCS for your children's educational needs. As you tour our campus and consider our academic programs, we want you to feel at home and discover the things that make Turlock Christian an exceptional place to learn. A caring community is at the center of who we are at TCS. As a member of our community, we consider you a part of our family. Our campuses are places where relationships are built amongst students and between students and teachers that go beyond the classroom to our times when we gather as a community. This is a place where students and families participate in school functions regularly as part of normal TCS life.

Everything we do at TCS is built on a foundation of a Biblical worldview. We believe the cornerstone of a quality education is a dynamic, challenging academic environment coupled with high expectations for achievement, according to each student's abilities in a caring, nurturing environment. We want our students to become critical thinkers and problem solvers. We create opportunities for students to apply what they have learned and develop a love for life-long learning.

We encourage our students to pursue excellence in every area of their lives. Our desire is for our students to impact the world with servant's hearts long after they leave Turlock Christian. Because of this, we invest in our students, both in and outside of the classroom. Our hope is that they will, in turn, invest in the lives of those around them wherever they go in their lives. Our programs are designed to educate more than just student's minds, but to address their spiritual, physical, and emotional needs as well.

Most importantly, we are a Christian school founded on the belief that God is the source of all truth. We are committed to a Godly environment in which the Bible is integrated into every aspect of school life. We are all made in the image of God and want to imitate Christ in our classrooms, co-curriculars, chapel services, and through our missions and service trips.

May God Richly Bless You,

John Kennedy  
TCS Head of School



## **Board and Administration**

TCS is an independent, interdenominational Christian school led by a self-governing Board of Directors. The Board approves all school policies. School parents are welcome to communicate their suggestions for policy adoption to the school's Administration. The Administration is given the authority by the Board to implement the policies and carry out the day-to-day functions of the school.

This handbook provides you with an overview of the school's policies and procedures as well as your privileges and responsibilities as parents and students. It may be amended at any time and, whenever amended, you will be notified of the changes.

## **Accreditation**

TCS, preschool through high school, is fully accredited with the Accrediting Commission for Schools, Western Association of School and Colleges (ACS WASC). WASC is a recognized accrediting agency for both public and private schools in the state of California. TCS also is accredited with the Association of Christian Schools International (ACSI).

## **Non-Discrimination Policy**

TCS admits students of any race, color, national, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of our educational policies, scholarships, athletic and other school-administered programs.

## **Culture**

The culture of Turlock Christian School is marked by the following characteristics.

### ***Biblical Values***

TCS Board members, Administrators, Faculty and Staff strive to live according to the values contained in the Bible by relying on the power of the Holy Spirit. Through formal teaching and example, they seek to encourage students and their families to live according to the same Biblical values.

### ***Volunteerism***

TCS encourages and relies on volunteer service from students and their families. Serving others without reward is encouraged in the Bible and a mark of Christian maturity. Volunteer service opportunities will be provided for students and individual, person volunteer activity will be encouraged. Each parent is encouraged to volunteer a minimum of twenty hours per semester through school organizations such as Family Service Fellowship and booster clubs for athletics and the arts.

### ***Communication***

TCS expects all communication on the part of all school employees, students, school families and stakeholders to be **Honest**, **Direct** and **Respectful**. Honest means speaking truthfully in all settings and all audiences. Direct means speaking clearly and completely, only to the "right" people. Direct communication increases understanding and eliminates gossip and slander. Respectfully means being respectful of others and their

perspectives even when you disagree and their behavior is inappropriate.

Various communication channels and the procedures for parents communicating concerns about their students or the school will be addressed later in this handbook under the heading "Communication."

## **Partnership with Families**

### ***Policies***

Parents and family members are expected to support the policies and procedures of the school, and ensure that their students conform consistently to school standards. Parents and family members who cannot support and abide by the school standards and administrative guidelines may be asked to remove their students from the school. Similarly, any parent or family member who disrupts the routine and harmonious operation of the school may be required to withdraw his or her student.

### ***Church Involvement***

Students and families are encouraged to be regularly involved in a Bible-based Christian church.

## **Statement of Faith**

It is our desire that the students of Turlock Christian Schools become strong in spirit and in character, grow and mature in their comprehension of Christ, and live out their faith in their academic, personal and professional lives in ways that honor and please God (Col 1:10). Therefore, the following foundational beliefs are set forth as the basic, guiding biblical principles of TCS:

**God:** We believe that there is one true God. He is the Creator. He is Sovereign. He is the Lord Who sustains, rules, and by grace, redeems. We believe that God eternally exists in three persons: Father, Son and Holy Spirit. We believe that God is love and He is passionate about His relationship with people (Genesis 1:1, Psalm 135:6, Daniel 4:34-35, Psalm 54:4, Psalm 103:19, Psalm 34:4, Colossians 1:12-13, 2 Corinthians 5:21, Matthew 28:19, Luke 3:22, 1 John 4:8-9, Exodus 34:14, 1 John 4:9-10, John 3:16-17).

**Jesus Christ:** We believe that Jesus Christ is the Son of God. He became flesh; born of a virgin and conceived by the Holy Spirit. He lived a life on earth holy and perfect, without sin. He died a sacrificial death on a cross for our sins. On the third day, by the power of God, he rose from the dead. He ascended into heaven and is seated at the right hand of God (John 1:14, Luke 24:39, Matthew 1:1-23, Luke 1:31, 35, Acts 2:32-33, 1 Peter 2:22-23, 2 Corinthians 5:21, Galatians 3:13-14, Luke 24:39, 1 Corinthians 6:14, Ephesians 1:20-21).

**Holy Spirit:** We believe the Holy Spirit continues the work of spiritual growth begun at the time of salvation. The Holy Spirit dwells within our hearts and produces in us the fruit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. The Holy Spirit instructs and empowers us for godly living and service (John 16:13, Romans 8:9, 16, Galatians 5:22-23, Romans 8:13-14, 26-27, John 16:13).

**The Bible:** We believe the Bible is the inspired, infallible and inerrant Word of God. The Bible is profitable for teaching, for reproof, for correction and for training in righteousness (2 Timothy 3:15-17).

**Salvation:** We believe that salvation is by God's grace alone through faith in Jesus Christ. We believe that whoever will call on the name of the Lord will be saved (Colossians 1:12, Ephesians 2:8, Romans 10:13).

**Prayer:** We believe that prayer is an intimate and essential part of a person's growing and maturing relationship with Christ. (Matthew 6:6, 1 Thessalonians 5:17, James 5:16b).

**Servant Leaders:** We believe that as followers of Jesus Christ we are called to serve God through serving others. We believe that whoever wishes to become great among men shall be a servant of men and that we should model our lives after the life of Christ, in that the Son of man did not come to be served, but to serve (Gal 5:13-14, Matt 20:26, 28).

**Unity:** We believe in the spiritual unity of all believers of Jesus Christ (1 Corinthians 12:12-13, Hebrews 10:34, 1 Peter 1:4, Romans 12:4-5).

**Heaven:** We believe that heaven is the reward for all believers. We believe that every person has a choice to accept Christ and spend eternity with Him, or to reject Him and spend eternity apart from Him. We believe we will reign with Christ forever (Romans 3:22, Revelations 22:5, 2 Timothy 2:12).

## **Statement of Marriage and Sexuality**

### **Context for Human Sexuality**

Human sexuality is part of God's divine design for human beings (Gen. 1:28). However, the Bible restricts all forms of consensual sexual activity to within the boundaries of the marriage relationship (1 Cor. 7:1-5; Heb. 13:4). The Bible clearly prohibits not only nonconsensual sexual misconduct (Deut. 22:25-27), but also any consensual sexual activity outside the boundaries of heterosexual marriage (1Thess. 4:1-8). Furthermore the Bible specifically names as sinful and prohibits any form of sexual activity between persons of the same sex (Rom. 1:26-27; 1 Cor. 6: 9-10; 1 Tim. 1:10), Polygamy (Matt. 19: 4-6; 1 Cor. 7:11), Incest (Lev. 18:6-18; 1 Cor. 5:1), bestiality (Exod. 22:19; Lev. 18:23; Lev. 20:15-16; Deut. 27:21; Gal. 5:19, Eph. 5:3; Col. 3:5), adultery (Exod. 20:14; Mark 10:19; Luke 18:20; James 2:11), and fornication of any sort, including pornography (1 Cor. 6: 9-10; 1 Thess. 4: 3-8; Lev. 18:20).

### **Statement about Gender Identity**

God created man and woman in His image as two distinct but equal genders which He intends to use for His glory (Gen. 1:26-27). Furthermore, individual gender is assigned by God and determined at conception (Ps. 139: 13-16).

Therefore, we believe that to intentionally alter or change one's physical gender or to live or identify as a gender other than the one assigned by God at conception is to reject God's right as Creator to assign gender to His creatures and is a personal rejection of His plan to glorify Himself through the original gender He assigned that individual (Cor. 10:31).

### **Expectations of Students**

Because the positions set forth in this statement are grounded in the biblical, moral, and ethical commands clearly taught and demanded by Scripture, Turlock Christian School expects all students at Turlock Christian School to understand and abide by this statement on marriage, human sexuality and gender identity. Failure to do so, or to live a life inconsistent with these biblical values whether by way of practice or advocacy may result in involuntary dismissal from Turlock Christian School.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accordance with scripture or TC's standards of behavior.

## **Communication**

### **Procedures and Parent Concerns**

Concerns, ideas, or suggestions that involve the whole school or a particular department can be given to the department leader. If sending in a written note or letter, please sign your name so we can adequately solve the problem and follow through properly. **Anonymous letters will be disregarded.**

TCS desires to handle all concerns in a Biblical manner, as per Matthew 18 and Galatians 6. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. The complaint procedure is necessary for a successful working relationship between TCS and families. Parent cooperation in using the complaint procedure is vital to your student's placement in our school. We want to satisfactorily handle each problem, and we realize this can only happen through proper communication and support. When this procedure is followed, it effectively builds positive relationships and communication.

#### **Step-by-step procedure to follow:**

**Step 1:** All classroom situations should go to the teacher **first**. Concerns regarding another student should be directed to the teacher. Please do not confront another student. It is for your protection that we implement this policy. Concerns regarding an aide should be directed to the teacher or the aide's supervisor.

**Step 2:** If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification and additional follow-up. Sometimes another individual might not be aware that the issue has not been resolved.

