

Tulare Christian School
2011-2012 Handbook
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MISSION STATEMENT

“Tulare Christian School exists to complement the parents’ role in providing for the spiritual growth and sound academic education of each student.”

GOALS

1. To invite each student to develop a personal relationship with Jesus Christ.
2. To provide each student a balanced, wide ranging, comprehensive, quality educational experience.
3. To encourage each student to apply spiritual and academic knowledge in daily living.

HISTORY AND PHILOSOPHY

Tulare Christian School (TCS) is an independent, non-denominational Christian school. The school is a parent sponsored institution.

In 1985 a small group of parents had a vision for a Christian school in Tulare. These parents had a conviction that their children should not only receive a sound academic education, but a strong Christian education using the Bible and Bible-based curriculum. TCS began its first school year with 45 students, 2 teachers, 4 grade levels, and a part-time aide and secretary.

We believe that God has given parents the responsibility to raise their children. The role of TCS is to come alongside the parents and help them to raise their children, never to take over that job. Therefore, the school works in close cooperation with parents to help teach each child.

TCS has high academic standards and encourages each student to be a good steward of the abilities God has given him/her. However, of greater importance is the spiritual growth of each child. We believe that if we take care of the child’s spiritual well-being, the academic will fall right into line. The Bible, at TCS, is not just a subject like

reading or math. It is the foundation of all learning. The application of God's Word is emphasized. Students at TCS are nurtured to show evidence of biblical teaching in their lives through witness of how they act in school and outside of the school setting.

TCS is a training ground for young people, teaching them to live their lives for Christ in this world without conforming to the standards of the world. We do not exclude people who do not hold these same beliefs, but we do require that they acknowledge this to be the position of the school. By placing children in TCS, the parents agree to allow them to be taught according to the beliefs and standards held by TCS and not to contradict those beliefs at home.

The school does not take this responsibility from the Christian family, but rather works closely with the family toward meeting the goals for their children. We provide the student the opportunity for prayer, Bible study, scripture memorization, weekly chapel, Christian missions, Christian example and leadership, Christian character and conduct, Christian attitude and behavior, along with basic academic studies.

Educationally, TCS adheres to sound time-tested teaching methods, such as phonics, math drills, etc. We follow state standards in the design of our curriculum.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of

the Father (Mark 16:19); His personal return in power and glory (Acts 1:22; Revelation 19:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).

5. We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).

7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

SCHOOL STAFF

A primary requirement of all teachers at TCS is that they have received Jesus Christ as Savior and Lord. Teachers have been selected because of their ability to teach, their qualifications, and their dedication to serving the Lord as part of the Ministry of TCS. They must feel strongly that the Lord has called them to this area of service. All teachers have earned or are in the process of earning degrees and teaching credentials.

BIBLICAL INSTRUCTION

All students are to memorize weekly Bible verses. Daily Bible lessons are given in each class as a regular part of the curriculum. Biblical principles toward attitude and behavior are applied throughout the day. Students also meet weekly for chapel services. Being a non-denominational school, our aim in all Bible instruction is to emphasize all of the Biblical truths that unite us as believers. The small differences between believers of different denominations are avoided.

CURRICULUM

TCS uses Christian publishers such as A Beka Books and ACSI for the majority of its subjects, and Saxon Publishing for mathematics. Curriculum may be supplemented in some areas by other Christian publishers. All curricula are traditional and provide drill and repetition in a variety of methods. We believe our materials raise the level of learning for our students and also provide good character training.

PHYSICAL EDUCATION

Regular classroom P.E. activities are part of our curriculum for all grade levels 2 days a week.

Students will receive instruction in the fundamentals of:

Boys

Flag Football

Soccer

Basketball

Track

Baseball

Girls

Volleyball

Soccer

Basketball

Track

Soft Ball

In addition, instruction and participation in competitive team sports is offered as a part of our PE program in 6th, 7th, and 8th grades. Many students will compete against other small schools. Eligibility to participate in after school sports will be decided by the principal, teacher and coach on a case-by-case basis. Grades and attitude will be taken into consideration in the decision making. Please refer to our “Sports Handbook” for more information on sports policies.

OUTDOOR EDUCATION

Each of our sixth, seventh and eighth grade classes spend a week, in the fall, at Hume Lake Christian Camp. This is a wonderful week of outdoor education as well as Christian growth. Students will engage in fundraising activities to help pay their way to camp. All students are expected to attend the entire week’s activity. The Hume Lake experience is part of the TCS Science and Bible curriculum.

PIANO LESSONS

Private piano teachers have arranged to work at the school once a week with piano students. Payment and scheduling are to be worked out between parents and the piano instructor. Contact the school office for details.

