



Turlock Christian School
Junior-Senior High School
Parent/Student
Handbook
2024-2025
(Revised July 2024)

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Welcome from our Head of School

Welcome to the 2024-2025 school year. As this year begins, we look forward to another year filled with the sounds of students learning, their activities and being a part of a loving community. We believe God has many great things in store for TCS as we stay committed to His mission of educating students in a caring environment. Each of our students are created in the image of God and has been uniquely gifted. Our goal remains to equip each of them to use those talents and gifts for the glory of His kingdom here and after they leave TCS.

Community is central to who we are at TC. This is a place where you are amongst friends. The TCS community, together, strives to impact lives by pursuing excellence and honoring God. This is how we approach each day. Each of us is committed to a mission to empower students to become leaders.

Our Focus

At TCS, our focus is “Preparing students for college and life in the vital areas of faith, virtue and knowledge.” We are committed to academic excellence, being a caring community, and have a proud history of preparing students for outstanding college careers. Whatever a student’s future holds, Turlock Christian’s primary goal is to prepare them to live life honoring God and making an impact wherever their life takes them.

Our Core Values

We seek to teach and live out four Core Values.

Excellence: We strive to do our best always and to realize fully, our God-given potential.

Partnership: We serve in partnership with students, their families, churches and others who share our values.

Impact: We are committed to living unselfishly, making life-changing differences in others, our community, country and the world.

Character: We seek to be and to produce people whose lives are marked by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.

Our hope is that all who attend TCS will have a student experience of epic proportions. We pray that Turlock Christian will prepare them to honor God by living unusual and out of the ordinary lives, dedicated fully to Him.

John Kennedy
TC Head of School

General Information

Board, Policy and Administration

TCS is an independent, interdenominational Christian school led by a self-governing Board of Directors. The Board approves all school policy. 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 when amended, you will be notified.

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 Parent Teacher 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 beginning 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 (1 Thess. 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; 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 (1 Cor. 10:31).

Expectations of Students

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 or 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 TCS's standards of behavior.

Enrollment

Acceptance

TCS seeks applications from families that seek a values-based, quality education for their children. Acceptance is based upon the evaluation of interviews, references, past educational performance if any, 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.

Automatic Re-Enrollment

Assuming a student's academics and behavior has 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. 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.

Attendance

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. All absences will be recorded as A (Absent).

Parent Responsibilities Regarding Absences

1. Schedule doctor and dentist appointments and family vacations so that attendance at school is affected as little as possible.
2. Should a student be absent, parents are requested to call the school at (209) 632-2337 prior to 8:30 a.m. or report the absence on the TC app using the absence form. Extended absences should be phoned in everyday, unless previous arrangements have been made.
3. If a student is absent for more than three consecutive days, the student must provide a doctor's note upon returning to school.

Policies

General Attendance Policies

1. If students miss more than **8 periods** of any class per semester, **students MAY not receive credit**

for that class.

2. School sponsored activities (sports, field trips, performances, etc.) are not considered absences.
3. Any student absent on the day of an after-school activity or event **cannot participate in that activity or event.**
4. If a student is absent for part of a day, missing one or more classes, they must report to the office with a written explanation for their absence. At that time, the student will be given a **Green Slip** to be readmitted to class.
5. Students are responsible for obtaining work missed due to any absence. .

Pre-arranged Absences

1. When a family has prior knowledge of the dates for absences, the parent must complete and submit a **Pre-Arranged Absence Form** at least one week prior to the actual absences.
2. All homework and tests will be due the day the student returns from the trip unless prior approval is obtained from the teacher.
3. A maximum of 5 days of pre-arranged absences are permitted. Seniors receive an additional 5 days for verified visitations to college campuses. If additional days are needed the student can petition the school for consideration by the administration.

Makeup Work Due to Absences

1. All work missed during absences must be made up, including tests and homework assignments. Students will have the number of days absent to make up any school work. Example: 1 missed day = 1 extra day to make up work (Calendar days)

Tardies

Students are expected to be in class and ready to begin work when the class tardy bell sounds.

1. **Being less than 15 minutes** tardy to a student's **first scheduled class** of the day will be considered tardy.
2. **Being more than 15 minutes** tardy to a student's **scheduled class** of the day will be considered an absence.

Closed/Lock-out Door Policy

This means doors are closed when the tardy bell rings. The closed door policy is designed to accomplish the following:

- Establish and enforce clear, consistent expectations for students.
- Minimize classroom interruptions for students who have shown up on time and prepared for class.
- Keeping teachers from having to choose whether or not to spend instruction time addressing students who are tardy.
- Keep all students safe.

Procedure

1. Once the final tardy bell has sounded, teachers are instructed to close and lock their classroom doors and begin teaching.
2. All late students must report to the office to have their tardy documented. After proper documentation has been collected and vetted, the student will be sent back to class. If the student does not have an official pass, he/or she should not be admitted to class.

Discipline Cycle for Tardies

Progressive discipline is a proven method for managing tardiness is progressive discipline. Listed below is the progressive discipline cycle for tardy to both school and class:

- 1st tardy: Warning
- 2nd tardy: Parent Communication
- 3rd tardy: Detention/Parent Conference

The goal is to ensure that students know that it is not okay to be tardy and that poor decisions have consequences.

Truancy

Truancy is defined as being absent from school all day or from individual class periods without authorization from parents or school; this includes leaving school early without going through proper check-out procedures.

Discipline for truancy is as follows:

1. No credit will be given for homework, quiz and/or a test that is missed due to truancy.

Final Exams

1. Final exam dates are published and posted in advance. **Families should avoid planning family trips during these times.** Students who apply for, and receive, an excused absence will be allowed to make up the exam **only after** the scheduled date of the exam.
2. A late fee of \$75 per exam will be charged for the administration of an exam on an alternate date. Payment of the fee is expected before the exam is administered.
3. No excused absences will be granted without a request to the Junior High/High School Principal before the exam.
4. A student who does not show up for a scheduled semester exam without administrative approval will not receive credit for their semester exam.

Junior High School - End of semester finals are not given for all Junior High classes, however, JH students do follow the same High School exam schedule during the last week of each semester. Teachers may schedule comprehensive tests, lengthy unit tests, or culminating learning activities. Junior High students enrolled in high school level classes will have a final exam at the same time as high school students. These high school level exams can count **up to 20%** of the semester grade.

High School - Final exams are given in most high school courses. Assessments may include traditional paper tests, essays, projects, and/or presentations. The finals will count up to 20% of the semester grade.

Academics

Graduation Requirements

Junior High

In order to graduate from Turlock Christian Junior High, an eighth grader must satisfy the following requirements:

1. Take one Bible class for each semester enrolled at TCJH.
2. Pass the U.S. Constitution test with a 70% or better.
3. Achieve a GPA of at least 2.0 with no grade lower than a 60% average for the year.