**Step 3:** If the situation cannot be resolved after further clarification with the teacher, you will then meet with the principal who will meet with both you and the staff person involved. **The goal of this communication process is to have concerns and complaints resolved at the department level.**

**Step 4:** If the situation reaches an impasse after Steps 1, 2, and 3 (after you have met with the principal) have been attempted, then unresolved concerns may be taken to the Superintendent by requesting a meeting to discuss the issue.

**Step 5:** If all levels are at an impasse, you may request consideration of a policy from the Board. All letters must be submitted to the Superintendent's office. A Board response will be forthcoming within 10 days.

Because Board of Directors policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the TCS Administrator, his/her decision should be considered final and not subject to review by the Board unless a Board policy has been broken or other extraordinary circumstances.

### **Christian Reconciliation**

At Turlock Christian School, we believe the Bible commands us to make every effort to live at peace with one another and to resolve disputes with each other in private. (1 Corinthians 6: 1-8, Matthew 5: 23-24, and Matthew 18: 15-20).

By enrolling your student at TCS, you agree that any claim or dispute arising out of or related to the students' enrollment shall be settled by biblically based mediation, and if necessary, arbitration in accordance with the Roles of Procedure for Christian Conciliation as articulated by Crossroads Resolution Group. You further agree that these methods shall be the sole remedy for any controversy or claim arising out of a student's enrollment, and 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. Additional information regarding binding arbitration can be obtained through the Business Office.

### **Social Media, Blogging and/or Internet Communications**

It is expected that parents will refrain from sharing personal concerns or complaints with other parents, or parents not involved, including blogging or social media complaints, rather than following the biblical procedure outlined in Matthew 18 and Galatians 6.

Students and parents should take issues or concerns to the appropriate adult rather than making inflammatory remarks on social media, which is a violation of the TCS Partner Agreement, which parents and students have agreed to abide by.

### **Communication Channels**

#### **Website**

Although the primary audience for the school's website is the general public and the wider community, it is an important communication channel for the TC community. Event information, school news, and the links to FACTS SIS are examples of some website features of value to parents, students and school personnel.

### **FACTS Student Information System**

FACTS is the primary means of communication between school personnel and students, parents and guardians. Contact the school office if you need help in establishing your FACTS account or in accessing your portal. Areas of communication include:

1. Applications and Enrollment
2. Academics including assignments, grades, attendance. (specifically for grades 3-6)
3. Financial matters including invoices, payments, giving and tuition assistance applications.
4. Parent Alert which is used for emergency or extremely time-critical communications with parents and guardians.

Parents of 3rd - 6th graders are encouraged to login to FACTS SIS within the first two weeks of the beginning of school. Please go to [www.factsmtg.com](http://www.factsmtg.com), click the down arrow on the login button at the top right, then click on **"ParentsWeb login"** and either login or click on **"create new ParentsWeb login account"** on the bottom left. When creating an account, please enter the district code for TCS **"TL-CA"** and then put in your email address. An email will be sent to you with a link to finish creating your account. We encourage you to log on weekly to check your student's grades and class assignments.

### **Social Media**

Social Media, including Facebook, Instagram and Twitter are used to communicate both internally, to our TCS community and externally, to the community and public at large.

### **Old-School, Low-Tech**

Of course, more traditional, "old-school" communication channels such as personal meetings, letters, phone, texting and email are available to all for communication purposes.

### **Newsletters (K-6)**

A weekly Parent's Page is emailed each Friday. These will include a calendar of events to keep parents informed of special events. Classroom teachers also send home weekly letters with more class-specific information. Parents are encouraged to carefully read newsletters, as they are one of the best forms of school-home communication.

### **Distribution of Materials**

All materials distributed by students, parents, or outside organizations to TCS students must have the prior approval of the TCS administration, and must be stamped by the office with the Approved By date.

## **Enrollment**

### **General**

TCS seeks applications from families whose students are of good character, who demonstrate good scholastic achievement and have a positive attitude toward Christian values. Acceptance is based upon the evaluation of a personal interview, references, educational performance, attendance, support for our statement of faith and a student's desire to attend TCS. Parental support and willingness to support the school, through attendance at events, volunteering, and general support, are all considerations for enrollment.

Acceptance and re-enrollment is at the sole discretion of the school.

### **Expectations of Parents Regarding Policies**

All parents and family members at TCS are expected to support the policies and procedures of the school, and ensure that their students conform consistently to school standards.

While the school acts in partnership with parents in the educating of their students, the school operates in accordance with policies, procedures, preferences, and accreditation guidelines which must be followed.

Parents and family members who cannot support and abide by the school standards and administrative guidelines including all items, but not exclusive to stated items, in this Parent and Student Handbook may be asked to remove their children from the school.

Similarly, any parents or family members who attempt to **disrupt the routine and harmonious operation of the school may be asked to withdraw their student immediately.**

### **Automatic Re-Enrollment**

Assuming a student's academic skills and behavior have met the school's expectations, that student is eligible for automatic re-enrollment. Parents will receive notification of the re-enrollment process in January or February. However, TCS reserves the right to review factors such as behavior, attitude, academic achievement and maintenance of the TCS policies. TCS reserves the right to deny re-enrollment to any student, for any reason, at its sole discretion.

If there is a balance on the account for a previous school year, students will not be able to return to TCS without payment in full. This includes summer enrichment and any other summer programs.

TCS offers the opportunity to current students and their eligible siblings to re-enroll prior to opening enrollment to the public each year. Early re-enrollment is strongly recommended since space is limited and classes fill up quickly.

### **Summer Sessions: Academic Enrichment (K-12) & Summer Camp**

All students need to submit applications to enroll for the summer session if they plan to attend. Packets for registration are available in the spring. For more information, check out our website [www.turlockchristian.com](http://www.turlockchristian.com). Any delinquent account may require the immediate removal of your student(s) from the program until the account is made current.

## **Financial Policies**

### **General**

TCS is committed to high standards of ethical, moral and legal business conduct. Our goal is to maintain the financial stability of TCS as it is a vital element in maintaining the high academic standards our parents expect.

### **Business Office Contacts, Hours and Location**

Please contact the Business Office at (209) 427-2727 or FACTS Management at (866)441-4637, with any questions regarding your account or our financial policies.

The Business Office is located in the Administration Building on the Junior High/High School Campus near the softball field. The physical address is 1619 E. Monte Vista Avenue, Turlock, CA. The mailing address for the entire school is P.O. Box 1540, Turlock, CA 95381.

The Business Office is open Monday through Friday from 8:00am to 4:30 pm. For a list of holidays when the office is closed, see the Master School Calendar.

### **New Student Application (Domestic Students)**

An application fee of \$50.00 is due at the time of enrollment for new applicants, this is in addition to the registration fee.

### **Registration Fee**

A Registration Fee is due at the time of enrollment. This fee is charged in addition to tuition and is non-refundable. Family discounts do not apply. Registration forms for new and returning students will not be processed until the registration fee has been received. Class scheduling will not be confirmed until the fee is paid. The registration fee for current students is \$175 during the priority registration period. After this deadline the registration fee rises to \$250.

### **Late Enrollment**

Students may enroll at any time during the school year, depending on space availability. The Registration Fee is due in full upon enrollment regardless of the time of enrollment. Tuition will be prorated by the days left of school, based on the school year remaining at the time of enrollment.

### **Tuition**

TCS is a private Christian school. In order to ensure that TCS has the necessary resources to deliver effective instruction, it is imperative that the tuition and fees for each student be paid in full and on time when due.

Tuition is charged based on the grade of the student. Please refer to the current Tuition and Fee Schedule for current rates. Tuition payments must be made on FACTS Management. Cash payments are accepted in the Business Office. Refer to the "Payment Option" section for terms and methods of payment offered. Tuition is due and payable at the time of enrollment. On approval, TCS may allow you to complete tuition payments on an 11 month or 12 month plan.



Monthly tuition payment plans will incur a \$5 processing fee per family per month. Monthly payments **will be payable on the first of the month - July through May (11 month plan) or June - May (12 month plan)**. Payments are considered late after the 5<sup>th</sup> of the month (even if the 5<sup>th</sup> day of the month falls on a weekend).

**Tuition does not include:** sports fees, extended day care fees, yearbook, field trips, band, and extracurricular activities and trips. All fees are **non-refundable and are subject to change**. Please refer to the current Fee Schedule for a list of current fees and costs, except for field trips and most extracurricular activities and trips.

TCS reserves the right, at its option and sole discretion, to require the responsible party to provide adequate assurances that the tuition and fees will be paid when due. TCS shall determine appropriate assurances at its sole and absolute discretion which may include, but not be limited to, completion of a credit application, delivery of personal credit reports, execution of a payment agreement and requiring a third party personal guarantee for payment on the account. Accounts that exhibit a pattern of delinquency may be required to pay the remaining balance of tuition or set up automatic payments. These arrangements will be made at the discretion of the Business Office.

Students may be requested to be withdrawn from school by either TCS or their parent/guardian. In either case the responsible party will continue to be held responsible for any fees and costs incurred prior to termination of enrollment.

Tuition reductions and/or refunds are not made for absences, illnesses or holidays.

Parents/Guardians are financially responsible for any damage done by their student(s)/family members to TCS property, whether the damage was done intentionally or not. This can include buildings, equipment and books, etc.

### **Credit Card Payments**

Tuition or other charges paid by credit card, will be subject to an additional fee. Credit card payments will be made through FACTS Management.

### **Tuition Payment Options**

**Full Payment:** Tuition in full is due on or before July 1st and is payable directly to TCS. Tuition payments may be made on FACTS Management or directly at the Business Office. (Please be aware that fees will apply when paying with a credit card). Notify the Business Office by June 1st if you intend on paying your tuition in full, so your account may be billed properly. Accounts with tuition paid in full by July 1st will receive a 1% discount.

Both the registration fee and all tuition billed must be paid **when they are due** to gain clearance for the student(s) to attend class on the first day of school. **Registration and application fees are non-refundable.**

**Monthly Payments:** If you are approved to make tuition payments monthly, payments must be made through FACTS Tuition Management on the first day of the month starting on June 1 (12-month Plan) or July 1 (11-month plan). Arrangements made after July 1 will require the number of monthly payments to bring the account current.

Additional payments to the student account are welcome at any time. The TCS Business Office is available to assist setting up the monthly payment plan arrangements and answer any questions.

