



PARENT AND STUDENT HANDBOOK 2010-2011

Spiritual Theme: Pursuing Excellence

³His divine power has given us everything we need for life and godliness. ⁵For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; ⁶and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; ⁷and to godliness, brotherly kindness; and to brotherly kindness, love. ⁸For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ.

2 Peter 1:3, 5-8

School Motto:
Love God - Love Others - Love Learning - Love Our School

A CHRISTIAN EDUCATION FOR YOUNG MINDS / A MINISTRY OF TWIN LAKES CHURCH
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2010-2011

Dear Parents and Students,

WELCOME! On behalf of the staff of TLCS, we would like to extend a warm welcome to all students and their parents.

Our staff is dedicated to providing every student with the best educational opportunity possible. We strive to teach our students their significance to our Lord Jesus Christ. We pray their relationship to Jesus Christ will guide them in an attitude of respect for others, themselves, and all of creation. This year our focus is on pursuing excellence in all facets of our students' lives: spiritual, intellectual, physical, and emotional.

The purpose of this handbook is to provide you with information on the procedures, goals, and rules of our school. This handbook is not all-inclusive, and changes will continue to be communicated to you during the school year.

You are encouraged to communicate and participate with us as your children attend TLCS. If at any time you have a question regarding the policies and programs at TLCS, please contact us.

Let's work together!

Blessings,

Meg Imel
Principal

SPIRITUAL THEME: MONTHLY TRAIT AND BIBLE MEMORY VERSES

- September** **Faith** –belief and confident trust in and loyalty to God
Heb. 11:1 *“Faith is the confidence that what we hope for will actually happen; it gives us assurance about things we cannot see.”*
- October** **Goodness** - total of all of God’s attributes and the perspective through which all of life’s experiences should be viewed.
Psalms 31:19 *“How great is the **goodness** you have stored up for those who fear you. You lavish it on those who come to you for protection, blessing them before the watching world.”*
- November** **Knowledge** - Assembling information and facts into its proper relationships
Psalms 119:66 *“Teach me **knowledge** and good judgment, for I believe in your commands.”*
- December** **Self-control** –ability or power to control one’s emotions, desires, actions, etc. in light of biblical truth, values, beliefs, and objectives.
I Peter 1:13 *“So think clearly and exercise **self-control**. Look forward to the gracious salvation that will come to you when Jesus Christ is revealed to the world.”*
- January** **Perseverance** – continued steady persistence in a course of action especially in spite of difficulties, obstacles, or discouragement
James 1:3 *“For you know that when your faith is tested, your **endurance** has a chance to grow.”*
- February** **Godliness** - practical awareness of God in every aspect of life and a desire motivated by love for Him and empowered by His grace to be pleasing to Him in all things
I Timothy 4:8 *“For physical training is of some value, but **godliness** has value for all things, holding promise for both the present life and the life to come.”*
- March** **Brotherly kindness** - lifestyle of the affection which Christians cherish for each other as members of the Lord's body.
Hebrews 13:1 *“Keep on loving each other as brothers and sisters.”*
- April** **Love** –deliberate, purposeful affection, benevolence, good-will, high esteem and concern for the welfare of others
John 15:12 *“This is my commandment: Love each other in the same way I have loved you.”*
- May** **Wisdom** - ability to discern or judge what is true, right, or lasting and following the soundest course of action
Psalms 111:10 *“Fear of the LORD is the foundation of true **wisdom**. All who obey his commandments will grow in wisdom. “*

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NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

The TWIN LAKES BAPTIST CHURCH, INC., d.b.a. TWIN LAKES CHRISTIAN SCHOOL, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not

discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies or admission policies.

MISSION ** VISION ** CORE VALUES

Twin Lakes Christian School is a nonprofit Christian school operating as an outreach ministry of Twin Lakes Church. The spiritual, educational, and physical management of Twin Lakes Christian School is directed by the Board of Directors of Twin Lakes Church.

MISSION:

Mission Statement for Twin Lakes Christian School, a ministry of Twin Lakes Church: Encouraging, equipping and empowering the whole child to positively impact God's world by providing, in partnership with the home, a balanced education in a loving, Christ-centered environment.

VISION:

TLCS will seek to develop each student's mind, body and spirit to his or her fullest potential through challenging course work, visual and performing arts, physical education, technology, and spiritual training by a select group of Christian teachers and leaders. Students who attend TLCS will be encouraged to become devoted followers of Jesus Christ and productive, loving members of their families and communities.