Any student failing to satisfy the above three criteria will not receive a diploma. In order to receive a diploma, the student must make up the failed class(es) at an approved summer school.

High School

In order to graduate from Turlock Christian Senior High, a senior must satisfy the following requirements:

1. Take one Bible Class for each semester enrolled at TCHS
2. Complete the annual community service/outreach requirements
 - a. Freshmen – 20 hours (10 hours per semester)
 - b. Sophomores – 25 hours (12.5 hours per semester)
 - c. Juniors – 30 hours (15 hours per semester)
 - d. Seniors – 30 hours (15 hours per semester)
3. Earn a minimum of 250 credits, including the following course requirements:

	<u>Min. Credits</u>	<u>Min. Requirement</u>
Social Science , to include: One semester of Economics One semester of Government	30	3 years

English	40	4 years
Mathematics	30	3 years (4 recommended)
Science (Biology Lab Required)	30	3 years
Health	10	1 year
Physical Education	20	2 years
Bible/Community Service**	40	4 years
Visual & Performing Art	10	1 Year
Foreign Language	20	2 Years
Electives	20	2 Years
Total	250	

Transfer Credits

Transfer credits are credits taken for courses outside of TCS. Credits from another high school will normally be accepted at full value by TCS for students who transfer in. Credits for home-schooling courses will normally be accepted under the discretion of TCS. While attending TCS, all courses must be taken at TCS unless there are extenuating circumstances. In this case, course selection must be approved by the administration.

Grades

Grading Scale and Categories

The academic year is divided into two eighteen week semesters. The grading scale is as follows:

- A** - Excellent work
- B** - Above average work
- C** - Average work
- D** - Passing work
- F** - Failing work
- I** - Incomplete work (Only granted for extenuating circumstances at the administration's discretion.)
- P/F** - Pass/Fail
- C/NC** - Credit/No Credit. TBD by administration & faculty, based upon written request of parents, only to be used under extenuating circumstances. Must be granted prior to enrollment.
- R** - Repeated
- WF** - Withdrawal from a class after the first two weeks of class will result in loss of credit for the course.

Grade Point Average

Grade Point Average (GPA) is a calculation used to compute a grade average for a quarter, a semester or for the student's total coursework for four years. G.P.A. is used to compute class rank, eligibility, probation, etc.

GPA's are determined by using the following scale:

Grade	Standard Classes	Honors, AP, Dual Credit Classes
A	4 Points	5 Points
B	3 Points	4 Points
C	2 Points	2 Points
D	1 Point	1 Point
F	0 Points	0 Points

Academic Integrity

TC's faculty and administration believe in academic honesty and the principle of an honor code. Students are expected to do their own homework, submit their own thoughts for writing assignments, and take tests without external aids. Students are to refrain from any form of cheating or plagiarism. Students are also expected to deny requests from other students to copy from their work. Violation of this policy can result in suspension from school and further disciplinary and academic penalties.

Enforcement of Academic Integrity

All faculty and staff are required to confiscate any items in question (paper, iPad, cell phone), turn them into the office, and report all possible violations. Violations may result in both academic and disciplinary consequences.

1. Academic disciplinary offenses are cumulative from year to year.
2. Standard Progression of Disciplinary Action
 - a. First offense will result in a detention, a zero on the assignment, and parent communication.
 - b. Second offense will result in a suspension and a zero on the assignment. The number of days will depend on the severity of the infraction.
 - c. Third offense will result in up to a five day suspension or expulsion and a zero on the assignment. TCS counselors may be required to report a pattern of academic dishonesty to colleges and universities.

Withdrawing from a Class

A student may withdraw from a class within two weeks of the start of Fall semester instruction. Parents or guardian's must submit a **Withdrawal from Class** form and get the approval of the Principal. A new course may **not** be added after two weeks into the semester without administrative approval. **Withdrawal from a class after the first two weeks of instruction will result in transcripts reflecting an Incomplete or Withdrawal and will not receive credit for the course.**

Grade Forgiveness

Students who wish to repeat a course and have the earlier letter grades deleted in the computation of their cumulative grade point averages may do so with the following stipulations:

1. The student has completed a Course Approval Request Form, received approval, and is re-enrolled in the course.
2. The Course Approval Request states that the course is being repeated with grade forgiveness and is submitted by the student to the High School Registrar.
3. Any course taken at TCHS must be repeated at TCHS or through an approved alternative program. (Contact the office for an approved alternative program list.)
4. The student's grade in the original course is not a result of academic misconduct according to school policy.
5. Course forgiveness must be completed within one calendar year of the original semester.
6. Courses in which students received a C- or better may not be repeated.

All courses will remain on the student's official transcript. The original course grade will be annotated with an **R** to indicate that the course has subsequently been repeated and the grade replaced. Only the repeated course grade will be calculated into the GPA.

Credit Recovery

To ensure TCS students needing grade recovery meet NCAA and/or UC a-g requirements the following options are available. Students who do not make a selection will be assigned an option based on student needs and resources available. Courses must be completed in a timeframe established by the administration to ensure eligibility, re-enrollment, and graduation.

Credit recovery options are:

1. Summer School
2. Retake course following year
3. Online course (Approval from Principal is mandatory.)

Valedictorian and Salutatorian Selection Process

Junior High

1. Overall, good citizenship

2. Highest grade percentage of their combined 7th and 8th grade years

Senior High

1. Overall, good citizenship
2. Highest G.P.A. of their combined 9th-12th grade years
3. Student must have attended TCHS for at least 2 years

Extra-Curricular/Athletics Eligibility Code

Eligibility for extra-curricular and athletic participation is subject to the following.

1. Eligible students who participate in extracurricular activities, including the graduation ceremony must be enrolled full time as defined in the TCS enrollment policy.
2. Students must be in attendance of **ALL** of their classes to participate in any extracurricular activities (practice, games, FFA, Band, etc.) that day. If a student leaves or misses school for either a doctor or dental appointment, upon returning to school that day, the student must provide the main office with an excuse from the doctor/dentist on official letterhead. Absenteeism on the day before the weekend or non-school day activity will be addressed by the Athletic Director or Principal.
3. The Principal will run an **eligibility report on the first Friday of each month**. The report will determine which students are below a 2.0 or have an 'F' in any class. Students who fall below the requirements will be placed on Academic Probation for two weeks. If, at the end of the probationary period, the student has not brought up his/her grades, he/she will be placed on the extra-curricular ineligibility list.
4. The student may still participate in extracurricular activities during the probation weeks, while working to improve the grade(s). If the student's grade(s) do not improve after the probation weeks, he/she will be placed on the ineligibility list and **WILL NOT** be able to participate in extracurricular activities until the first Friday of the next month. **There will be NO exceptions to this rule.**
5. Coaches/Activity Leaders will be notified of students on the ineligibility list by the Principal or Athletic Director.
6. If a student is absent during the week, and such absence creates a situation of ineligibility because of missed work, the eligibility of the student will be determined by his/her status the previous week, until the work is completed. Please note that students are only allowed one-day per day absent to make up missed work.