If the student's name is different than indicated on the check, be sure to note the student's name on all payments.

### **International Students**

Tuition is to be paid in full on or before July 1. Payments must be made to the Business Office or by Wire Transfer. International tuition and all fees are non-refundable.

### **Statements**

Monthly invoices are not mailed; email reminders will be sent by FACTS. Whether or not you receive an email reminder, you are responsible for paying the amount due in a timely manner.

### **Family Discounts**

A multiple student (family) tuition discount of the **lower** tuition is given to the second, third or fourth sibling. This discount is applied to the current year tuition.

Family discounts are not available for registration fees, late fees, etc.

### **Withdrawal Policy and Fee**

The Enrollment Agreement is for the entire school year, however, we realize that unavoidable circumstances arise where students have to be withdrawn during the year. A request for withdrawal requires a 30-day written notice delivered to the TCS Business Office prior to the start of the semester. The TCS Withdrawal Form must be completed and received by the TCS Business Office as part of the withdrawal process. Parents are responsible for tuition in matters of discipline or academic non-compliance.

1. Complete a Withdrawal Notice and submit to the Business Office 30 days prior to withdrawal.
2. A \$500 fee (per student) will be assessed for any Withdrawal Notice received after the first day of school. In addition to prorated tuition and fees through the last day of the child's registered attendance, or the full balance of the yearly tuition, whichever is less.
3. You will owe 30 days of tuition (per student) following the receipt of the Withdrawal Notice, whether or not your student is attending school during those days.
4. If students are withdrawn anytime in the 4th quarter (March, April, or May), parents are responsible for the 4th quarter tuition in full, regardless of the reason. This overrides the \$500 fee plus 30 days of tuition cost listed above.
5. You are responsible for the early withdrawal fee and/or balance of tuition regardless of the reason for the withdrawal.

The registration fee is non-refundable and non-transferrable, irrespective of the date of cancellation. Such a fee is for enrollment administration and is not a provision for liquidated damages. All other fees including registration, sports fees, books, etc. are non-refundable.

### **Late Tuition Payment**

A charge of \$20 will be added to accounts automatically to past due accounts. Payments are considered late if not received by the 5<sup>th</sup> day of the month (even if the 5<sup>th</sup> day of the month falls on a weekend).

Accounts that exhibit a pattern of delinquency may be required to pay the remaining balance of the year tuition or will be required to set up automatic payments with all associated fees.

### **Insufficient Funds/Cash Payments**

A charge of \$30 will be added to accounts for all returned checks. Any occurrence of a returned check may require future payments in cash or by automatic payment.

In the event any person passes a check with insufficient funds to TCS as payee, all of the rights and remedies of a payee as set forth in California Civil Code Section 1719, as amended from time to time, may be asserted by TCS.

Notwithstanding any other term or provision in any agreement between any payer and TCS, TCS reserves the right, in its unilateral and sole discretion at any time with or without notice, to require any payer of TCS to pay any obligation owed to TCS in cash or readily available funds.

### **Delinquent Accounts**

All accounts (tuition, fees, extended day care, sports, etc.) must be kept current and paid when due. Any account 5 days delinquent or more is a serious matter and will incur penalties. Any account that is 30 days delinquent may require immediate removal of your student(s) from classes until the account is brought current.

Accounts must be paid in full to receive grades, report cards and transcripts. Only students with accounts paid in full will be permitted to participate in class programs, special year-end events, trips or graduation ceremonies.

Parental web access to student information (homework, grades) through RenWeb (K-12) will not be available until the account is current. RenWeb access can be revoked if an account is over 30 days late.

### **Release of Records, Report Cards, Grade Notices, and Final Exams**

Online report cards and standardized test scores will only be released to students whose accounts are paid in full and current. Students whose accounts are not current will not receive online report cards, graduation certificates, diplomas, or standardized test scores until the account is paid in full (including all late fees.) Final exams of middle school and high school students will not be scored until their accounts are paid in full and current, including all late fees.

Accounts that are not fully cleared prior to year-end events will place students in jeopardy of exclusion from participation in graduations and other year-end events.

All library books, textbooks, and sports uniforms must be accounted for; late fees, fines for damages, or costs for replacements must be cleared before report cards are released.

## **Financial Aid**

We know you value Christian education and TCS is committed to providing a solid foundation in Christian education to all who desire it. The cost of education can be a hardship for some and TCS has a Financial Aid program to assist you. Please contact us and together we will try to help you find a solution that will enable your child to remain at TCS. We are here to help. Financial Aid applications are available on FACTS Management. Applications must be submitted by March 31st, for the upcoming school year. Applications may be accepted after May 1st on a case by case basis, and assistance will be awarded based on funds available.

**Families need to complete a new Financial Aid application each year.**

## **Share the Gift (K-12)**

Your passion and commitment to the Christian education provided by TCS is our most successful advertisement. We couldn't do it without you! You can receive a \$400 credit toward your K-12 tuition account by bringing a new family to TCS for the school year. Referral family name must be listed on the new enrollment application for the family to receive tuition credit. Your friends will receive one of the best Christian educational experiences available for their students and you will benefit with a tuition credit for your efforts in "*Sharing the Gift*" of TCS. There are some conditions that apply prior to receiving this credit. More information is available through the Business Office.

## **Confidential Information**

TCS collects and uses personal information to operate TCS and deliver the services enrolled families have requested. TCS does not sell, rent or lease its customer lists to third parties. In addition, TCS may share data with trusted partners to help provide these services. All such third parties are prohibited from using personal information except to provide these services to TCS. These companies are required to maintain the confidentiality of the information. TCS secures personal information from unauthorized access, use, or disclosure. TCS secures the personal information provided on computer servers in a controlled, secure environment, protected from unauthorized access, use, or disclosure.



## Turlock Christian School Code of Conduct

### **Employee-Student Relationships**

Building Relationship is one of Turlock Christian School's core values. In building Christ-centered relationships of trust with students, the following guidelines will keep employees' lives uncompromised in their Christian, legal, and/or ethical responsibilities. Employees should always:

- Have wise professional boundaries, avoiding "peer" relationships and living fully above reproach, including harassment, and avoiding even the appearance of evil;
- Be appropriately invested (emotionally/socially), referring students to the school counselor, Chaplain, or administrator for deeply personal or mental health issues;
- Keep communication and interactions (whether face to face or electronic) professional and public;
- Avoid promising to keep student secrets; all staff members are mandated reporters of observed or suspected child abuse and/or neglect.
- All physical contact should be above reproach and non-sexual in nature.

*To protect TCS, its employees, and its students, if HR and/or administrators become aware of a situation that might fall outside these guidelines, they will address the situation immediately, talk with all parties involved, and pursue a fitting response.*

### **Email**

Email is the primary means TCS uses to communicate with all constituencies (colleagues, parents and students.) The following professional protocols are expected:

- Only use TC's school-assigned email accounts to communicate with students.

*Please note that there is a lasting record of all email communication to protect TCS, its employees and its students.*

### **Social Media**

- All employees are expected to have a God-honoring social media presence and always remain above reproach.
- If notified of possible improper activity and/or communication, the administration will follow up with all parties.

*Created in compliance with AB 500 and the State of California Education Code Section 44050.*

## **Campus Regulations**

### **Closed Campus**

TCS operates under a closed campus policy. Our campus is closed to visitors (including former students) from 8:30 am – 3:00 pm. This means that no student is allowed to leave the campus without prior written permission from the parent/guardian or signed out by the teacher or principal except as follows:

- For school-sponsored and supervised field trips, sports events, or special privilege days.
- By permission of a parent or guardian and providing that the parent/guardian accompanies the student.
- Permission must be cleared through the school office, and you must sign your student out and back onto campus through the office.

To leave campus, the student must be accompanied by an adult (non-student). In family emergencies, the school will accept the permission of a parent/guardian over the phone.

Students leaving campus during school hours for any reason, without permission from TCS, will be considered truant.

If a student is to leave before the school day ends, the parent or authorized person must come to the office to sign the student out before leaving.

Although our campus boundaries a large area, students may only use that part of the campus that is in sight of the supervisor. Students are not permitted to enter the following areas during the school day:

- Any non-classroom area
- Any area considered out of sight of a faculty member
- The parking areas and car traffic areas.

### **Campus Visitors**

Non-students are not to be on campus during the school day, nor while students are on campus after school. Special permission for a student visitor to be on campus may be granted by the principal in advance.

Parents on campus for more than pick-up or drop-off, or when visiting the school, please check into the office for a visitor's badge. TCS welcomes parents on campus to talk to a teacher or to visit the principal. Any extended visits during school hours will require you to register in advance with the school office. Please make an appointment ahead of time so that we may be available to address your needs. For classroom observation visits, a 24-hour notice is required.

We ask that parents not interrupt or enter the classrooms during school hours, without permission. Items needing to be dropped off to the student during the school day (including lunches) must be taken directly to the school office.

### **Appointments with Teachers During School Hours**

We encourage parents to discuss with the teacher any questions or problems concerning their children. In addition to their teaching responsibilities, teachers may have many extra-curricular duties that require their time. We ask that parents be considerate of the teachers' full schedules and arrange for appointments in advance. This will allow us the opportunity to schedule adequate time for you to discuss your child's progress. We ask that parents not enter the classroom during school hours unless they are a scheduled volunteer.

**Afterschool Pick up** – Elementary teachers will be available AFTER pick up time to address any questions you may have. Please do not initiate a conversation during pick up time (2:45 – 3:00 pm or Wednesday, 1:30 – 1:45 pm). Our teachers need to be free to concentrate on the safety of our students during this time.

### **Driving and Parking Regulations**

Our parking lot organization and safety depends on you! Please follow the directions of the staff when using the crosswalk and parking area at all times.

Please observe all arrows and staff direction when entering or departing the parking lots.

We do ask that there be no parking in red and yellow curbed areas or double parking at any time. Please park, if you will be getting out of your vehicle, in a designated parking spot. This will ensure a safer flow of traffic at pick up and drop off times for our students and staff.

**Before School Drop off:** Students may be dropped off in the front or back/south parking lot. In the back, please pull all the way forward to the stop sign on the yellow loading curb. This will allow other cars to pull in behind you to drop off their children. If you would like to walk in with your children, please park in the parking lot and enter the gate area and proceed to the playground or EDC instructors.