MUSIC

Students in K-5 are taught music in a classroom setting. Grades for all music classes will be based upon participation, attitude and effort. All students involved in the music program are required to attend both the Christmas and Spring musicals.

REPORT CARDS

Report cards are handed out quarterly. At the end of the first and third quarters, they are distributed to parents at parent conferences. At the end of the second quarter, conferences are arranged as needed. The report cards are to be signed and promptly returned to the classroom teacher for the first three quarters. Progress reports will be sent out at mid-quarter giving parents the opportunity to work with their child and teacher to improve any areas that may be deficient. Parents with questions or concerns are encouraged to meet with teachers any time during the school year, not just at conference times.

PHILOSOPHY OF DISCIPLINE

We at TCS believe that education is an extension of the home. Parents will be notified when serious or repeated offenses occur. When simple preventative measures have failed (timeouts, staying in from recess, etc.) then parents will be contacted for their input and support.

When an offense has been committed, we try to make the punishment fit the behavior. School detention has proven to be very effective, along with other forms of discipline such as loss of recesses, loss of privileges, etc.

Our goal is to “Train up a child in the way he should go; and when he is old, he will not depart from it.” Proverbs 22:6.

STUDENT CONDUCT

Conduct guidelines have been established to help build Christian character and to develop a healthy atmosphere for learning. In setting some necessary rules, we are trying to communicate the principle that freedom is dependent on each of us accepting responsibility. We want to teach a healthy respect for the authority of the teacher, a respect which is fostered by a mutual love.

We want to reinforce Biblical principles through rules, rewards and discipline. Because of our sinful nature (Romans 3:23, “For all have sinned and fall short of the glory of God.” and Jeremiah 17:9, “The heart is deceitful above all things and beyond cure, who can understand it?”), rules are necessary. Through teachers’ recognizing good behavior, we reinforce the truth that God rewards obedience in His children. By lovingly disciplining students, the teacher reinforces the principle that love results in chastening when needed (Hebrews 12:6-7, “Because the Lord disciplines those he love, and he punishes everyone he accepts as a son. Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father?”). It teaches there are consequences to our actions.

One of the most important Biblical truths that will be taught is that obedience to God comes out of a love for God. We will encourage students to love God and to receive Christ as Lord and Savior. Students who truly love the Lord Jesus Christ are obedient to Him (John 14:21, “Whoever has my commands and obeys them he is the one who loves me. He who loves me will be loved by my Father, and I too will love him and show myself to him.”) and their conduct is seldom a problem.

We believe that parents have the primary responsibility for the discipline of their children, and the school will not spend a disproportionate amount of time dealing with discipline problems. We hope that parents and teachers will cooperate fully and reinforce each other in this very sensitive area. Good communication in both directions is essential.

Listed below are *some* behaviors that TCS students are reminded are not acceptable:

- While in class, writing, reading or passing notes
- Inappropriate public displays of affection.
- Gum chewing and eating sunflower seeds in class or anywhere on the school grounds
- Students are not to enter the faculty work areas without permission
- Littering
- Abuse of or defacing school property
- Leaving personal property lying around campus. (All books, coats, lunches, etc., must be kept with students or placed in lockers.)
- Physical or verbal abuse, including harassment, or fellow students or faculty
- Disrespectful conversation (talking) about a teacher, faculty member or any person
- Gripping or complaining about school work or school personnel.

STUDENT DISCIPLINE

The administration has the discretion to determine discipline. Students will receive school detention and/or a teacher, parent and administrator conference for any of (but not limited to) the following:

1. Disrupting the class
2. Destruction of property
3. Being rude or disrespectful
4. Offensive language
5. Stealing
6. Cheating
7. Cutting class

Detention may be either lunch time or after school at the discretion of staff. Receiving 3 lunch detention notices will result in an after school detention. If a student has 2 after school detentions per semester, they will be referred to the administrator. Referrals will be handled as follows:

First Referral: Counseling by administrator.

Second Referral: Phone call home, mandatory family conference with administrator, 2 after school detentions and possible suspension.

Third Referral: Phone call home and suspension or possible expulsion.

Parents may appeal the disciplinary action in the following order:

1. Speak with the administrator
2. Discussion with the school board

The school board reserves the right to refuse an appeal.

When a student has received 3 detentions in any one semester, the fourth detention will result in the student being placed on a behavioral contract for the remainder of the semester. If the student is unable to abide by the contract, suspension or expulsion may follow.