Earning College Credit

There are two methods by which eligible Juniors and Seniors are able to receive high school credit with the opportunity to also earn lower division college credits in a variety of content areas. There are prerequisites that students must meet in order to be accepted into these courses.

Advanced Placement (AP)

Advanced placement classes are courses for which, if successfully passed, credit is given at TCS. Many colleges will also give college credit and/or advanced placement if the AP test is passed with a score of 3 or higher. Students enrolled in AP courses are required to pay for and take the AP test(s) in May. One honor point is given to the student who takes an AP course and takes the AP test. AP students will be required to participate in study groups as a part of their course. AP students will be assigned summer work and reading, which must be completed prior to the first day of school, in order to stay enrolled in the class.

Dual Enrollment (DE)

TCS offers Dual Enrollment courses on our campus to assist students in their transition to college. Dual Enrollment courses have the rigor of college level courses and students should approach them as such. High School students with at least a 3.0 GPA may dual enroll at approved colleges or universities. Students must register with the applicable college and pay that school's tuition and other fees. Registration will be finalized during the first week of the new school year. Once a student makes the commitment to the Dual Enrollment Course, he/she will complete the Dual Enrollment Commitment Form.

TCS currently partners with Concordia University-Nebraska and Grand Canyon University for DE courses. These courses are taught by college-certified TCS or adjunct instructors using a college-approved curriculum and text. Be assured that these courses are taught from a Biblical perspective. The college will grant students 3 or 4 college credits (amount varies per course) if they earn a "C" or higher. It is the student's responsibility to enroll with the college to get the college units. Please note that the Dual Credit courses that TC offers will only be on the transcript once. Students who purchased the college units through Concordia Nebraska will receive a college transcript through them.

Field Trips

Teachers plan educational field trips that correlate to each grade level's curriculum in order 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.

Emergency contact information must be updated through FACTS for each student prior to any field trip. Parents may be asked to chaperone field trips. Parents driving on a field trip must have an **approved current** Volunteer Driver Application filled out and on file in the school office. Adult chaperones attending an overnight field trip must be fingerprinted ahead of time. Contact the Business Office for instructions.

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 trips are non-refundable. Once a student has signed up, payment in full is required. 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.

Physical Education

At the junior high and high school level, P.E. is a regular class subject requiring a passing grade for graduation. Students are expected to dress in the regulation uniform and be in attendance with the class. A temporary release from activity may be granted by the teacher upon request from the parents. An extended release for medical reasons will be granted upon written notification from a doctor. Release from physical activity does not excuse students from attending the class.

Alternative PE Credit

Two years of Physical Education are required by the state of California and is a TCS graduation requirement. PE Credit may also be fulfilled by:

1. Playing a TCS sport (one semester for each season; HS only)
2. Marching Band (One semester)
3. Color Guard (One semester)

To receive PE Credit, students must successfully complete the entire season of sport or complete an approved academic activity.

Report Cards/Student Evaluation/Progress Reports

Report cards are posted on FACTS at the end of every semester. Parents should examine report cards carefully. Parents are encouraged to monitor student grades, assignments, and progress on FACTS each week.

At the midpoint of each semester, parents will be contacted if a student has a 72% (C-) or lower at that point in the term. Teachers will make contact with the parent via email or phone call.

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 on-going 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.

Standardized Testing

Standardized testing is given annually. Information from these tests is used by the school to help evaluate and respond to the needs of the students in the most effective way possible. Test results will be available through the respective testing vendor.

The following tests are administered or information made available at TCS:

NWEA MAP TESTING	2-12th Grades
PSAT 10	Preliminary Scholastic Aptitude Test (10th Graders)
Advanced Placement	AP English Literature, AP English Language, AP Statistics, AP Calculus, AP U.S. History, AP Chemistry, AP Biology, AP Spanish
SAT	10th-11th

Parent/Teacher Conferences

Parents are encouraged to attend the first quarter parent/teacher conferences. Any parents who wish to have an additional conference with a teacher are 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.

Student Learning Support

TCS welcomes applications to the Academic Support Program from students who are new to TCS who have mild to moderate learning differences which have been identified and documented through either an educational psychologist's evaluation, a physician's medical diagnosis, dyslexia screening, or through a current educational plan from a public school. Each application for admission will be reviewed by TCS to determine if the student's documented needs can be adequately serviced by our Academic Support Program.

Transcript Requests

Turlock Christian High School uses www.parchment.com to order transcripts. All students must go through the outside website to place orders.

Online Courses

Online course grades are based on the completion of the material within the pacing guide parameters which include a course completion final deadline date. The Pacing Guide is provided by the Online Coordinator/Instructor.

Students are expected to take a TCS course when available. However, if a scheduling conflict occurs, online courses may be substituted.

All online, blended, and dual enrollment courses must be approved by the Principal and Coordinator/Instructor. Courses taken to replace current TCS classes offered in the course catalog must also be approved in the same manner.

It is the student's responsibility to keep current with homework and study schedule for the online course. To receive credit for the course, the student must submit a transcript to the registrar. Many online courses require more time at home and online than traditional courses.

Failure to complete core grade level requirements (i. e. Math, English, Bible, and Social Science) during the school year and/or summer school may jeopardize enrollment status in the next level of that class for the following year.

California Scholarship Federation (CSF)

CSF is an organization that exists to promote high standards of scholarship, service, and citizenship on the part of students of the senior high schools of California. Membership in the Turlock Christian chapter of CSF is determined each semester by an evaluation of the grades received in the preceding semester. The State Constitution and State by-laws prescribe that membership in the federation is "neither automatic nor compulsory." Retroactive membership may not be granted to any student who has failed to take advantage of the opportunity to become a member. Full membership may be granted to anyone qualifying who has completed one semester of his/her sophomore year. Associate membership may be granted to anyone qualifying after completion of one semester of his/her freshman year of high school. Life membership is based on grades earned in the 10th, 11th, and 12th grades; at least one of these semesters must be based on grades earned as a senior. Life members receive a special seal of distinction on both their transcript and diploma. Seniors qualifying for Life membership during the 1st semester of their senior year will have an opportunity to be exempt from 2nd semester finals. If a student has been suspended, student will lose the privilege for missing finals, even if they are in CSF as lifetime members.

Communication

The school's commitment to honest, direct and respectful communication is laid out in the "Communication"

section of the “Culture” subheading of the General Information section of this document. This section on communication introduces the various communication channels used by the school and the procedures for parents communicating concerns about their students or the school.

Communication Channels

Numerous communication channels are available to students, parents, and the school.

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 links to FACTS are examples of some website features of value to parents, students, and school personnel.

FACTS

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, student behavior, and transcripts
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
5. Numerous administrative forms

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.