**After School Pick Up:** Parents or other people on your approved pick up list may park in the front or back parking lot and walk into your child's classroom to pick up your child. Please make sure you are driving slow as you pull in and out of the parking lots and watch carefully for children and parents walking in the lots.

### **Attendance Policy**

Regular school attendance is very important. California state law (sb 1317) requires children of school age to be present each day that school is in session unless illness or a death in the family occurs. Regular school attendance has a direct correlation to academic success. The information and instruction given in a class are of such high importance that the student will be disadvantaged if he/she is not in class. Further, being on time (not tardy) shows respect for all participants in the learning process.

Students planning to not attend a school-related activity (field trips, camps, etc.) will be marked absent for the day(s).

### **Parent Responsibilities Regarding Absences**

1. It is important that an absence form is filled out if your child is absent. You can find these forms on our T.C. website: [www.turlockchristian.com](http://www.turlockchristian.com)>Resources>Absence Form.

2. Schedule doctor and dentist appointments and family vacations so that attendance at school is affected as little as possible.

3. If a student misses more than 12 days during the school year, promotion to the next grade may be in jeopardy. If you plan a pre-arranged absence, you must notify the school office and the teacher 5 days

prior to the absence to allow the teacher time to prepare upcoming work. The principal may modify this requirement in cases of emergency or other circumstances.

4. Students are responsible for obtaining work missed due to an absence of any kind.
5. Assignments must be turned in on the first day the student returns unless other arrangements were approved by the teacher and/or administrator.
6. Any student absent on the day of an after-school activity or event **cannot participate** in that activity or event.

### **Tardy Policy**

Promptness demonstrates self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement, but is essential for the development of good habits.

Attendance shall be taken within the first few minutes of class. It must be clearly understood that the parent has the responsibility to see that their child gets to school on time. Tardy slips will be issued beginning at 8:36 am.

Excused Tardies: Due to circumstances beyond the control of the student and the parent; for example, illness, unexpected mechanical failure of a vehicle, or weather conditions.

Unexcused Tardies: Due to circumstances the parent or student could have controlled; for example, oversleeping, late carpool, or family member running late.

Student tardiness interferes with learning, disrupts the classroom and when it becomes habitual, demonstrates a lack of respect for others. Chronic tardiness is serious and may result in after-school detention, recess work duty, or loss of recess time during lunch recess.

### **Early Release from School/Off-Campus Pass**

If your child needs to leave campus at any time during the day, you must come to the office to sign him/her out. Do not go to your child's classroom; the office staff will send for him/her. A note is to be brought from the parent, doctor, or dentist upon return to school, in order to obtain a pass back to class. Parents may not take a group of students off-campus for lunch.

## **General Information**

### **Pledges**

Pledge to the American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Pledge to the Christian Flag: I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.



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

### **Books and Supplies**

All textbooks have been carefully selected to achieve the goals of the curriculum. Textbooks and their care is the responsibility of the student. Do not loan your books to other students.

Non-adhesive book covers must be put on the books by the students. All non-consumable textbooks must be covered immediately and stay covered the entire year. Books are not to be covered with contact paper or the stretchy material book covers. These covers are typically too tight and ruin the book bindings. Fines will be assessed for excessive wear or lost books. The school reserves the right to hold the report card until all fines are paid.

Each student should supply an ample amount of regular school supplies to maintain their studies (pens, pencils, ruled paper, etc.) These are considered basic supplies and each student will be required to bring additional items listed on the school supply list emailed to families prior to the beginning of the school year. Elementary students should have all of their supplies ready for the first day of school. Some supplies will need to be replenished, as necessary, throughout the year.

### **Lunches**

Elementary students are to bring lunch from home. All lunch boxes, sacks, etc. should be clearly labeled with the student's name. On Thursdays, parent volunteers have arranged an alternate hot lunch option for students. The choice of food items varies weekly. Specifics regarding the food choice and cost will be sent home weekly in the Parents' Page. Students are expected to follow the rules for the dining area and to clean up after themselves. Please send pre-cooked items or items that do not need heating for lunch. We are unable to warm up individual lunches.

### **Personal/School Property**

All personal property brought onto the TCS campus is the responsibility of the owner. TCS cannot be held responsible for the loss or destruction of personal property. Do not bring personal electronic devices to school. All other physical property located on the campus and in the classroom is owned by TCS. We expect all students to respect this property and any destruction of such will require reimbursement.

### **Lost & Found**

Items are occasionally lost at school and turned into a designated lost and found area. Unclaimed items will be given to charity at the end of each semester as there is limited space to store lost and found items. **Parents: PLEASE WRITE YOUR CHILD'S NAME ON EVERYTHING**, as this will help us get lost items back to you.

### **Physical Education**

Students must wear or bring tennis shoes on P.E. days. We recommend girls wear shorts under skirts for P.E.

## Extra-Curricular Activities

TCS Elementary offers girls volleyball and basketball team competitions for both boys and girls in sixth grade. Sixth grade students may also participate on junior high coed soccer, girls' softball and trap shooting teams. For the privilege of participating in sports or any other extracurricular activity, students must maintain good grades and good conduct. Students who fall below the academic and conduct standards cannot participate. To qualify academically, a student cannot have any failing grades on his or her report cards or mid-quarter progress report. The student will remain ineligible until the next report card and/or mid-quarter progress report whichever comes first.

The following are general rules governing both participants and spectators in extra-curricular activities: All activities are under the supervision of the school. Students are expected to be as responsible and cooperative at an activity as they are in the classroom.

The school dress code applies to extra-curricular activities unless specific exceptions are announced. Students may not participate in an extra-curricular activity on the day in which he or she has been assigned a detention, suspended or has been absent from school for any other reason.

Team members or participants must use school approved transportation unless other means have been specifically approved by the administration. All parents who drive for any event must have a current school year "Private Vehicle Drivers Form" on file in the school office.

## Behavior and Conduct Standards

Students are expected to live by a standard of behavior consistent with the principles of conduct encouraged in the Christian home and church and taught by the living example of Jesus Christ. The Word of God is our source of truth and our final authority regarding conduct. This standard requires behavior attributes of:

Honesty	Integrity
Modesty	Consideration of others
Self-discipline	Respect for authority
Courtesy	Morality
Dependability	Desire to learn
Responsibility	Cooperative spirit

## Expectations of Student Classroom Behavior

In order to maintain a classroom environment that allows for maximum learning, teachers will establish those standards they feel necessary. The following are standards for all classes:

- Students must always demonstrate respect for and cooperation with teachers.
- Students will be on time each day and be prepared with the necessary materials and mental attitude which indicates a readiness to learn.
- Communication must be edifying to both the teacher and student.
- Cheating, stealing, and plagiarism will not be allowed.
- Students will leave their work areas neat and clean at the end of the day.

## **Expectations of Student Campus Behavior**

Hallway Courtesy: Students are expected to walk in indoor hallways. Talking will be allowed at a normal voice level.

Littering: All students should do their part by keeping classrooms, halls, walkways, outside areas, restrooms, and lunch areas free of litter.

Chapel Courtesy: Chapel is a time set aside for praise, worship, and instruction in Christian character from the Bible. Students should enter and leave Chapel in a manner conducive to worship.

School Property: Buildings, furniture, books, materials, and grounds are provided and maintained through the efforts of many people so that students may receive a quality Christian Education. TCS students are expected to assist in preserving all school property.

## **Expectations of Parent Behavior**

We are the role models for our students. It is expected that parents and staff members will be respectful at all times to one another. This includes:

Follow Matthew 18 in situations that may require guidance.

Respect for privacy. Please do not speak about sensitive matters in the hallways, in front of students, etc.

Arrange a private conference with a teacher if you have a concern.

Obey all traffic rules and observe common safe driving rules. Demonstrate patience and extreme caution while picking up and dropping off students. Observe speed limits.

Any parent who speaks in a demanding, insulting or demeaning manner to a staff member will be asked to leave campus and may jeopardize their student's enrollment at TCS. A conference with the principal and superintendent may be scheduled.

It is not appropriate for parents or other unauthorized adults to take matters into their own hands. This includes reprimanding any student other than their own child.

Our goal is to work together in harmony, resolving all conflicts and misunderstandings in a Christ-like manner. It is our intention to treat all individuals with dignity and respect.

## **Dress Code Standards**

TCS does not require uniforms, but rather chooses to allow students the freedom to personalize their appearance. That freedom is not unlimited and must be exercised within the boundaries of the school's dress code. Students who are out of compliance must alter their dress or appearance to meet the code before being allowed back into the classroom.

Any faculty or staff member may determine if a student is not in compliance with the dress code.

Friday's are considered our "Spirit Day". Wear your TC t-shirts and/or our school colors, red, white, and blue.

- Clothing must be modest at all times while on our campus and at school events held off-campus.
- No underclothing may be visible
- Beltline must be at the waistline. (No sagging pants)
- All garments with words or pictures must be of a wholesome nature. Negative counter-cultural fads of dress (e.g. inappropriate logos; skulls, alcohol; crude and disrespectful statements; rock music group logos; chains; collars; spiked bracelets; and, nail polish on boys) will be prohibited.
- Backpacks should be chosen using the same guidelines as the rest of the TCS dress code (no counter-cultural pictures or sayings).

- Washable tattoos are not permitted.
- Hairstyles with extreme cuts or unnatural colors are not permitted.  
For BOYS, hairstyles must be worn no longer than eyebrows in the front and the base of the neck in the back.
- No body piercings, except for girl's earrings, are allowed to be worn on campus.
- Pants may not have exposed skin above the mid-thigh
- Sunglasses may not be worn in class.
- Students may not wear head coverings (including hats or bandanas) in class, the office, or in chapel, with the exception of cultural traditions. Hats may be worn only during recess and outside P.E. time.
- TCS-approved team uniforms may be worn on game days only.
- Yoga pants/Leggings are allowed. In grades 3-6, leggings or yoga pants must be worn under a long top/skirt/dress that covers the bottom and remains modest at all times, including when bending and/or sitting.
- Pajamas are not to be worn unless it is a designated Pajama Day.
- **Girls:** The length of skirts, shorts, or dresses must be mid-thigh in length.
- **Girls:** No makeup is allowed. **Boys:** No makeup is allowed.
- No crop tops, racerback, off-the-shoulder, strapless, or halter-type necklines are allowed.
- Modest sleeveless tops with straps that are at least 2" wide are acceptable; spaghetti straps are not to be worn unless a shirt is worn over them.
- No shirts that expose the midriff in any position are allowed.
- Sheer clothing is permitted only when clothing underneath is in dress code.
- No large writing across the seat of your clothing is allowed.
- Students are to wear footwear at all times. Footwear should have adequate support for safety. Students must either wear gym shoes or have a pair of tennis shoes to change into on days when they have P.E.
- Swimsuits must be one piece, must provide full coverage, and not be low cut on top or high cut at the thigh. Two-piece suits or tankinis must be covered with a t-shirt.