Automatic suspensions and/or expulsions may result from:

1. Fighting
2. Physical contact
3. Harassment, bullying and/or intimidation
4. Drug use
5. Tobacco use (smoking, chewing or possession)
6. Alcohol use
7. Possession of pornography
8. Weapons possession

Any student receiving any form of suspension will not be allowed to participate in extracurricular activities for one week. Parents may appeal disciplinary action in the following order:

1. Administrator/Principal
2. School Board

COMPUTER / INTERNET ACCEPTABLE USE POLICY

Tulare Christian School desires to provide the opportunity for all students to research and access information via the use of the Internet. It is our desire that all parents be informed as to what this entails and provide such access to students with parental permission only. **All Internet capable computers have been equipped with an age appropriate filter that will not permit access to inappropriate or unacceptable sites.** The software used by Tulare Christian School is:

BSafeOnline (www.besafeonline.com)

BSafeOnline is one of the finest filtration and accountability systems available and is highly recommended by noted Christian authors / speakers such as Josh McDowell and Beverly LaHaye. BSafeOnline filters for 18 different categories including: alcohol, alternative lifestyles, anarchy, chat rooms, criminal skills, cults / Goth, drug use, gambling, R-rated games, hate / discrimination, offensive humor, newsgroups, obscene / tasteless, personals / dating, pornography, R-rated, web-based proxies and anonymizers, and Yahoo clubs / groups profiles.

While Tulare Christian School will monitor use by its students and staff, and while programming is installed on every computer for every filtering purposes, students sometimes choose to misdirect their energies by searching for inappropriate materials. Parents and guardians of minors should discuss expectations and standards for use with their children. Attempts to access blocked content are logged by BSafeOnline and can be printed on request.

Students are expected to comply with all school and classroom policies and standards for use of property, including computers and Internet access, as they would any other property of Tulare Christian School. Individual student conduct is expected to be maintained in an appropriate manner as determined by the teacher, administrator and Tulare Christian School. Students are to obtain permission to print materials from staff.

Use of computers, network, Internet, etc. is a privilege, and as such can be terminated or suspended for misuse at any time.

Information accessed, sent or read on any Tulare Christian School computer is public in nature and students are advised never to access or participate in any materials or activities on these computers that they would not want their parents or teaching staff to access. Chat rooms and blogs / online diaries are off limits to all students. Also, students are not allowed to send or retrieve e-mail messages, or submit online information at any time. Like other items of property on loan to students, such as lockers and classroom storage areas, school administration reserves the right to insure appropriate student use through inspection.

No student will be permitted to copy programming from or on any Tulare Christian school computer. Copyright laws state that this is a crime with strict consequences for abuse. This includes written work from Internet sources, other students, software, music, or other materials.

No student of Tulare Christian school shall engage in activities that include inappropriate materials or language (no profane, abusive or impolite language should be used). In addition, materials that are not in line with the rules of school behavior should be avoided as well. If such materials are encountered by accident, the following should take place immediately: 1) Shut monitor off immediately and do not turn back on: 2) Raise hand and report to teacher quietly.

In case of infractions to the Computer / Internet Acceptable Use Policy, consequences will be determined and administered by the Administration of Tulare Christian School.

PARENT PARTICIPATION

We cannot emphasize enough the importance of parent participation. Our hope is for every parent to have an active role at TCS and participate in their child's education. Parents are encouraged to come on trips, work in the classroom, help correct papers, attend chapel services, etc.

All visitors to the TCS campus must sign in at the school office on the Visitor Log. Parents and relatives who come to work in the classroom, walk with a class on a field trip, or for any other reason must sign in and out in the office.

When working in the classroom or attending field trips, parents are requested to dress in a modest fashion and to please find alternate care for younger siblings (unless cleared by Principal and classroom teacher). This provides a more concentrated, focused learning environment.

Parents/grandparents that volunteer to drive for field trips are expected to dress modestly and to remain with the group during the entire trip to help supervise students. Please do not plan to leave for lunch, etc.

Several fund raisers are held throughout the year to help keep tuition costs down. All families benefit from these efforts, and each family is required to raise at least \$250 in general fund fundraisers each year.

If a family chooses not to participate in the fund raisers, then \$250 is charged to the family account and due by the end of the school year.

LINES OF COMMUNICATION

Parents wishing to discuss problems or receive clarification in some area should refer to the following guidelines. We encourage those concerned to approach all matters in a Christ-honoring fashion, keeping Biblical principles foremost in mind and not drawing conclusions before all sides have been heard. Our desire is to resolve issues satisfactorily with good communication and to please the Lord in all matters.

Parents concerned about problems pertaining to classroom and

academic activities, or problems pertaining to the playground should contact the respective teacher or yard duty supervisor, explain the problem and listen to the teacher or aide's explanation or solution. If this first step does not lead to a satisfactory resolution, the parent should then contact the administrator. If it is still not resolved, the parent may then contact the school board.

Problems concerning tuition, registration, curriculum, and administration should be directed to the administrator.