Communicating Concerns, Ideas, or Suggestions

Following the process outlined below will help the school respond more quickly and appropriately to any concerns, ideas, or suggestions you might have regarding your student or the school in general. Knowing and following the proper lines of communication can relieve unnecessary frustration on your part. **Anonymous communications in any form will be ignored.**

Here are the guidelines.

1. All classroom situations go to the teacher **first**. Concerns regarding yours or another student are to be directed to the teacher.
2. If the situation is not resolved, you are encouraged to go back to the person a second time. Often, on-going dialogue results in clarification, understanding and resolution.
3. If the situation cannot be resolved after further clarification with the teacher, you may then contact the principal who will meet with you and the staff person involved. **The goal of this communication process is to have concerns and complaints resolved at the department level.**
4. If the situation reaches an impasse after Steps 1, 2, and 3 have been attempted, unresolved concerns may then be taken to the Head of School.
5. If all levels are at an impasse, you may request consideration by the Board. Such requests must be in writing and submitted to the Board Chair and Head of School. The Board will respond within ten days of receiving the request.

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 your student 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 person rather than making inflammatory remarks on social media, which is a violation of the TCS Partner Agreement, which parents and students have signed.

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.

Behavior and Conduct Standards

All members of the TCS community, including faculty, staff, students, parents and guardians, are expected to live in a manner consistent with Christian values. The Bible is our source and final authority regarding conduct.

Positive Behavior

As members of the TCS community we will hold ourselves, and in appropriate ways, others accountable for consistently demonstrating such behaviors as honesty, modesty, self-discipline, courtesy, dependability, responsibility, integrity, consideration of others, respect for authority, morality, and a cooperative spirit.

Unacceptable Behavior

The following is a list of examples of behaviors that are not acceptable for those attending TCS. These behaviors will result in consequences appropriate to the behavior and the student's behavioral history.

1. Disrupting classes
2. Defacing property
3. Disrespect toward any teacher or staff member and other persons in authority
4. Taking God's name in vain and the use of verbal or non-verbal profanity, obscene language, or gestures.
5. Possession or use of alcoholic beverages, drugs, tobacco, vaping devices
6. Inappropriate display of affection, including hand-holding and kissing.
7. Possession of pornographic material, (including music. TCS reserves the right to determine what is pornographic.
8. Participation in sexual misconduct that is contrary to a healthy Biblical lifestyle, including sexting.
9. Bullying, harassment and hazing
10. Fighting, regardless of who started it
11. Theft
12. Lying to teachers or school officials, or forging any signatures on notes or official documents
13. Possession of weapons of any kind will result in immediate expulsion
14. Occult symbols, devices or activities
15. Illegal acts

Discipline

TCS attempts to be a redemptive community of love in which discipline is meant to be helpful to the individual and wholesome for the school. This reflects the heart of Scriptural teaching regarding discipline. (Heb. 12:5-13; Prov.13:24 & 29:15, 17)

A number of disciplinary steps or options are utilized at TCS. These include but are not limited to warnings, counseling, required restitution, detention, at-home suspension, probation, and dismissal. Since TCS views itself as an extension of the home, parents are informed of serious violations and the resulting discipline.

Actions by Principal

If a student is sent by a teacher to the principal for further disciplinary action, the following actions may be taken

and enforced:

Prayer	Counseling with the school counselor
Conference with student	Loss of school privileges: school sponsored events/sports
Work Duty	Parent/Student conference
Detention	Behavior Plan/Probation
In-school suspension	Out of school suspension
Expulsion	Saturday School

Detention Policy

Detention is a means of discipline and character development. Being assigned to detention is usually the result of repeated behavior incidents. A student assigned detention will be notified in writing at least one day in advance. A properly completed Discipline Referral notice stating the date and time of detention, along with the reason(s) for such detention will be given to the student, followed by an email notifying the parent. Detention MUST be served even if it means the student misses out on sports or other events.

Students arriving late to detention will not be admitted. Detention must be served on the day assigned. Dates of detention will not be changed for the personal convenience of students or for after school sports or activities.

Mutual Respect

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

For students: As a staff, the school also accepts the responsibility in treating all 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. Bullying can and should be reported by the victim or witness, whether student, faculty, or parent. Staff who overlook a reportable incident will be held accountable for that issue. Student bystanders who do nothing during or after a bullying incident shall also be held accountable and face negative consequences. 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.

Behavior Plan

A behavior plan is invoked when serious problems in academics, attitude, behavior, or attendance develop. In most instances, students are placed on a behavior plan only after other means of help/discipline have proven unsuccessful in producing positive results. Once initiated, the student must satisfactorily address the area(s) of concern contained in the plan. Failure to abide by the behavior plan can result in suspension or expulsion from the school.

Property Damage

Breakage of, or damage to, school facilities, desks, textbooks, equipment or supplies must be paid for by the responsible party 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.

Drug/Alcohol Policy

Possession, use or distribution of drugs or alcohol is strictly prohibited. Random searches of the students, their lockers, backpacks and other items will be conducted on a periodic and "as needed" basis. When there is reason for the school to suspect use of controlled substances, students may be subject to: random drug and/or alcohol testing.

Drug/Alcohol Test Procedure

1. When notified, a parent or guardian must pick up the student and deliver the student to a designated facility within one hour for testing.
2. Parent or guardian informs the facility that TCS has referred them.
3. Parent or guardian grants permission for the facility to release the results to the school. If necessary, the Parent or guardian will sign a release form.
4. Parent or guardian must facilitate and ensure the transfer of the test results to the school.
5. The Head of School must receive the test results directly from the test facility.
6. If the student tests positive, or the student (parent or guardian) does not follow this procedure, the student will be subject to discipline that may include, but is not limited to, suspension or expulsion.

Parent Anti-Alcohol Policy

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

Dress Code



















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. Staff will use the dress code below as a reference for dress code violations.

The Turlock Christian Dress Code applies to ALL school events, including athletic games and school sponsored events. Dress code citations will be given for students out of dress code at TC events.