### Consequences For Violating the Dress Code

**1<sup>st</sup> Offense:** Verbal warning and/or parents notified; change of clothes.

**2<sup>nd</sup> Offense:** Written notice; parents notified.

**3<sup>rd</sup> Offense:** Written notice; detention and/or discipline.

### Discipline

Without discipline, a school will not achieve its full potential. In Hebrews 12:6 & 11 Paul tells us, "...the Lord disciplines those He loves, and He punishes everyone he accepts as a son. 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."

Effective discipline means the classroom is free from confusion, disorder, and antisocial behavior. It means that each student and the group as a whole operates freely within a structured framework which they understand, accept, and incorporate into their behavior with constant reminders and punishment.

The classroom teacher will decide when a student is to receive the initial warning based on his/her classroom rules.

All classroom rules are based on the following statements:

The student will respect the rights and property of others by treating others with respect.

The student will listen when others are speaking so he/she may hear and follow directions.

The student will accept the authority of the teacher and respect the right of his/her classmates to learn.

The student will be attentive and accept the responsibility of completing all tasks assigned.

### **Detention Policy 3rd—6th grades**

The teacher may assign detention for the following reasons:

The student has not followed classroom rules as set by the teacher.

The student has excessive tardies.

The student has incomplete assignments.

The principal may also assign detention and/or out-of-school suspension for the breaking of the discipline code while the student is in class, on the playground, coming to and from school, and/or any other time the student is not in the classroom.

*Detention will be held on Tuesdays after school for 1 hour*

If a student receives a detention, it takes priority over participation in an extracurricular activity.

### **Actions by Principal**

If a student is sent to the principal for disciplinary action, the following actions may be taken and enforced:

Prayer

Conference with student

Work duty

Writing assignment

Special duty assignment

Parent/student conference at school

Outside counseling

Expulsion

Counseling within the school

Loss of school privileges: sitting with friends, field trips, sports, off site events

Exclusion from school sponsored activities

In-school suspension

Suspension from school

### **Severe offenses may result in the following actions:**

Immediate removal from school to home

Automatic suspension or expulsion

Law enforcement referral

## **Mutual Respect**

For Teachers: As the students' direct authority, teachers are to be shown respect. This is both a Biblical mandate and common courtesy.

For Students: As a staff, the school also accepts its responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he/she is encouraged to speak to the teacher first. If that is unsuccessful, the student should then appeal to the principal.

For Fellow Students: Verbal abuse or harassment of another student is unacceptable and is in direct opposition to the purpose of TCS.

## **Bullying and Harassment Policy**

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally (including online), and excluding someone from a group on purpose. This can include:

Harassment, including bullying, hazing, or intimidation, on the basis of race, color, religion, gender, national origin, age, disability, or for initiation into memberships, or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, or disability or that of his/her relatives, friends, or associates, and that: has the purpose or effect of creating an intimidating, hostile, or offensive environment, has the purpose or effect of unreasonably interfering with a student's academic performance, or otherwise adversely affects a student's academic opportunities.

## **Reporting Procedure:**

In order to take corrective measures to remedy the situation of harassment, the school must be informed of such an event. Any student who believes he/she has been a victim of harassment is encouraged to make a complaint verbally or in writing to any TCS teacher or administrator. Teachers or supervisors shall notify an Administrator immediately. Parents and/or guardians must submit a written report to the school administration if reported outside the school setting. Each complaint will be fully investigated individually. At its sole discretion, TCS may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be handled with discretion.

False harassment complaints, or negative behavioral responses to complainants after making complaints, will result in appropriate disciplinary action. In all listed examples above, disciplinary action may include discharge from employment or dismissal from school.

In the event you feel you have experienced or witnessed any of the behaviors described above, you must report the incident immediately to an administrator, faculty member, or coach. Student bystanders who do nothing during a bullying incident shall also be held accountable and will face consequences for inaction. Bullying can be reported by the victim or witness, whether student, faculty, or parent. Reported incidents are investigated to the fullest extent possible. The school keeps such reports and investigations as confidential as possible. Incidents of bullying will be met with a disciplinary response from the school.

### **Harassment via Social Networking and Digital Media:**

Such conduct includes but is not limited to inappropriate use of social media, the internet, YouTube, email, mobile devices, and/or computers related in any way to school, other students, or school personnel. The school interprets the offense to include messages/images sent from on or off-campus computers or other devices that talk about another student or school personnel which reflects negatively on TCS. Students who are in violation of these standards will be subject to disciplinary action by the school administration.

### **Prohibited Materials**

Cell phones, smart watches, tablets, personal laptops, etc. are not permitted in class unless assigned by the teacher for educational use. Headphones outside of class are not allowed during school hours (breaks, lunch, and passing periods). Toys and other materials not related to the curriculum should not be brought on campus without permission from the school (i.e. electronic games; game cards). Unauthorized items will be confiscated and may be reclaimed in the office at a later time.

### **Weapons**

Guns, knives, firecrackers, or any other weapons of any description are illegal and not allowed on ANY school campus. This will result in IMMEDIATE expulsion.

### **Property Damage**

Breakage of, or damage to, school facilities, equipment, or supplies (i.e., desks, textbooks, etc.) must be paid for by the responsible party(ies) whether done intentionally or accidentally. Any and all damage to school property resulting from the student's actions will be the sole responsibility of the student and parents/guardians, whether or not the damage was intentional. All damages must be paid in full and are subject to the same policy as delinquent accounts.

### **Student Responsibility with Regard to Offenses**

When a student is aware of another student's involvement with conduct that is not in keeping with Biblical ideals or the code of conduct at our school, it is that student's responsibility to go to the fellow student and help them correct the wrong in Christian love and concern. If the student fails to respond properly by changing his/her action, it then becomes the student's responsibility to report it to the appropriate staff or faculty member in a timely order. Students are to maintain good discipline in the classroom, on campus, and at all school-sponsored activities. When students continually misbehave, parents will be contacted by the teachers in order to seek cooperation in solving the problem. If the leadership of TCS feels that it is in the best interest of the student body to ask a student to leave, the parents will be asked to withdraw him/her from enrollment.

### **Search Policy**

Desks, purses, cell phones, book bags, students, or any other individual on campus, may be searched based upon a reasonable suspicion that they contain something that would be disruptive to the educational process or dangerous to the health and safety of students and/or staff. Anyone who is found to be guilty of any of the policies set forth under school guidelines or local, state, or federal laws will be subject to serious discipline, which may include suspension or expulsion, and may be reported to the appropriate law enforcement agency.

## Sexting Policy

TCS takes a strong position on sexting. We have adopted the ACSI Legislative Update recommendation which is as follows: "In keeping with the school's responsibility to provide a safe learning environment for all students, the administration has established the following policy regarding the issue of "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 devices. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy; a violation that will result in school discipline, up to and including expulsion, and the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or school administrator" (ACSI Legal/Legislative Update Vol. 20, Issue 3, 2010, pp. 51).

## Parent Anti-Alcohol Policy

TCS requires that all adults refrain from the consumption of alcohol at any and all formal and informal school events where students may be present. This includes all field trips, athletic practices and contests, competitions, events, and activities, both locally and outside of the area.

## Disciplinary System

Each situation will be determined on an individual basis. The student will conference with the Administration and the parents will be called.

- The student will be sent to the Administration office and appropriate consequences will be given.
- Parents will be called.
- Recess detention and work duty may be assigned to the student as consequences.
- Behavioral issues may result in a behavioral contract with the student, indicating the specific areas needed for change.
- **Some situations may be so serious that suspension or expulsion will result immediately, without any prior steps.**

## Detentions & Suspensions (Grades 3 -6)

Parents will be notified if detention is to be served. Additional detention and further consequences may result if a student does not show up for detention. Multiple detentions or suspension may result in the loss of class trip privileges. Detentions are to be taken very seriously. **Athletic, music or other after-school activities do not excuse a student from serving detention.** Detention time may be a work detail, written assignment, or other forms of discipline. Teachers or Administrative staff will be monitoring this time.

It should be known that special privileges such as educational trips need to be earned. Continuous and/or severe discipline problems may result in the loss of the privilege of attending trips. If any behavioral problem arises within two weeks of the trip, the student may lose class trip privileges. It is



our hope that all would be able to attend these functions; however, attendance at a function is not considered as important as aiding a student in behavior modification.

In-house suspensions are to be done on campus with all work completed as well as any special assignments.

Students are to maintain good discipline in the classroom, on campus, and at all school-sponsored activities. When students continually misbehave, parents will be contacted by the teachers in order to seek cooperation in solving the problem.

### **Academic Probation**

Students failing to make satisfactory progress may be placed on academic probation. While on probation the students will not be allowed to participate in extracurricular activities and class trips. They will have the opportunity to improve their grades during this time. Failure to do so may result in dismissal from school.

### **Behavioral Probation**

For continuous or severe behavior problems, a student may be placed on behavioral probation. While on probation the student will have the opportunity to demonstrate improved behavior and be removed from probation after the allotted time. Students on probation will be reviewed on a quarterly basis. If progress is not accomplished, dismissal may result at the end of the term.

### **Homework Policy**

Students are expected to do all assigned homework. Homework gives both the teacher and the student an opportunity to reinforce the curriculum for the student's educational growth. When helping a student with homework, parents need to use discretion in the quantity of help given. Parents are not to do the work for their students. Students do not learn when someone else does the work for them.

When students have an excused absence, it is the student's responsibility to make up the missed work. Students who are absent due to illness or emergency situations will be given two days per day missed to turn in their assigned work.