MATTHEW 18 PRINCIPLE FOR SOLVING PROBLEMS

Due to our human nature, we may at times irritate others, resulting in misunderstanding or strong disagreement. Jesus gives us His formula for solving person-to-person problems in Matthew 18:15-17 ("If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector."). We encourage you to keep the matter confidential. One of the two people involved needs to initiate a face-to-face dialogue. Most problems are solved at this level, especially when forgiveness is offered by both parties. If there is still a disagreement, the people involved should follow these steps:

1. Schedule a meeting with the faculty, staff, or administrator directly involved with the issue in question.
2. Schedule a meeting with the administrator and the faculty / staff member.
3. Write a formal letter to the attention of the School Board Chairman requesting to be placed on the next board agenda. This letter should include a description of the issue in question and the steps that have been taken to attempt to resolve the issue.
4. The Board Chairman will contact the parent via a phone call or meeting in order to confirm that the issue has been placed on the next school board agenda.

ENTRANCE REQUIREMENTS

Kindergarten students must be five years old by December 1. Kindergarten admittance is subject to the child's readiness as measured by: a) an interview with the Kindergarten Teacher and the Administrator, b) the Scholastic Readiness Test, administered by a trained professional. The administration will determine acceptability upon examination of the readiness test or interview. Because of the strong academic program in Kindergarten, if it is determined that the child's academic ability or maturity level is not up to the appropriate level the family will be asked to delay starting Kindergarten for a year. We reserve the right to place a child in the grade level that best suits his needs. A short placement test to evaluate the child's academic proficiency will be given. Also required are a copy of the child's latest report card, and the last two years of nationally normed tests, such as the S.A.T. 9 /10 tests, if available.

The completed application form, previous school records, and health forms (including proof of up-to-date immunizations) are required before final acceptance.

REGISTRATION PROCEDURES

Registration applications may be mailed to you or picked up at the school office. When submitting the application, the registration fee must be submitted. Parents of new enrollees are required to meet with the administrator and teacher(s) prior to the final acceptance of new students.

REGISTRATION FEE

This fee covers the cost for all books, some supplies, standardized testing, student accident insurance, membership in the Association of Christian Schools, International, official student file, etc. This annual fee is due at the time of application and must be paid prior to enrollment. (After enrollment, the registration fee is not refunded.) The fee of \$200 will be reduced to \$150 if student is registered before March 31 to encourage early registration.

TUITION BILLING

If the years tuition is paid in full before school starts, there is a 4% discount. The school offers a 10 or 12 month payment plan option. Twelve month plans payments begin in June and the 10 month plan in August.

TCS utilizes a tuition collection service. Unless paying tuition in full, all families must enroll in this service. Information packets are available in the school office.

PAST DUE ACCOUNTS

TCS's effort to provide a high-quality education, centered in Christian values, is done so on a stringent financial operating budget. The cooperation of our parents is essential to the sound management and ongoing management of the school.

A \$25.00 service charge will be added for all checks which are returned by the bank. If the check is returned a second time, there will be a \$25.00 fee added in addition to the first \$25.00 fee.

Any account which becomes two months delinquent will result in the suspension of the student(s) until the account is paid, and the account must be kept current at all times thereafter unless special arrangements are made with the school board. If the account is not kept current the student(s) will be unable to attend until the account is current. Any account which becomes delinquent following the end of the school year will preclude the reenrollment and readmission of the student(s) involved until the account is paid in full. All accounts that are not made current will be turned over to a collection agency.

In order for students to participate in end-of-the-year activities, their school account must be current and at a zero balance. These activities include Water Day for Kindergarten through eighth grade and graduation ceremonies for eighth grade. Accounts include, but are not necessarily limited to: tuition, fund raising obligation, after school care, Hume Lake, field trips, and late payment charges.

ADDRESS CHANGES

It is the parent's responsibility to inform the school office of any change in address, phone number, employment, or family status.

UNIFORM POLICY

To avoid overemphasis on changing fashion and the immodest dress that can appear in fashion trends, TCS has adopted a school uniform for its students. We want to avoid social pressures that children are often under to conform to the latest styles. We believe that as a part of a high quality education students should acquire an understanding of acceptable habits for attire and grooming. Final decisions in interpretation of the following uniform policy are trusted to the school board and administration.

PLEASE MARK ALL ITEMS OF CLOTHING WITH STUDENT'S NAME.

Uniforms may be purchased at the Dennis Uniform Company, or any store which carries clothing that meets our uniform requirements. Dennis Uniform Company has four ways to purchase uniforms:

1. At an annual sales day in Tulare during the month of August (date and location to be announced each year.)
2. At the Dennis Uniform Store, 5186 N. Blythe, Suite 101, Fresno. Phone 276-5621 for directions.
3. By phone, 1-800-854-6951 to place orders (credit card only), help with exchanges, refunds, sizing questions and quality-related issues.
4. Online: www.dennisuniform.com. Our schools' code is FTQ. There you will find all approved items, and by ordering online, no sales tax is charged.