Turlock Christian School Dress Code

HEAD <ul style="list-style-type: none"> Students may not wear head coverings (hats, hoodies) or sunglasses in class, the office, or in chapel. No body piercing, except girl's earrings (up to 3 per ear), are permitted on campus. No gauges. Boy's hair must be worn no longer than the eyebrows in the front and the base of the neck in the back. Hairstyles with extreme cuts or unnatural colors are not permitted. Natural hair color highlights are permitted. Makeup and hair should be in good taste, not extreme or distracting. Stud collars (or similar) are not permitted. 	ACCEPTABLE <div style="display: flex; justify-content: space-around;">   </div>	NOT ACCEPTABLE <div style="display: grid; grid-template-columns: 1fr 1fr; gap: 5px;">       </div>
TOPS <ul style="list-style-type: none"> Negative counter-culture dress (Including sayings counter to a christian worldview), rock groups, skulls, alcohol, and anything else deemed inappropriate are prohibited on shirts. Girls' straps must be at least 2" wide and cover all bra straps. Boys may not wear tank tops or undershirts by themselves. No shirts that expose the midriff in any position are permitted. No crop top, razor back, off the shoulder, strapless, or Halter-type styles are not permitted.. Cleavage should not be visible. Excessively tight-fitting tops are unacceptable. Shirts with minimal openings in the arms ("cold shoulder") are acceptable as long as they meet all the other guidelines outlined above. Goth style arm sleeves (or similar) are not permitted. 	ACCEPTABLE <div style="display: grid; grid-template-columns: 1fr 1fr; gap: 10px;">     </div>	NOT ACCEPTABLE <div style="display: grid; grid-template-columns: 1fr 1fr; gap: 10px;">       </div>

BOTTOMS <ul style="list-style-type: none"> Belts must be worn at the waistline. No visible rips showing skin. Girls' skirts OR shorts must be as long or longer than 4" above the knee. Boys' undergarments (compression shorts) may not be visible. Leggings or yoga pants are not allowed. Fishnet tights are not permitted. No writing is allowed across the seat of clothing. No pajamas. No chains. Sheer clothing is permitted when clothing under is in dress code. No Bare feet or unsafe footwear. No slippers. Goth-style clothing is not permitted. 		
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Consequences for Violating the School Dress Code

1st Offense: Change of clothes with a warning. Parent notified.

2nd Offense: Change of clothes with 1 hour of Detention. Parent notified.

3rd Offense: Change of clothes; 2 hours of Detention; meet with an Administrator. Parent notified.

4th Offense: Change of clothes; Saturday School; possible Suspension; meet with an Administrator. Parent meeting.

Procedure for Inappropriate Dress at Semi-formal/Formal Events

If a student arrives to an event in an outfit that violates the Semi-Formal/Formal Dress Code:

1. A parent will be contacted to pick the student up. The student will be allowed to return home to change into appropriate attire and return to the event.
2. If it is not possible for a parent to be contacted (e.g. a boat cruise that has departed, etc.), the student will be provided with a wrap to wear for the duration of the event.

If there is any question about what constitutes appropriate attire for a Semi-Formal or Formal Event, we strongly recommend that you bring a picture of the outfit/dress into the school office before you purchase it.

Non-TCS Students at TCS High School Events

If it is determined by the administration that students can invite non-TCS students to an event, the invited guest must also be in grades 9-12 or older and must comply with the TCS Dress Code for that event. Students intending to bring a non-TCS student to an event must receive prior approval from the principal.

Student Life

High School Student Government

All students are automatically members of the Turlock Christian School Student Body Association. Associated Student Body (ASB), exists to encourage and promote Christian ideals, set high standards of conduct among students, and develop closer cooperation between students and faculty. Students are encouraged to become involved in ASB. New student leaders are elected each spring. ASB functions according to the Constitution of the ASB of Turlock Christian High School.

ASB Leadership.

To be eligible for and hold an ASB or Class Office a student must:

1. Be a Believer and Christian.
2. Have been enrolled at TCS the entire current school year.
3. Have a minimum 3.0 GPA last semester, and maintain a minimum 3.0 GPA during office.
4. Have and maintain high citizenship standards at all times.
5. Support the principles for which the school stands.
6. ASB Officers must be juniors or seniors (Except for Class President/VP)

ASB Cards

ASB cards are available for JH & HS students (please see the TCS fee schedule for the cost). These cards will entitle the student to free or discounted admission to home games, and certain school events. If a student loses their card and needs a replacement, it can be obtained for \$5.00.

Chapel

All students are required to attend chapel and are expected to be attentive and respectful. Parents are welcome to attend.

Counseling

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

Community Service (High School)

All high school students are required to do community service/outreach. The current yearly totals are: Service hours must be completed and submitted at least two weeks before the end of the semester. Hours will be prorated for transfer students. These hours of community service must be served at approved organizations, at local churches, or at staff sponsored projects.

Students must submit hours to **x2vol.com**, have their hours verified by the supervisor of the project, and then have them approved by the Bible teacher or school Chaplain. It is the student's responsibility to be sure the hours submitted have been verified before the due date. Not all hours will be approved. Please be sure to follow the guidelines for Community Service Hours. Directives may be found in the front office or from your Bible teacher. The verified completion of at least the minimum requirements for community service is a prerequisite for participation in the Senior Trip and/or graduation.

Standards for Behavior at Athletic/School Events

Students are to respect the campus of the opposing schools. Students guilty of vandalism are responsible for full payment and will receive school discipline.

There will be no derogatory comments directed at individual players, teams, or officials. Stay positive and vocal in support of our teams! Students are to respect the name, colors, symbols, and insignia of the opposing school. Be considerate of the injured on both sides; express appreciation for exhibition of fine play or good sportsmanship by players of either teams.

Work Permits

Students under eighteen who are employed are required by state law to have a work permit. The student is to obtain a Form B1-1, Work Permit and Statement of Intent to Employ Minor, from the office. The student is to fill out the form and obtain parent and employer signatures.

Clubs

Clubs are an important aspect of student life and contribute to the development of relational skills. Students may start a club by finding a staff representative to serve as adviser and then apply to become an official club at TCS. Clubs will be considered active on campus once approved by the school administrative team.

Back to School Night

Back to School Night is held each Fall where parents meet the teachers and visit the classrooms. At least one parent or guardian from each family is recommended to attend. Teachers, including part-time and teaching staff will attend. Check the current school year calendar for the dates.

School Pictures

School pictures will be taken annually at Eagle Expo before school starts. Students must dress according to the dress code for the school photos. Picture packets will be available online and in the office.

Yearbooks

TCS publishes yearbooks each year. The cost of the yearbook is billed to your FACTS account. You will be given a period of time to “opt out” of the yearbook charges by informing the Business Office that you do not want the yearbook(s). If you do not opt out within the time frame given, you will be responsible for paying for the yearbook(s) on your account.

Employee-Student Relationships

Building Relationships 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:

1. Maintain wise professional boundaries, avoiding “peer” relationships and living fully above reproach, avoiding even the appearance of evil.
2. Be appropriately invested (emotionally/socially), referring students to the school counselor, Chaplain, or administrator for deeply personal or mental health issues.
3. Keep communication and interactions (whether face to face or electronic) professional and public.
4. Avoid promising to keep student secrets; all staff members are mandated reporters of observed or suspected child abuse and/or neglect.
5. Ensure that any physical contact is 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.) All emails between TCS employees and students must be by TCS school-assigned email accounts . A lasting record of all email communication is kept in order 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.

Note: This section on Employee-Student relationships is written in compliance with AB 500 and the State of California Education Code Section 44050.

Campus Life

Closed Campus (Junior/Senior High)

TCS operates under a closed campus policy. Our campus is closed to visitors (including former students) from 7:30am to 3:00pm. No student is allowed to leave the campus without prior written permission from their parent or guardian or signed by the teacher or principal.