Homework is an integral part of the school program. Each teacher is at liberty to give homework to our students to enhance their studies. The broad topic of homework includes regular daily assignments and studying for tests and quizzes, as well as the weekly or long-term projects. Students are encouraged to budget their time and properly space their work. They should avoid procrastinating until the night before long-term assignments fall due. Teachers assign this type of project realizing that several sittings are necessary to properly complete the work. Elementary parents are strongly encouraged to assist in the planning and completion of special projects that require work at home over an extended time period, helping the child with explanations when necessary. The work must be done by the child, and he or she must take responsibility for it. The length of homework assignments will be kept within reasonable limits. **Homework that is submitted late will receive a reduced grade**, with the exception of an excused absence.

## Late Work Policy 4th - 6th grade

TCS has a coordinated Late Work policy for grades 4-6, so all teachers hold students accountable to the same standard. The policy states that for any assignment considered late, 15% will be deducted after the first day, 30% will be deducted after the second day. No more than 50% credit will be given for any assignment turned in after two days late up to two weeks. After two weeks, no credit will be given.

(All homework will still be completed in order for students to achieve mastery and understanding).

## Technology

### Acceptable Use Policy

**All students and parents will have an annual technology contract to sign and review for students and parents with all TC guidelines. It is the responsibility of the parent to review the rules with their child and help maintain these guidelines.** Technology is defined as all the equipment, support sources (i.e. Internet), and activities that will enhance students' learning through:

- Gaining knowledge: resources for reference, research, and presentation.
- Consultation: students can search for experts in the field to develop a passion for technology.
- Facilitating Teamwork: communicating with other students, learning to conduct searches, evaluate resources, and locate relevant materials.

TCS understands that portable electronics (laptops, cell phones, and other hand-held devices) are all tools that can be used to expand its members' learning opportunities. Portable computing opens limitless possibilities; users may go virtually anywhere and interact with anyone. With this opportunity comes responsibility. The use of the TCS network and its related computer facilities is a privilege afforded to members of the school community. Therefore, the school provides a set of guidelines for security and acceptable use. Violations of these guidelines will be handled by the administration when deemed appropriate. **Responsibility, Respect, and Righteousness** when using technology on our TCS network is a top priority. Student computer facilities are a privilege afforded to members of the school community. Therefore, the school provides a set of guidelines for security and acceptable use. Violations of these guidelines will be handled by the administration when deemed appropriate.

### Caring for School Electronics

Technology in many forms is provided for students by TCS so that they can adequately participate in classroom assignments. Students are expected to use the equipment provided in a safe and appropriate way, according to the expectations set by the staff and administration of Turlock Christian Schools. The use of technology at TCS is a privilege, not a right. Should a student act in any manner inconsistent with the values of TCS, the student will enter the cycle of discipline as described in this handbook.

### Securly

Currently, we use Securly to filter the internet for all devices at the school. Anyone using the school-provided internet will need to log on using their school email account. This way it assigns the correct permissions. Using the school's network on and off-campus is a privilege. As such, it is the

responsibility of all users to use these services appropriately and in compliance with Turlock Christian Schools Policy, Ethics and Handbook. The following are expectations for use of the TCS network. This list is not all-inclusive and may be modified at any time. Anything that violates the TCS goal of providing educational and Christian leadership training through the use of technology for students, staff and faculty may result in the loss of network access and possible disciplinary action.

### **Chatting**

During class, students may not use any chat, instant messaging, collaboration program or app to communicate with others through the computer network unless a teacher or administrator expressly authorizes them to do so. This includes the use of e-mail during class time. Students who engage in these actions during class will have their device confiscated and will be referred to the administration for further disciplinary action.

### **Network Access**

Students may not access information on any of TCS's non-public servers without permission from the administration, nor may they use any other student's computer without permission from that student. No student may alter school information or portray him or herself as another person over the Internet. At no time is it acceptable for a student to use a teacher's computer for any use other than expressly directed by the teacher. In addition, students may not monitor network activity or attempt to damage or compromise data on the network.

### **Downloading**

Students may not download, distribute, transmit or receive any copyrighted material in violation of copyright law and convention, or anything contrary to the values, beliefs, and standards of TCS. This rule prohibits sending files through email, as well as setting up servers on a student's laptop or by any other physical or electronic means. Also, students may not download copyrighted media or non-shareware/freeware/open-source programs. The use of virus programs or other intentionally harmful programs is strongly prohibited and will be taken as a serious offense by the school administration.

### **Other Individuals' Electronics**

No student may use another person's electronics to distribute e-mail or perform any other activity without that person's consent. This includes sending out messages or pretending to be someone else.

### **Disclosing Information and Safety**

Students should be very cautious about disclosing any personal information over the Internet. No student should ever disclose another student's or faculty member's personal information without his or her consent. Students should not give out their home phone number, address, or other sensitive information to anyone. Students should not post information that includes any identifying details including any references or photos that have the school name, sports teams' names, hometown, or places frequented. Also, it should be noted that the owners of a website can obtain information that a user submits to it.

## **Social Media**

Students who access social media or chat rooms should act responsibly and show respect for the rights and feelings of others. Gossip, insults, libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the school are strictly prohibited. Use of anonymous apps (i.e., Whisper, After School, Yik Yak, etc.) are strictly prohibited. Threatening, or harassing statements or pictures are also prohibited.

## **Etiquette**

As a rule, one should never say something through email or other electronic means that he/she would not say in person. In addition, personal or highly charged exchanges are best handled in person. Generally, email should be reserved for the exchange of information and not for emotional correspondence. Anonymous e-mail is prohibited. Remember that when a student sends an email from his or her personal or TCS network-based email, he or she is acting as an ambassador of TCS and the local Christian community. Correspondence should be courteous and appropriate.

## **Electronic Mail**

Electronic mail (e-mail) on the TCS Network is not guaranteed to be private. Network or other computer use or storage areas are and will be treated as school property. Computers, files and communications may be accessed and reviewed by administrative personnel and may be accessed by other computer users. Messages relating to or in support of illegal activities must be reported to the school administration and the proper authorities. Users should not send out bulk email, including chain letters, advertisements, or any other message that includes many different recipients. The Superintendent, Principals, or designee must approve all emails that are being sent to the entire school or an entire class beforehand.

## **Privacy**

There can be no expectation of privacy in school-provided services. In addition, students should be mindful that social networking sites are a public forum, and they should not post anything they would not want the world to see or know. Information and photos can be copied onto other people's sites and may be viewed by many and have a much longer life on the Internet than one may expect. Any act or attitude that is contrary to the purpose, values, and standards of TCS, that may be depicted on a social networking site through photographs or other means, are subject to school consequences and/or possible legal action as outlined in this Handbook.

Some devices provide audio and video recording features. Recordings must be limited to academic matters and may be made in the classroom only with the teacher's full knowledge and consent. Unauthorized recordings may result in disciplinary action, as deemed appropriate by the administration.

## **i-Pads and tablets**

iPads and tablets may be used in class to take notes or to be used as a calculator. Students may only connect to the internet at the teacher's direction, which must be limited to assignments directly related to the educational program. If a student has an appropriate novel loaded on the device and

free reading or group reading is part of the lesson being presented, then the student can use the device as an e-reader. At no time, may students access social media sites such as Facebook, Twitter, etc., or play games. If a student violates the above policy, it may result in disciplinary action, as deemed appropriate by the school administration. I-pods or other electronic devices are not to be brought to school and will be confiscated if they become a disruption.

### **School Computers**

School computers and devices are for school-related use only: homework, research, typing papers, etc. No games are allowed at any time, without TCS staff permission. Students are not allowed to access another student's files. No installation or removal of software is allowed.

### **Personal Electronic Devices**

Turlock Christian Elementary is not a BYOD school (Bring Your Own Device). Personal devices are only allowed with special permission from the school administration. Exceptions include students enrolled in the resource program; students who it is deemed necessary for use because of special academic reasons (i.e. projects). Those who do receive special permission must have an up-to-date, paid, working antivirus program installed and running on their device. Personal devices brought on campus without permission will be confiscated, parents will be contacted and possible disciplinary action will be taken.

### **Student Cell Phone, Smart Watch Policy**

Phones and Smart Watches must be kept in the student's backpack and powered down. Students may not have their cell phones out, or audible for calls, texts, or web data without explicit teacher permission. Students found using a cell phone or Smart Watch will have the device taken away and may collect it at the end of the day. The administration reserves the right to examine the contents of cell phones that are confiscated or that are believed to be used in violation of the cell phone policy.

### **Telephone Use**

The telephone in the school office may be used by students with office staff approval. In general, it is okay to be used for important matters only. Students are not permitted to use their cell phones to contact their parents unless permission has been given by a faculty or staff member.

## **Academics**

### **Subjects Offered**

- Bible
- Mathematics
- Language Arts
- Reading
- Spelling
- Writing
- Penmanship
- Science
- Social Studies
- Fine Arts/Meet the Masters
- Physical Education
- Band (elective for 4-6th graders)
- Computer
- Robotics
- Music

## Grading Scale for Kindergarten - Sixth Grade

### Kindergarten through Second Grade Core classes

- (1) Below Basic: Not meeting grade-level standards
- (2) Basic: Approaching and making progress toward end of the year grade-level standard
- (3) Proficient: Performance meets end of the year grade-level standard
- (4) Advanced: Performance exceeds grade-level standard

### Third - Sixth Grade Core Classes

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = 0 – 59%
- I = Incomplete work

### Grading scale: Enrichment Classes (Computer, Band, Chorus, Robotics (4th-6th grade), P.E.)

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

## Awards/Student Recognition

TCS participates in the Rotary Student of the Month program. Each month, one boy and one girl is selected from Grades K-12. The criteria for selection is based on classroom success, leadership, participation in school activities, special contribution to school and/or community and citizenship.

## Honor Roll Standards

**Head of School Honor Roll:** Semester grades of 4.00-grade point average

**Principal's Honor Roll:** Semester grades of 3.50-3.99 grade point average

**Honor Roll:** Semester grades of 3.00-3.49 grade point average

A special honor roll assembly to honor the students who are placed on the honor roll will be held at the end of the year. Parents will be invited and encouraged to attend.

Special recognition is given to students in each grade during a special awards ceremony at the end of the school year. A character trait award is given by each K-6 classroom teacher. Recognition for Band, P.E., perfect attendance and artist of the month in our Meet the Masters Art program will also be given.