Girls

1. **Blouse:** Blank, solid white, primary red or navy blue. Styles include knit "polo" style shirt with a collar and buttons (long or short-sleeved), turtlenecks, uniform blouse, broadcloth, front button, Peter pan or pointed collar. If the shirt falls below the middle of the thigh, it

must be tucked in.

2. Skort/Jumper: Red and blue plaid, knee length (no more than 3” above the knee cap), purchased from the Dennis Uniform Company. Or plain, navy blue, knee length (no more than 3” above the knee cap). For playground modesty, shorts should be worn under skirts but should not be longer than the skirt.
3. Pants: Navy blue, blank, solid, non-fading, simple, loose-fitting classic style. Fabric choices include broadcloth, twill, and corduroy. **NO JEANS OR STRETCH PANTS.**
4. Shorts: Navy blue uniform shorts are an option and may be worn year round. Parents are expected to insure students are dressed appropriately based upon the weather. Shorts must fit well and not be excessively baggy or excessively small. The shorts may be worn with solid white, primary red or solid navy blue crew socks.
5. Socks, tights, legwarmers: Solid white, primary red or navy blue.
6. Shoes: Sturdy, durable, closed-toed shoes such as tennis shoes. Shoes are to be firmly fitting. Shoe laces must be tied. The same guidelines for shoes apply to “Casual Dress Days”.
7. Make-up and jewelry: Light make-up may be worn by 7th and 8th graders only. It should be applied at home (do not bring make-up to put on at school). All earrings must rest close to the ear and cannot dangle dangerously. Button or stud earrings not larger than a dime are acceptable. Middle school: No jewelry is allowed in P.E. or at games.

Boys

1. Shirt: Blank, solid white, primary red or navy blue collared or turtleneck. If the shirt falls below the middle of the thigh, it must be tucked in.
2. Pants: Navy blue, blank, solid, non-fading, traditional style and fit. Fabric choices include twill, cotton-polyester, or corduroy. Pants must fit well and not be excessively baggy. Holes must be patched.
3. Shorts: Navy blue uniform shorts are an option and may be worn year round. Parents are expected to insure students are dressed appropriately based upon the weather. Shorts must fit well and not be

excessively baggy or excessively small. The shorts may be worn with solid white, primary red or solid navy blue crew socks.

4. Belt: Plain, with no large or decorative buckles.

5. Socks: Solid white, primary red or navy blue.

6. Shoes: Sturdy, durable, closed-toed shoes such as tennis shoes or street hikers. Shoes are to be firmly fitting, not oversized. Shoe laces must be tied. The same guidelines for shoes apply to “Casual Dress Days”.

Boys and Girls

1. Sweaters, vests, windbreakers, or lightweight jackets: Solid navy blue, primary red, or white may be worn during the entire school day. Collared blouse or shirt must be worn under sweaters and sweatshirts.

2. Sweatshirts (Hooded or Non-Hooded): Solid, blank navy blue, primary red, white or TCS logo apparel may be worn during the entire school day. Collared blouse or shirt must be worn under sweatshirts.

3. Jackets and coats: Heavy jackets and coats do not need to be navy blue, red, or white, but they may not be worn in the classroom. Sweatshirts are not considered heavy jackets or coats.

4. Hats: May be worn on the playground but must be removed in the classroom, chapel, or when entering any building on campus. Hats may not be worn backwards, sideways, etc. No athletic sweat headbands, bandannas or head kerchiefs may be worn in class or on the playground. The exception to this rule is that middle school students may wear athletic sweat headbands for P.E. practice and during games.

SPECIAL NOTE: No symbols, pictures or emblems that exalt groups or movements that are contrary to Biblical standards are allowed on items of clothing, lockers, backpacks, etc.

Uniform violation notices are sent home when a student does not follow the uniform policy. After three violations, the student will serve a detention.

HAIR POLICY

Boys and Girls:

- Hairstyles must look natural and be practical. Extreme hairstyles are inappropriate.
- Hair should not be partially or completely shaved.
- Hair should not be dyed or streaked in unnatural colors. Natural colors include shades of blonde, brown, black or red, as they would normally grow.

Boys:

- Facial hair must be clean shaven.
- Head hair must be neat, clean, and well groomed.
- Styles not permitted include: 1) Pony tails, braids, hair long enough to touch the top of a standard dress collar. 2) Hair long enough to fall below the ear lobe.

SPECIAL NOTE: Boys are not allowed to wear earrings of any kind.

DAILY SCHEDULE

Please do not drop children off before 7:30 AM.