Exceptions to Closed Campus Policy

1. Under school-sponsored and supervised field trips, sports events, or special privilege days.
2. By permission of a parent or guardian and providing that the parent or guardian accompanies the student. Permission must be cleared through the school office, and student must obtain a **PINK SLIP** before leaving campus.

3. A public park, adjacent to our HS campus, is used for some athletic activities. This park is not part of our campus and is only to be used during the supervised period of time.

Although our campus boundaries cover about ten acres, students may only use that part of the campus which is in the sight of the supervisor. Students are not permitted to enter the following areas during the school day:

1. Non-classroom areas
2. Area considered out of sight of a faculty or school staff member.

Leaving and Returning to Campus

If a student needs to leave school during the day, he/she must bring a written note from a parent indicating the reason and exact times for the absence. The parent note is to be submitted to the office **before school starts or during lunch**, at which time the office will issue a **PINK SLIP (Permission to Leave School)** to the student. The student will show the PINK SLIP to the teacher when he/she is to leave. No pink slips will be issued **DURING CLASS TIME**. If a student forgets a note, or if unforeseen circumstances require a student to leave campus, the student **MUST** report to the office.

Parents may not grant permission for students to leave school for lunch without authorization by an approved administrator.

Students who become ill during the school day must report to the office. The student will contact their parents or guardian from the school phone and then be issued a **PINK SLIP**.

No student may walk out of class to leave campus without a **PINK SLIP** from the office even if a parent comes to the classroom. The parent needs to report to the office first to obtain a **PINK SLIP** before a teacher may dismiss a student from class. Students returning to school from an appointment during the academic school day must report to the office **BEFORE GOING TO CLASS** to obtain a **GREEN SLIP (Re-Admit to Class)**. This green slip notifies the office and teacher that the student arrived back on campus and should be in class.

Campus Visitors

Non-students

Non-students are not allowed 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 or Dean of Students in advance.

Parents or Guardians

Parents or guardians on campus for reasons other than to pick-up or drop-off students, are required to **check into the office for a visitor's badge**. TCS welcomes parents on campus, to talk to a teacher, or to visit the principal.

Parents or Guardians are not to interrupt or enter classrooms during school hours, without a visitor's badge. Items needing to be dropped off to the student during the school day (including lunches) must be taken directly to the school office. **Please do not have your child meet you in the parking lot to pick up a lunch (or any other item), to ensure their safety.**

Appointments with Teachers

Parents are encouraged to discuss with teachers any questions, issues, or problems concerning their children. Please remember, however, that in addition to their teaching responsibilities, teachers have many extra-curricular duties that require their time. Please be considerate of the teachers' full schedules and arrange for appointments in advance. This will help ensure you have adequate time to discuss your student's progress. **We ask that parents not enter the classroom during school hours, unless they are a scheduled volunteer.**

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 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 bring an ample amount of regular school supplies to maintain their studies (pens, pencils, ruled paper, etc.) These are considered basic supplies and each student could be required to bring additional items at a teacher's request.

Secondary students will be given supply lists by the teacher of each course prior to the start of school and will be given a designated date in which to have their supplies. Some supplies will need to be replenished, as necessary, throughout the year.

Library

Students may check out books from the library for six weeks with an option to renew up to 2 times, unless the book has been requested by another student. Overdue notices go out once a week, and overdue letters (with a final warning of return books or be charged a \$10 cover fee) will go out twice a month. Books may not be renewed if they are already overdue, and no more books may be checked out if there are overdue books. Reference books and magazines do not circulate and may not be checked out.

Prayer Team

The Prayer Team exists to promote the spiritual welfare of the staff and students. It facilitates communication between teachers and parents so they may cooperate in Christian training of the students in an effective manner. This Prayer Team is vital to the general operation of the school. We believe in prayer. It is the backbone of our existence. The Prayer Team meets monthly throughout the school year at the JH/HS campus. To be included on this team, please contact the school office. We also have an email prayer chain. If you would like to be on the TCS prayer chain, please contact Sheila Taylor at staylor@turlockchristian.com. You will be sent prayer requests as they come up.

Lunches

JH/HS students may either bring a lunch from home or purchase lunch from the Student Store. The Student Store is closed on minimum days. Students can either bring money each day, or can purchase lunch cards in the office.

Annual Fine Arts Programs

Music is a creation of God. Band and the Arts are subjects that are as important as any other. Many hours of diligent practice go into the preparation of the specialized programs. These programs are a part of the course and are essentially the students' final exam. All students are required to be present for, and participate in, their respective programs. Students are not excused from programs, except for verified illness or a situation the administration considers a family emergency.

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.

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. 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 damage or destruction of such will require reimbursement.

Volunteer Requirements

Volunteers at the school must read and sign the Volunteer packet as well as be fingerprinted through the TCS Business Office, at the cost of the parent. 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 school campus.

Transportation

TCS does not provide transportation for students to and from school. We encourage families to form carpools. If desired, the school office will provide information on parents who live in your area. When traveling to school-sponsored activities, students must have the parent's written permission to ride by private vehicle. Vehicles carrying students may not carry more than 7 passengers plus the driver and have one functioning seat belt for each passenger. **Every driver must be approved by the TCS office before driving.**

School Vehicles

If you will be driving students in one of the TCS owned vans, you must complete and submit the Vehicle Use Policy and Volunteer Driver form in order to become an approved driver.

Lost & Found

Students should never assume that articles are permanently lost without checking the lost and found area in the office. Items will be given to charity regularly because there is limited space to store these items.

False Fire Alarms

Students who pull the fire alarm will be fined \$100.00 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.

Driving and Parking Regulations

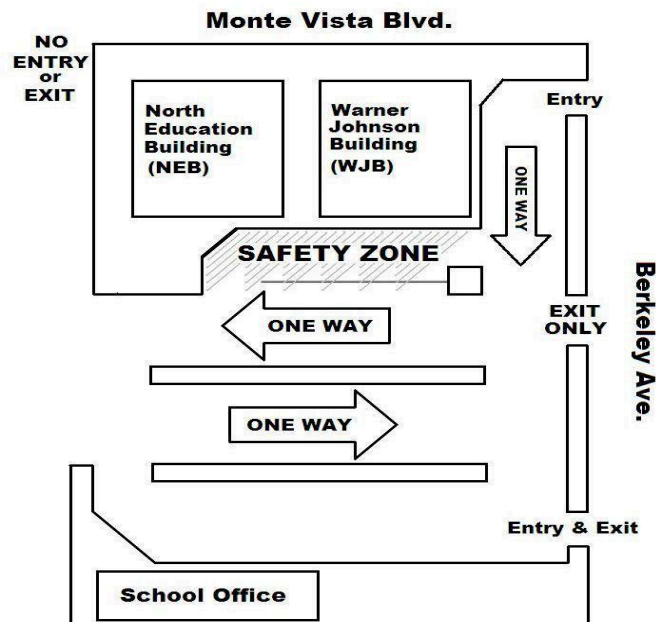
Safety is our primary concern. Please follow the directions of school staff when driving or walking in the parking areas. Please use crosswalks when walking. The use of a vehicle at TCS is a privilege that requires responsible behavior from students.