## School Life

### Hours

Start of school: Regular Schedule: Grades kindergarten through 6<sup>th</sup> grade begins daily at 8:30 am and ends at 2:45 pm on Monday, Tuesday, Thursday, and Friday. TCS Elementary will have an early dismissal time at 1:30 PM every Wednesday. This time will be used for teacher in-service training and staff collaboration. Minimum Day dismissal will be at 12:00 noon.

Departure Time: Daily classes for grades K-6 end at 2:45 pm except on Wednesday. Students riding in cars should be picked up no later than 3:00 pm (1:45 pm on Wednesday). Students who are walking home or who are riding their bikes should go home immediately upon checking out with their teacher. All students remaining on campus after 3:00 pm (1:45 pm on Wednesday) will be taken to Extended Day Care and charged accordingly.

Early Arrival/Late Departure: Grades K-6 begin daily classes at 8:30 am. All students who arrive before 8:00 am or are still on campus 15 minutes after dismissal time will automatically come under Extended Day Care supervision and will be charged accordingly.

### Report Cards/Student Evaluation

Report cards will be available to view online four times a year on the FACTS Parent Portal. Parents and/or guardians should carefully examine report cards. Parents of 4<sup>th</sup> – 6<sup>th</sup> graders are encouraged to monitor student grades, homework, and assignments on FACTS each week.

Student evaluation is a very important part of the educational process. The teachers shall continually evaluate the effectiveness of the learning situation by:

- Setting and evaluating educational goals.
- Evaluating the ongoing progress of students and communicating this progress as necessary to parents.
- Issuing report cards.
- Conducting individual parent-teacher conferences.
- Administering standardized tests to all students to determine their achievement relative to students in their grade according to national norms.

### Progress Reports

At the midpoint of each term, parents will be contacted if their child has a 71% (C-) average or below at that point in the term. The teacher will make contact with the parent via email or phone call.

### Academic Testing

NWEA - MAP testing is administered three times a year. Information from these tests is used by the school to help evaluate student progress and respond to the needs of the students in the most effective way possible. Test results will be available to parents online.

## Parent/Teacher Conferences

Parents are expected to attend the first quarter scheduled parent/teacher conferences. Any parent who wishes to have an additional conference with a teacher is welcome to do so. The parent may contact the teacher directly for an appointment. Should a conference with the school principal and teacher be desired, contact the school office for the appointment.

## Back to School Night

Back to School Nights are held each fall at the respective campuses. At least one parent/guardian from each family is requested to attend. Important school-wide information will be shared at an opening assembly by the principal. This will be followed by a meeting with your child's teacher in his or her classroom. Check the current school year calendar for the dates.

## Extended Day Care

TCS offers a year-round program, including Summer Day Camps, for K-6th grade students during non-school hours from 7:00 a.m. to 6:00 p.m. each school day. Time spent in EDC is recorded on a per one-half/one-hour basis each day. The charge is \$5.00 per hour/\$2.50 per half hour. Charges will show up on the FACTS monthly billing. There is no extended daycare offered during Thanksgiving, Christmas, and Easter vacations.

For parents who are late in picking up their child, there will be a \$1 per minute (after 6:00 pm) late fee added to their FACTS account. This policy is to encourage parents to pick their child up by 6:00 p.m. so the supervisor can leave on time.

## Parties

- TCS does not sponsor off-campus parties with the exception of approved extra-curricular activities.
- Room moms/dads or parents who send a notice home regarding a class party **must have the notice approved by the administration prior to it being sent home.**

Birthday Invitations may only be distributed at TCS if:

1. In the event of an all-boy party, all boys in the classroom are invited.
2. In the event of an all-girls party, all girls in the classroom are invited.
3. In the event of a mixed party, all children in the classroom are invited.

When a parent wishes to limit the number of students to be invited to a birthday party, invitations must be mailed or distributed off-campus. Please consider the feelings of others as you plan a party. Excluding only one or two can be very hurtful.

## Counseling

If at some time a student feels the need to discuss a personal problem with someone, a counselor, teacher or administrator will be available to listen and lend guidance. If professional counseling outside of school is needed, an administrator will be available to suggest a qualified individual.

## Field Trips

Teachers plan educational field trips that correlate to each grade level's curriculum. These are planned to enhance the class's study in a particular area. All students are expected to participate in



all scheduled field trips. Siblings of children whose parents are chaperoning a group may not attend unless prior approval has been given by the teacher. We may ask for help from parents to chaperone field trips. Parents driving children other than their own on a field trip must have a Volunteer Driver's Form filled out and on file in the school office. **Anyone attending an overnight field trip must be fingerprinted through the Business Office at TCS.**

Parents will receive information from the teacher whenever a field trip is scheduled. A permission slip will be attached. The form must be signed and returned to the teacher, along with any fee required for the field trip, before the student will be allowed to go on the field trip.

**All field trip fees are non-refundable once a student has signed up and paid.** This applies to students who are not allowed to attend due to discipline issues, as well as those who change their mind. Students on academic probation or below a 2.00 GPA, may lose their privilege to attend class trips, determined by the administration.

#### **FIELD TRIP GUIDELINES FOR PARENTS K-6th**

- Keep student emergency contact slips with you and return them at the end of the trip.
- Make sure you have a map to the field trip destination; the school phone number should also be included.
- Siblings are not allowed on field trips.
- Each child must be in a proper seat belt or booster. California State Law states that any child under the age of 8 must be secured in a car seat or booster unless they are 4'9" or taller.
- Please play appropriate music and radio programming for children while traveling in your car.
- Don't hesitate to enforce your car rules in order to have a safe and peaceful trip.
- **Do not take side trips or conduct personal business while in route to and from the scheduled destination.**
- Exchange cell phone numbers with the teacher in charge and all other parent drivers on the trip, prior to departure.

Grades K-6: When returning to school, have the students go to the classroom even if parents are waiting to pick them up in the parking lot. All students must be checked out by the classroom teacher unless other directions are given.

#### **Sixth Grade Science Camp**

Each year, the sixth-grade class will attend Outdoor Education Camp. The experience is an educational school activity and is part of the curriculum. Information about this year's trip will be provided to parents through their classroom teacher.

#### **Transportation**

TCS does not provide transportation for students to and from school. To encourage families to form carpools, the school office can provide information on parents who live in your area. When traveling to school-sponsored activities, students must have their parent's written permission to ride by private vehicle. Vehicles carrying students may not carry more than 7 passengers plus the driver. Drivers must have one functioning seat belt for each passenger. TCS elementary students may not

ride in the front seat of a vehicle equipped with a passenger-side airbag. In addition, each driver must complete a Volunteer Driver's Form to keep on file in the Elementary school office.

### **School Vehicles**

If you will be using a TCS van to transport students, please obtain the Vehicle Use Policy beforehand. There is a process involved in becoming an approved driver.

### **Volunteer Requirements**

A volunteer is deemed someone who volunteers on a regular basis, on an average of once a week or more. When volunteering on campus, you must sign in at the school office building and receive a name badge to be worn for the duration of time on the school campus. A volunteer will not be allowed to work alone, one on one, with a child unless they have filled out and signed the volunteer agreement, and have been fingerprinted through the TCS Business office at the cost of the parent.

### **Fundraising**

Various student groups may conduct fundraising events throughout the year to help finance their activities. All such fundraising events are conducted in conjunction and cooperation with other TCS groups sponsoring such events and with the total TCS program. All fundraising requests must be submitted to the site principal, then approved by the Head of School and development committee.

## **Health and Emergency Information**

### **General**

All emergency contact information can be kept up to date for each student by logging into FACTS SIS and updating the Family Demographic Form (under WebForms). Please make any changes through this system or notify the school office immediately of any changes in emergency contact information, address, phone numbers, email addresses, mailing addresses, and medical insurance information.

**Kindergarten Dental Exam:** All students entering kindergarten are required to have an oral health assessment by a licensed dentist or other registered dental health professional. This is to be completed within the kindergarten year.

**First Grade Physicals:** All students entering first grade need a complete health examination as required by California State Law. Forms (which are available from the school office) verifying the examination must be returned to the school by October 30th of their first-grade year. Please contact the office for further information.

### **Immunizations**

All students are required by state law to be current on all immunizations. All students transferring from other schools in California or other states must present either a personal immunization record or a state immunization record. If a medical exemption is in place from a licensed physician, the un-immunized student may be excluded from attending school or child care during an outbreak of, or exposure to, any of the immunized diseases for the protection of the student and others.

## Student Health

Students are to be kept home if they show any signs of the following:

- Severe cough
- Tonsillitis
- Listless behavior
- Fever
- Unexplained rash/skin eruptions
- Red eyes with a discharge
- Earache
- Any behavior noticeably out of the ordinary
- Diarrhea/vomiting

Students will be examined daily upon arrival and admittance will be refused to any child with any of these symptoms. **Any child sent home from school with a fever, vomiting or diarrhea should not come back to school until twenty-four hours after the last episode.** Following any serious or contagious illness, a doctor's note may be required for re-admittance.

Many parents incorrectly believe that if a fever appears at night and the temperature is normal by morning, then the child is okay. Temperatures, both normal and febrile, are usually at their lowest in the morning and gradually rise during the day.

In general, if a student comes to school, he/she should be well enough to participate in the total school program. Students not well enough to participate in class and all regular activities should not be in school. There is no provision at school for special supervision of a sick student.

If a student is injured or becomes ill during the day, the school will attempt to contact the parent/guardian. In the event that the parent/guardian can't be reached, information on the emergency medical form will be used. If necessary, students will be transported to the nearest hospital for emergency treatment.

## Rashes/Communicable/Contagious Diseases

Any communicable/contagious diseases such as Covid, RSV, measles, mumps, whooping cough, pinworm, ringworm, scabies, tuberculosis, hepatitis, impetigo, etc. must be reported to the school office right away. To be readmitted to school, your child must be accompanied with a signed note from your physician stating: type of rash/disease, treatment for the condition and release to return to school as well as any other pertinent information from the doctor.

**Contagious Illness:** If your child has been knowingly exposed to a contagious illness such as chickenpox, etc., the school will send home a written notice.

## Description of Communicable Diseases

**SCARLET FEVER, STREP THROAT** – Incubation period is 2-7 days. Exclusion from school – may return to school after recovery, but must have a release from the doctor. Other children in the home may attend school if they have been immunized. Call your family doctor regarding school attendance.

**CHICKEN POX** – Incubation period is 14-21 days, usually 16-18 days. Symptoms – small water blisters on the back or chest, slight head cold, may or may not have a fever. Exclusion from school – seven days after spots appear and until all crusts are dry.