Hours: 8:30 AM to 2:45 PM – K-3

8:30 AM to 2:55 PM – 4-8

Recess: 9:45 to 10:05 AM - K-2

10:05 to 10:25 AM - 3-5

10:30 to 10:45 AM - 6-8

Lunch Times: 11:30 AM to 12:15 PM - K-2

11:55 AM to 12:40 PM - 3-5

12:30 PM to 1:15 PM - 6-8

Recess: 1:45 to 2:05 PM – K-3

2:05 to 2:25 PM – 4&5

ABSENCES

It is required that parents call the school if a student will be absent. If this is not possible, a note of explanation for the absence is required upon the student's return. If you want to pick up work for your child when he is sick, please call before 10:00 AM and plan to pick up the work in the afternoon from the office.

If a student will be absent for reasons other than illness, (such as a trip) it is required for the parent to contact their student's teacher in writing at least 3 days in advance. If this is not done the student will not be permitted to make up their work to receive class credit.

TARDY POLICY

Students should arrive at school in time to line up with their classmates at 8:25 AM. Attendance will be taken at 8:35 AM. Any student arriving late should go into the office and let the secretary know they are here and to obtain a tardy slip. The parent or carpool driver should go into the office or call to let the secretary know why the child is late. Excused tardies include: Fog, car trouble, illness, and medical appointments. Excused tardies do not include: Oversleeping, running late, family member or sibling running late.

Two unexcused tardies are allowed each semester of the school year. The following disciplinary measures are used for subsequent tardies:
3rd Tardy - One hour after school detention.

4th Tardy - Meet with administrator and parents. One hour after school detention.

5th Tardy - Meet with the school board and one hour after school detention.

SCHOOL ATTENDANCE

In order to encourage consistent school attendance and to help families establish good habits, student attendance will be reviewed

periodically. If a student reaches 10 absences, the family will be required to meet with the school principal. If a student reaches 15 absences, the family will be required to meet with the school board. Whether or not an absence is excused is not a factor. The bottom line is that a student is missing a significant amount of school which could negatively impact their education.

LEAVING CAMPUS

Students needing to leave campus during the school day must be signed out by an authorized adult. Students will not be allowed to leave campus without this authorization. Please park your car in a designated parking space, sign your child out, walk to the classroom and pick up your child. If your child returns to school before the end of the day, please sign him back in.

We cannot let any student be taken to lunch by another family unless the office receives written permission or a phone call from the parent.

FOGGY DAY SCHEDULE

There is no special schedule for foggy days. School begins and ends at the regular times. Parents who choose to wait until the fog lifts before driving children to school may choose to do so. Their children will not be marked tardy IF the parents advise the office of their reason for being late. We encourage children to take books home in the evening during foggy season so that they may be able to do school work at home on mornings when they're waiting for the fog to lift.

AFTER SCHOOL PROCEDURE

It is important that your child be picked up on time when school is dismissed. **After-school supervision ends at 3:10 PM.** When the yard duty supervisor leaves campus, all students will wait in the office until their ride arrives & comes in the office to pick them up. If you are unable to pick your student up on time, please call the office. If you plan to have someone other than the persons authorized to take your child from the facility listed on the emergency card, we must have a note or phone call from you.

Parents will be charged **\$3.00 per student for every 5 minutes after 3:30 PM** their child is left at the school office. Late charges will be billed directly to the tuition account. In order to close our office each day at 4:00 PM, it is very important that our office staff is able to close out the day's activities, without the added responsibility of supervising students.

Parking lot etiquette:

- Drive slowly around the school ground
- Be careful and courteous in the parking lot.
- Pull into a space and walk child to and from playground.
- Do not allow students to dart through cars; do not block driveways.
- No parking at the modular alley way. This is a city street; you may be ticketed. Pull into a designated parking space and walk or watch your child walk across to the modular classrooms. When dropping off or picking up students, drivers must pull into a designated parking space. Do not allow passengers to enter or exit a vehicle if it's not parked in a designated space.

DETENTION

Detention is held in classrooms during lunch time and after school. Students that are required to serve detention are expected to bring study materials with them. There is absolutely no talking, playing, or distracting others. If detention rules are not observed, students will receive another hour of detention. If students are sent to detention as a form of discipline from classroom teachers or playground supervisors, for every three lunch time detentions, they will be required to spend one hour after school.