General Regulations

1. The speed limit in the TCS/MVC parking lot is 10 mph.
2. Reckless and exhibition driving are not permitted on or near the campus and may result in the loss of driving privileges.
3. Students are to be seated in the vehicle while in motion. At no time are students allowed to ride outside the car or in the bed of a truck.
4. Students are asked to leave their cars in the designated spaces once they are parked.
5. Loitering/visiting/eating inside cars are not permitted.
6. A parking rack is provided for all bicycles; they may not be parked anywhere else (i.e., under the stairwells). All bicycles should be locked to the rack.
7. Students parking on campus need to register for a "permit" in the school office for \$15. The parking permit must be visible whenever the car is parked on campus. Each student is expected to park in their designated space. Any violation of driving and parking regulations may result in loss of driving privileges. No refunds will be given at the end of the year for returned parking permits. Students who fail to obtain their own permit will be issued one and charged \$30.
8. No parking in the red curbed areas and no double parking at any time.
9. Students may not drive to school events once they have arrived for the school day. For example: a student drives to TCS for class and is dismissed to go to a sporting event, FFA, AP Testing etc. The student would have to be excused for the day before leaving campus or other travel arrangements must be provided by the school or parent.
10. Students may not provide rides for other students when departing from a TCS campus on a school day.

Traffic Patterns

All students AND PARENTS must **enter and exit** the parking lot **at the approved entrances & exits on Berkeley only**. Please note and obey the directional patterns represented on the map.



Emergency Procedures

Emergency or Disaster Situations

Turlock Christian School is well prepared should an emergency or natural disaster occur during school hours. TCS has worked to prepare comprehensive protocols with ***iloveguys Foundation***, a nationally recognized foundation founded by parents who lost a daughter in a school shooting. TCS's plan has been reviewed and approved by both the Chief of Police and Fire Chief.

Every teacher has a copy of the Emergency Response Plan in their room and the rooms are outfitted with a portable bucket toilet and popup tent, emergency food and water rations, along with first aid/ basic trauma supplies, class lists, buddy lists, tools and other supplies. Details of TCS's emergency response plans are not made public for security reasons.

Parental Cooperation

Parents are asked to assist in managing an emergency by doing the following.

1. Keep your **Emergency Information** form updated as the information on it will be used to communicate with you or your designee in the event of an emergency.
2. As quickly as possible, the school will send out an ALL-SCHOOL-ANNOUNCEMENT via phone message and/or Parent Alert giving you as many details as possible.
3. DO NOT call the school in an emergency situation.
4. DO NOT come to the school unless you have been requested to do so.
5. Turn on your radio for news announcements.
6. 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 Parent Alert.

Lockdown & Security

TCS keeps classroom doors 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, gym, or meeting room) where all doors and windows 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.

Health and Medical

While the health of each student is a top priority, minimizing the spread of disease and sickness is of even greater concern. 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.

Emergency Information

Emergency information must be filled out completely on FACTS and kept up to date for each student. Please notify the school office immediately of any changes in emergency contact information, address, phone numbers, email addresses, mailing addresses, and medical insurance information.

Immunizations

Students are required, by state law, to be current on all immunizations. As part of each enrollment period, parents will certify the status of their student(s) immunizations.

Illness During School Hours

If a student is injured or becomes ill during the day, the school will attempt to contact the parent or guardian. In the event that the parent or 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.

Student Health

Kept Home

Students are to be kept home if they show any signs of fever, vomiting, diarrhea, strep throat, or unexplained rashes or skin eruptions.

Sent Home

Any child sent home from school with a fever or vomiting or diarrhea should not come back to school until twenty-four hours after the last episode.

Diagnosed

Parents are to promptly notify the school office whenever their student is diagnosed with communicable diseases such as influenza, measles, mumps, chicken pox, impetigo, or lice. To be readmitted to school, your child must present 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.

Medication

A "Medical Information Form," found through your FACTS parent portal, 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 noted and prescribed for that student only. Pharmacies will give duplicate containers at your request for school. Please **never** send any medication to school with your child in their backpack or lunchbox for them to take on their own.

Over the counter medications will not be given without written and/or verbal parent approval and instructions. All over the counter medicines brought to school **must** be checked in at the school office. They are not to be shared with other students.

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.

Technology

Acceptable Use Policy

Students and parents must review and sign an **Annual Technology Acceptable Contract**. Parents are expected to hold their student(s) accountable for abiding by the terms of the contract.

The **Technology Acceptable Use Policy** addresses the use of all the equipment for browsing the web, robotics coursework, internet access (Access Points), mobile and telemetry devices, and application support sources (i.e. Google, Chromebook) and activities that will enhance students' learning through:

1. Gaining Knowledge: resources for reference, research, and presentation.
2. Facilitating Teamwork: communicating with other students, learning to conduct searches, evaluate resources, and locate relevant materials.

Technology opens limitless possibilities. Users may go virtually anywhere and interact with anyone. With this opportunity comes responsibility. Therefore, the school provides a set of guidelines for security and acceptable use. Violations of these guidelines will be handled by the administration as deemed appropriate.

Caring for School Electronics

Technology in many forms is provided for students by TCS so that they can participate in classroom assignments. Students are expected to use the equipment, including their own personal chromebooks, in safe and appropriate ways, 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.**

Chromebooks

Students enrolled in the JH/HS are required to bring their own Chromebook (BYOC). Students will be required to use these devices in class at times and will be provided an account linked to the school's Google environment. Students are responsible for proper care and use of their devices. Any abuse or misuse of these devices will be reported by the teacher to the IT department. As a result, students' privileges to use these devices can be suspended or revoked at any time. This may result in disciplinary action, as deemed appropriate by the administration.

Personal Electronic Devices

Students are responsible for their own personal electronic devices at all times. It is wise to keep them in a locked location or in the student's possession at all times. Students bringing devices on campus do so at their own risk. Devices (other than cell phones) may only be brought to campus with the permission of the TCS IT Department.

Other Individual's 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 on the network.

Network Access

1. Students may not access information on any TCS non-public server without permission from the IT department.
2. Students may not alter school information or portray him or herself as another person over the Internet.
3. 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.
4. Students may not monitor network activity or attempt to damage or compromise data on the network.

Disclosing Information and Internet Safety

1. Students should be very cautious about disclosing any personal information over the Internet, including such things as home phone number, address, or other sensitive information.
2. Students must not disclose another student's or faculty member's personal information without his or her consent.
3. Students should use extreme caution in posting information that includes any identifying details such as references or photos that reveal the school name, sports teams' names, hometown, or places frequented.