**COLDS AND INFLUENZA** – Incubation period is 1-3 days. Symptoms – fever, chills, aches, and pains in the back and limbs, sore throat, and cough. Exclusion from school for three days. Return to school depends upon recovery. Child must be free from heavy coughs, throat and nose discharge. **NO FEVER FOR 24 HOURS PRECEDING RETURN TO SCHOOL.** This is the rule.

**CONJUNCTIVITIS (PINK EYE)** – Any inflamed or eye discharge is considered to be contagious and the child will be excluded from school until they have been on medication for 24 hours and symptoms have decreased. With very small children, it may be longer due to the fact they are constantly touching their eyes).

**RUBELLA (GERMAN MEASLES)** – Incubation period is 14-21 days, usually 16 days. Symptoms – mild fever, rash, enlargement of glands behind the ears and in the back of neck at hairline. Exclusion from school until fully recovered.

**HEPATITIS** – Incubation period is 10-40 days, usually 25 days. Symptoms – fever, headache, nausea, loss of appetite, fatigue, abdominal discomfort. Later, there may be jaundice. Exclusion from school until fully recovered. Permission to return to school must be signed by the family doctor or the Health Department.

**MEASLES** - Incubation period is 9 – 11 days. Symptoms – rash on 13-15th day, cold with watery eyes, cold and fever, rash on face which spreads down the body. Exclusion from school for seven days after the appearance of rash and the absence of fever or other symptoms.

**MUMPS** – Incubation period of 12-26 days. Symptoms – fever, swelling on one or both glands in front of ears (occasionally glands under jaw swell). Exclusion from school until all the swelling is gone, usually about 10 days.

**IMPETIGO** – Incubation period within five days. Symptoms – crusted, moist sores, usually on the face and hands. Exclusion from school – may attend school if under doctor’s treatment and sores are covered.

**RINGWORM** – Incubation period is 10-14 days. Symptoms – flat, spreading ring-shaped areas. Edges are reddish, may be dry and scaly. Exclusion from school – may attend school if under doctor’s treatment and sores are covered

**RINGWORM OF THE SCALP** – Incubation period is 10-14 days. Symptoms – scaly, bald patches on the scalp. Exclusion from school – special regulations are made by the County Health Department. A Student may not return to school until released by the County Health Officer.

**HEAD LICE** – Small egg-like modules accompanied by small lice in hair. Prescribed head treatment is necessary initially with home/school areas treated (such as bed linens, desk area). A repeated treatment for the larvae is required in approximately two weeks.

**COVID** - People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Anyone can have mild to severe symptoms. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

For the protection of the other students and employees, your student will be sent home if any of these symptoms, conditions, illnesses are found or suspected during the school day.

## Accident Reports

All accidents, regardless of how slight the injury or damage must be reported immediately to the teacher in charge of the class or activity. If no teacher is available, the accident is to be reported to the office.

## Medication

A "Medical Information Form" must be filled out and properly signed by the parent and physician before the office staff may administer prescription medication to a student. State Law requires that all medication must be in the original container with the correct dosage stated and prescribed for the indicated student only. Pharmacies will give duplicate containers at your request for school. Consent forms may be obtained from the office. Please **never** send any medication to school with your child in their backpack or lunchbox for them to take on their own.

The TC office will keep non-aspirin pain relievers available for students whose parents gave permission on their enrollment form. Other over-the-counter medications will not be given without written and/or verbal parent approval and instructions.

All medicines brought to school must be checked in at the school office. They are not to be shared with other students. Band-Aids can be provided to a student in case of a minor scratch.

## Emergency or Disaster Situations

Should an emergency or disaster situation arise in our area while school is in session, we want you to be aware that TCS has made preparations to respond. Your cooperation is necessary in any emergency.

1. In the event of a serious emergency, students will be kept at school until they are picked up by you or someone who has been listed on your student's Emergency Information Form.
2. As quickly as possible, the school will send out an ALL-SCHOOL-ANNOUNCEMENT via phone message and/or text to give you as many details as possible.
3. Please DO NOT call the school in an emergency situation and do not come to the school unless you have been requested to do so.
4. During an extreme emergency, when evacuation is necessary, students will be released from a designated campus (or off-campus) location. If this is required, parents will be alerted via text with details using the text number we have on file.

If a student is injured or becomes ill during the day, the school will attempt to contact the parent/guardian. In the event that the parent/guardian can't be reached, information on the emergency medical form will be used. If necessary, students will be transported to the nearest hospital for emergency treatment. By law, each student MUST have an emergency form on file in the school office.

## Lockdown & Security

TCS classrooms are locked throughout the school day, for student safety.

TCS may on occasion go into a "lockdown" mode, which means students and faculty will be taken to a secured area (classroom, multi-purpose room, or meeting room) where all doors will be locked.

Lockdown occurs whenever TCS perceives that a situation exists that may put our students or staff in danger. This is used as a precautionary measure and does not necessarily indicate imminent danger.

For the safety of our students, if a lockdown is in process, our campus will be blocked from access and parents will not be allowed to enter and/or exit classrooms or drop-off/pick-up students until lockdown has been recalled.

### **False Fire Alarms**

Students who pull the fire alarm will be fined a minimum of \$100.00 or any cost to cover the bill TCS receives from the Fire Department for a false alarm. Please discuss the seriousness of this with your child. Further disciplinary action may be taken with the student as well.

### **Asbestos Management Plan**

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), our school office has available for your inspection the Asbestos Management Plan. This plan includes details regarding the location, condition, and make-up of all asbestos-containing situations as they currently exist in this school. Please feel free to examine this plan at our office during regular business hours.

## Parent/Partner Agreement

We consider it a privilege to have the opportunity to send our child(ren) to Turlock Christian Schools (TCS) and we desire to partner with TCS in the total education of our child(ren).

We agree to uphold the high behavioral and academic standards of TCS. We pledge to support the policies, principles, practices, and procedures of TCS, including, but not limited to, the Parent/Student Handbook, which is subject to change.

We agree to support our child's education by participating in fundraisers, attending school events, parent events, and our child's extra-curricular events.

We recognize that for our child(ren) to make good progress in his/her work, it is essential that he/she has confidence in his/her teacher and the school. Therefore, we pledge our cooperation and support to the staff and administration of Turlock Christian Schools in the training and disciplining of our child(ren).

In the spirit of unity, we agree to take questions, criticisms, and grievances to the proper school authority. We will avoid taking concerns to other parents and strive to resolve all conflicts through the principles of peacemaking. Matthew 18:15-17

We agree that any unresolved disputes, including statutory claims, shall be settled by Biblically-based arbitration. We understand that TCS's complete policy on arbitration is kept on file in the Business Office and we can request a copy of it at any time during regular office hours.

We agree to stay informed by regularly reading the TCS newsletter, website and attending school functions.

We understand TCS's desire for a consistent, conservative standard of dress for all students. We agree to support the TCS dress code by providing acceptable clothing for our child(ren) and seeing that such clothing is worn to school and other school activities. We understand that it is our responsibility to ensure our child(ren) comes to school and school functions dressed in compliance with the school's Dress Code.

We give permission for our child(ren) to go on scheduled field trips and other school-approved activities. We absolve TCS from any liability to ourselves or to our child(ren) due to any injury to our child(ren) at school or during any school activity.

We give permission to have our family name, address, and phone number included in the TCS student directory. Directory information will only be used for TCS purposes. We understand that if we do not agree to this policy, we will be required to present a letter to that effect, to the Head of School prior to the first day of this school year.

We agree that TCS may use our child(ren)'s name(s), portrait, likeness, artwork, spoken or written endorsement, written work, and/or electronic media that he/she develops in connection with TCS classes or activities in order to publicize or highlight TCS, and that, except as prohibited by law, TCS may use our child(ren)'s information and records at their discretion. We understand that if we do not agree to this policy, we will be required to write a letter to the Head of School prior to the first day of this school year.

We understand that the administration and the Board of Directors of TCS reserve the right to dismiss any student who does not honor the standards of the school or does not cooperate for the general welfare of the student body.

We agree to abide by the financial policies of TCS, paying all tuition and fees due to TCS in a timely manner. We understand that our contract is for the entire school year and there will be a withdrawal fee along with a 30-day notice requirement if we decide to withdraw our child(ren) after June 1. (See Financial Policies)

We authorize TCS to release all information necessary to secure the payment of any balance on our account. We declare the information given on this application is accurate to the best of our knowledge.

We understand that Turlock Christian Schools will make their best effort to contact us in the event of a medical or another emergency concerning our child. However, if we cannot be reached, we authorize the calling of a doctor and the providing of necessary medical services, as determined by emergency or school personnel, in the event our child is injured or becomes ill. We hereby give permission for our child to receive emergency medical treatment, to be hospitalized, and to receive such injections, anesthesia, or operation as may be urgently necessary. We will not hold Turlock Christian Schools liable for any accident, sickness, or emergency treatment given while our child is in the care, custody, or control of Turlock Christian Schools that is made in good faith.



**K-6 Parent & Student Handbook**  
**SIGNATURE PAGE**

List first and last names of students in your family enrolled/enrolling at Turlock Christian Elementary School (PLEASE PRINT):

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

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

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

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

Parents and students are expected to be supportive of the teachers, staff, and administration as they implement TCS's mission and policies. Parents and students are expected to be familiar with the school's mission and policies.

The Parent and Student Handbook is one of the primary vehicles for outlining the policies and practices of TCS. Parents and students need to read and review very carefully the policies, guidelines, expectations, and consequences outlined in this Parent and Student Handbook.

The Parent and Student Handbook and Policy Agreement form must be signed, dated, and returned to the TC school office by date of registration. Students may not enroll at TCS without first agreeing to abide by the school's policies and procedures.

Signing this form indicates agreement with the Parent and Student Handbook, and the governance and policies of Turlock Christian School.

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We have received and read the TCS Parent & Student Handbook for the school year. We agree to abide by its policies, guidelines, expectations and consequences. We specifically agree to be supportive of the administration's decisions and procedures

We acknowledge that TCS has the right to add, delete, or modify policies, guidelines, expectations, and consequences as deemed appropriate at the sole discretion of the school's administration.

\_\_\_\_\_  
Parent/Guardian's Name (PRINT)

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

\_\_\_\_\_  
Date