PLAYGROUND AND LUNCH RULES

These rules are presented for two reasons: first, so that parents will review the rules with their children; second, there may be occasions when you come on the campus, and your help may be needed in enforcing playground behavior. Knowledge of the rules will be a big help. Children need to obey the playground supervisors, even when specific rules are not listed in the following guidelines:

1. No running up and down the play structure.
2. Use jump ropes ONLY as jump ropes.
3. Stay on the playground, unless you ask permission to leave.
4. Restrooms are not play areas.
5. Stay off fences.
6. Keep your hands and feet to yourself. No wrestling or play fighting.
7. Bark stays in the playground area. Do not throw or dig holes in the bark.
8. When the whistle blows, play is to stop immediately and student is to begin moving toward the lining up area.
9. No spitting anywhere on campus or playground.
10. Stay seated for lunch. Ask permission to use restroom, throw trash away, or get a drink.
11. No trading food.
12. Eating area must be clean before you are excused.
13. Don't throw away uneaten food. Take it home with you.
14. Treat others with love and kindness - love your neighbor as yourself.

LUNCH

The school does not have a cafeteria. Students have 2 options for lunches:

- Students may bring a lunch that does not require refrigeration or warming up.
- Through special arrangements with Tom's Fun Foods Catering Company students are able to order/purchase lunches a month in advance. Menus are emailed to parents with the Note Home and available online and in the school office for the following month.

Lunches are then delivered to the school.

A healthy snack may be brought to be eaten at morning snack time. Snacks are sold once a week on Wednesday during morning recess. These may be paid for in advance. Parents who are here to eat lunch with their student may only eat at the lunch table with them. If you sign your student out you must take them off campus to eat. Children are not permitted to bring or chew gum, or to bring or eat candy. **Please don't send sodas or other caffeinated drinks with your**

students.

BIRTHDAYS

You are welcome to provide a special snack for the class on your child's birthday. This should be cleared with the teacher in advance. Birthday celebrations can take place during regularly scheduled breaks or during the last 15 minutes of class. *Please do not distribute party invitations at school unless every child in the class is invited.*

HOLIDAYS

Christmas and Easter are wonderful times of celebration at TCS. We do much during these seasons to remember the birth, death, and resurrection of Christ. We avoid the secular trappings of these holidays (Santa, eggs, bunnies, etc.) and ask parents who might want to help in our celebration to use the Christian symbols. No acknowledgment is given to any kind of Halloween celebration.

MEDICAL GUIDELINES

All parents must complete the required medical, immunization and emergency reports kept on file. A copy of the emergency card will be taken with the student on all field trips.

If your child becomes ill at school, every effort will be made to locate you first. The staff will then attempt to contact others listed on your medical emergency card. Your child will not be given any type of medication unless prior authorization is given by the parent/guardian.

Every possible provision is being made to provide a wholesome, healthy atmosphere for each child during his stay at school.

If your child needs to take medication during the day the medicine must be stored in the office and it will be given to them there. The home can make a great contribution by:

1. Assuring that your child gets adequate sleep, eats well

(especially a good breakfast), and brings a well-balanced lunch (including healthy morning snack) to school.

2. Not allowing a child who is sick, or may be sick, to come to school - please don't expect the teacher or office staff to decide if your child is sick or not.

3. If your child has a fever, please do not send him to school for at least 24 hours after the fever subsides.

4. In the case of pink eye, please do not send the student to school until all redness and drainage have cleared up.

5. If your child has strep throat - 24 hours after medication has been started and no fever.

6. If your child develops chicken pox, please do not allow him to return to school until all the blisters have dried.

7. We ask parents to check their children occasionally for head lice since it can spread so rapidly with children piling outer clothing together, sharing hats, etc. Please obtain a head lice shampoo treatment at the first sign of nits (or eggs) on the hair or scalp. Do not send your child back to school until after all eggs have been removed and prescribed treatment has begun.

8. Please notify the office staff if your child has any communicable condition. It is not fair to other school families to put classmates at risk.

9. Prior to administration of any physician prescribed medication (including inhalers); a "Physician Statement of Need" must be completed and filed in the school office. A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication, dose, or child's reaction. It is the parent's responsibility to assure that these forms are current and complete. New forms (physicians and parent) must be submitted at least once a year. Medications must be brought to school in their original containers and stored according to physician request.

A "Request for Medication Administration" form must be filed in the school office in order for **any non prescription or over-the-counter medication** to be administered to your child at school (this includes cough drops, Tylenol, Advil, Pepto Bismol, etc.) Each administration

of medication will be recorded on a medication administration log sheet at the time of its administration by school personnel.

TRANSPORTATION

Bus transportation is not provided. Parents are urged to form car pools. The school office can inform you of other families living in your neighborhood.

FIELD TRIPS

We rely on parents to transport children on field trips, competitions, sporting events, etc. Vehicles utilized for transportation for school activities must not display stickers, emblems, crude sayings or anything that is contrary to biblical standards or that could be considered as such. If the vehicle is equipped with a VCR or DVD player, anything shown must be “G” rated. Video equipment is not to be utilized unless the travel time is in excess of 30 minutes or longer in duration one way. All drivers must fill out proof of adequate insurance (as set forth by the school’s insurer) prior to transporting students other than their own on a field trip. All students must return a signed field trip permission form in order to go with their class on each field trip. Drivers and students are not to leave the group for lunch or for any other reason.