On Campus Cell Phone Policy

It is the mission of TCS to nurture and equip students to impact the world for Christ. The primary goal of incorporating technology into the school environment is to support the educational and instructional needs of Turlock Christian School students and employees.

In order to support this mission, TCS has a **NO phone/device policy during school hours (7:30 am - 3:00 pm)**. Cell phones/devices may be used before school and after school. We want to encourage positive learning environments and healthy relationships between students.

- Students in 7th - 12th grade may not use a cell phone, smartwatch, or any device to text/call during school hours.
- If a cell phone is seen or heard during school hours, it will be confiscated and placed in the office.
- Administrators may search cell phones at any time to determine cell phone activity.
- The administration reserves the right to examine the contents of cell phones that have been confiscated or that are believed to have been used in violation of the TCS cell phone policy.
- A cell phone that is used for non-authorized class work, texting or taking pictures of any kind that are related to individuals on campus, class materials such as tests, quizzes, individual work or any similar academic assignments, may result in the student receiving a zero for all student work involved, at the discretion of the administration and teaching staff. Depending upon the nature of the phone use, appropriate action will be taken by the administration.
- Possible disciplinary action taken by the administration may include administrative search of phone content, loss of academic credit, detention, suspension, loss of privilege to carry or possess a cell phone on campus at any time and finally, if necessary expulsion.

Consequences of Cell Phone Violations

The consequences for violating the cell phone policy is as follows:

1. 1st offense - Warning and student phone will be taken away and returned at the end of the day to the student. Logged on FACTS.
2. 2nd offense - Student's phone will be given to the front office and returned at the end of the day to a parent/or have parent contact before being given back to the student. One hour detention. Logged on FACTS.
3. 3rd offense - Parent contact, 2 hours detention, and the parent must collect the phone from the school. No phone on campus for one week.
4. Further Offenses - Added detentions/or behavior contract put in place. Saturday School.

Chatting and Email

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

Downloading

Students may not, from any device, 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 school administration.

Social Media

1. Students who access social media should act responsibly and show respect for the rights and feelings of others.
2. Gossip, insults, threats, libelous, demeaning, harassing or derogatory pictures or comments about others, especially students, faculty, staff, and the school are strictly prohibited.
3. Use of anonymous apps (e.g. Whisper, After School, Yik Yak, etc.) are strictly prohibited.
4. Students who are involved in these types of actions may be subject to disciplinary action, as deemed appropriate by the administration.

Electronic Mail

1. Electronic mail (email) 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.
2. Computers, files, and communications may be accessed and reviewed by administrative personnel and may be accessed by other computer users.
3. Messages relating to or in support of illegal activities must be reported to school administration and the proper authorities.
4. Users should not send out bulk email, including chain letters, advertisements, or any other message that includes many different recipients.
5. An appropriate administrator must approve all emails that are sent to the entire school or an entire class before distribution.

Privacy

1. There can be no expectation of privacy in school-provided services.
2. In addition, students should be mindful that social networking sites are public forums, and they should not post anything they would not want the world to see or know.
3. Acts or attitudes that are contrary to the purpose, values, and standards of TCS, that may be disseminated on a social networking site through photographs or other means, are subject to school consequences and/or possible legal action.
4. Audio and video 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.
5. Use of iPads and tablets on campus is prohibited except for students who are taking an online course or when the device is being used as part of a student study plan. Students who fall under these exceptions must obtain a sticker from the TCS IT department at the beginning of the school year. Students may only connect to the internet at the teacher's direction, which must be limited to assignments directly related to the educational program.
6. 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.

Translation Devices – For International Students

If a student needs translation, an electronic translator device is allowed. Translation must be the device's only capability. International students may use only TCS approved translation devices or applications. A personal electronic device such as a phone, tablet, or computer loaded with an app for translation is **prohibited**.

Office Telephone Use

The telephone in the school office may be used by students with office staff approval. In general, it is to be used by students for important matters only, to contact a parent or guardian if the student does not have a personal cell phone. The office telephone may be used during lunch period, if students need to call a parent.

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 4:30pm, including during summer break. For a

list of holidays when the office is closed, see the Master School Year Calendar.

New Student Application/ReEnrollment Fee (Domestic Students)

An application fee of \$50.00 is due at the time of enrollment for all applicants; this is in addition to the registration fee. This is due by the end of the Re-enrollment period.

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. Before March 1st, the registration fee for current students is \$175.

Late Registration

The registration fee for re-enrolling students will increase after the Re-enrollment period ends. The registration fee is \$250. Family discounts do not apply. Please refer to the current Tuition and Fee Schedule for current late registration rates and registration deadlines.

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 5th of the month (even if the 5th day of the month falls on a weekend).**

Tuition does not include: PE uniforms, parking fees, lab fees, ASB fees, sports fees, extended day care fees, yearbook, field trips, senior fees, band, locks for lockers, 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 or 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, 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 June 1, 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 always non-refundable and non-transferrable, irrespective of the date of cancellation. Such 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

Past due accounts will automatically receive a charge of \$25. Payments are considered late if not received by the 5th day of the month (even if the 5th 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 must 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 \$1000 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.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students”.

Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. There may be a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested situation.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest
2. Other schools to which the student is transferring
3. Specified officials for audit or evaluation purposes
4. Appropriate parties in connection with financial aid to a student
5. Organizations conducting certain studies for or on behalf of the school
6. Accrediting organizations
7. To comply with a judicial order of health and safety emergencies
8. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook, or newspaper article) is left to the discretion of each school. This notification in the Parent/Student Handbook serves as the notification for Turlock Christian Schools’ parents.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Or you may contact the following address:

Family Policy Compliance Office

US Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

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, principals, 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 TCS 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) come 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 reserves 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 2024-2025 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 understand the School Board reserves the right to require payment of all contractual obligations upon early withdrawal or dismissal of a student/family from TCS.

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 other 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 my permission for the above stated student 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.

Turlock Christian Schools

2024-2025 JH/HS Parent-Student Handbook Signature Page

PRINT first and last names of your students enrolled at Turlock Christian Jr High/High School:

Student 1: _____	Grade: _____
Student 2: _____	Grade: _____
Student 3: _____	Grade: _____
Student 4: _____	Grade: _____
Student 5: _____	Grade: _____
Student 6: _____	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 & 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 & Student Handbook.

The Parent & Student Handbook and Policy Agreement form must be signed, dated, and returned ***WITH YOUR STUDENT by registration.***

We have received and read the Turlock Christian School JH/HS Parent & Student Handbook for the 2024-2025 school year. By signing this form, 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 Name (***PRINT***)

Parent/Guardian Signature

Date

Parent/Guardian Name (***PRINT***)

Parent/Guardian Signature

Date

Student #1 Signature

Date

Student #2 Signature

Date

Student #3 Signature

Date

Student #4 Signature

Date

Student #5 Signature

Date

Student #6 Signature

Date