Field trips are a part of the student’s educational experience. Each class will have several field trips during the year. Information will be sent home regarding parental authorization and help. In most cases, preschool siblings are not to be brought on field trips unless approved by the classroom teacher. In all cases our insurance does not cover them. Class field trips are limited to the students who are enrolled in the specific class attending the field trip.

PERSONAL POSSESSIONS AT SCHOOL

At the teacher’s discretion, students may bring books, audio or visual tapes. No portable listening or viewing devices may be brought to school or used on field trips or sports trips. Students may bring sports

equipment but all personal items should be well marked with the student's name. Children are not permitted to bring or chew gum, or to bring or eat candy. **Please don't send sodas or other caffeinated drinks to school.**

Students may bring items for sharing, but those items must remain in the classroom during recesses.

DAMAGE TO SCHOOL PROPERTY

Any school property carelessly or intentionally damaged or broken by students will be paid for by the students involved.

LOST AND FOUND

At the end of the day all forgotten items are placed in storage. Lost items may be retrieved without cost during the week they are lost. When we get too many boxes of lost items, notice is given in the note home and a "lost and found give away day" is held. All items are placed on the fence the morning of give away day and are available on a first-come-first-served basis.

LOST SCHOOL BOOKS

All lost books must be paid for by parents; notify the office immediately in the case of lost books.

PHONE USE

Students will be allowed to use the office telephone if they have forgotten their lunch, or when approved by staff. Students will not be allowed to use the phone for: forgotten homework, band instruments, piano music, sports uniforms or equipment or for making arrangements to stay over or go home with a friend.

Use of cell phones during school hours is not allowed except in an emergency situation. If it is necessary for a student to bring a cell phone to school, **it must remain in their back pack and remain turned off.** If the cell phone is not off and in a back pack during

school hours it will be confiscated and examined then taken to the school office. It may only be retrieved by the student's parent or guardian.

GRADUATION GUIDELINES

TCS's 8th grade graduation is a celebration time for our students. The ceremony is a Christ-honoring event held in the worship center. Graduation guidelines, including clothing requirements, will be given to eighth grade students/parents several months in advance.

In order to promote academic excellence, character development and accountability, the school board of Tulare Christian School has adopted the following guidelines for 8th grade promotion to high school. Only students who meet all of these guidelines will receive their diploma and be allowed to participate in the promotion ceremony, unless prior arrangements have been made with the school board.

- GPA of 2.00 or higher
- complete at least 20 community service hours during the 8th grade school year
- successfully pass the "Constitution Test" with a grade of 70% or higher

In order for 8th Grade students to participate in the Graduation Ceremony their school account *must* be paid-in-full before the ceremony. This includes, but is not necessarily limited to: tuition, fundraising obligation, after school care, Hume Lake and field trips, hot lunch / snacks, SALT and late payment charges.

HARASSMENT AND SEXUAL HARASSMENT POLICY

In compliance with Education Code 212.6 E.E.O.C., Title VII, the TCS Governing Board prohibits unlawful harassment of, or by any student. Any student who engages in any type of harassment may be subject to disciplinary action up to and including expulsion. The Board expects students and staff to immediately report incidents of harassment to the principal, his designee, a teacher, or a member of

the school board. TCS prohibits revenge against any complainant or any participant in the complaint process. Each complaint of harassment shall be promptly investigated in a way that respects the privacy of all parties concerned. Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, and other verbal, visual, or physical conduct of a sexual nature. For the purpose of further clarification, sexual harassment includes but is not limited to:

1. Unwelcome leering, sexual flirtations or propositions.
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, or overly personal conversations.
4. Sexual jokes, stories, drawings, pictures, or gestures.
5. Spreading sexual rumors.
6. Assaulting, touching, impeding, or blocking movement.
7. Continuing to express interest after being informed that the interest is unwelcome.
8. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response.

The TCS School Board believes everyone at TCS is to be treated with respect. Teachers are to respect children and children are to respect teachers. Children are also to respect each other. At our school we want to be sure that everyone who is part of our school is pleased to be here and has a chance to do their very best for God. If someone, whether a teacher or another child, says something or does something which is mean, disrespectful or includes any of the above harassments, the student (or parent) is to tell the principal, secretary, or a teacher right away. The incident will be investigated and the staff will try to make sure it does not happen again.

Matthew 22:37-39: “Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself. All the Law and Prophets hang on these two commandments”.

NONDISCRIMINATION POLICY

TCS does not discriminate based on race, color, national origin, sex or economic status. Unfortunately, we are not equipped to assist non-English speaking students nor those with severe physical, psychological or academic learning difficulties requiring specialized attention.

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