CORE VALUES:

- Our goal is to teach students to love God, respect others, and be responsible citizens.
- Our credentialed Christian teachers use excellent teaching practices to increase student learning.
- Our students use meaningful problem solving activities to develop critical thinking skills and prepare them for positions of leadership.
- Our school atmosphere encourages understanding and appreciation of individual and cultural diversity.

- Our parents and extended families are integral to the spiritual and academic development of each student.

PLEDGES

Three pledges are given in the daily opening exercises of school.

1. The flag of the United States...
"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
2. The Christian flag...
"I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior crucified, risen, and coming again, with life and liberty to all who believe."
3. The Bible...
"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide God's word in my heart that I might not sin against God."

ADMISSIONS

ADMISSIONS POLICY

Readiness is a criterion for admission to any grade. General achievement cannot be more than three months below grade placement for admission to TLCS.

By December 1 kindergarten children must be five years old, and first grade children must be six years old.

All new students entering TLCS are on an academic and behavior probation for six weeks. The teacher informally assesses students during this time, and parents will be notified if their child needs additional assistance. Recommendations will be made to address the student's needs, and the teacher/principal may recommend alternate programs that would assist student placement.

HEALTH PROGRAM

Records of immunizations must be turned in to the office to be kept on record in the student's cumulative files. The office must make a copy of the original birth certificate issued by the State. These documents need to be turned in before school entry.

TUITION AGREEMENT

All school tuition is on an annual basis. There are no refunds or allowances for absences. An interruption of a student's attendance for a vacation period would require continued tuition in order to hold the student's space at TLCS.

DAILY SCHEDULE

HOURS

1. K – 6 - 8:30am - 2:50pm
2. Extended child care (Cross Walk) for TLCS students only, 7:00am-8:00am before school and 3:00pm-6:00pm after school.
To avoid being charged for child care, make sure your child arrives at school after 8:00am and leaves the school grounds by 3:00pm (12:10pm on minimum days)
3. Office - 8:00am to 3:30pm
When the office is closed or busy, the message machine is on. Please leave a message and we will return your call.

RECESS AND SNACK

Kindergarten-Dueck	9:30am - 10:00am
Kindergarten-Dixon	10:00am - 10:30am
Grades 1, 2, 3	9:50am - 10:05am (main yard)
Grades 4, 5, 6	10:10am - 10:25am (main yard)

Students are allowed to have a small snack during the morning recess and they are responsible to dispose of their trash.

LUNCH AND RECESS

Kindergarten-Dueck	11:30am - 12:10pm
Kindergarten-Dixon	12:10pm - 12:50pm
Grades 1, 2, 3	11:30am - 12:10pm
Grades 4, 5, 6	12:10pm - 12:50pm

1. Please pack a nutritious lunch for your child and limit sugared items.
2. Students are to bring their own lunches unless they have ordered a hot lunch.
3. Hot lunches are ordered on a monthly basis for \$4.25 per day. Limited emergency lunches are available if the school office is notified **before 9am**.
4. Please send unbreakable containers. We have no facilities for microwaving or refrigeration.
5. If a student forgets his/her lunch, parents may bring the lunch to the office.

ACADEMICS

ACADEMIC STANDARDS

Our curriculum follows the California Standards and is designed to help each student advance as rapidly as possible, yet places no student under undue pressure that would result in frustration. It is our intent to help him/her develop the proper study habits with a planned and varied program.

Textbooks used are selected from the best available in their respective fields and are selected on the basis of excellence in content.

In order to create an academic, social and moral climate conducive to excellent learning and mastery of basic academic skills and study habits, a consistency of methodology, texts and skills will be emphasized as students progress from grade to grade.

1. The academics will be guided by the use of TLCS approved curriculum to cover the areas of:
 - a. Language Arts (Reading, Writing, Speaking, and Listening)
 - b. Social Science/History
 - c. Math
 - d. Science
 - e. Health
 - f. Physical Education/The Arts
2. The social and moral foundation will be based on the Word of God, the Bible, and is integrated throughout each day. The Association of Christian Schools, Int'l. materials may also be used.
3. A sense of self-worth, responsibility and respect for others is encouraged in each child through teaching, staff listening, staff modeling of appropriate behavior, and careful guidance.

SCHOOL PLAN

TLCS is working on ACSI and WASC accreditation.

GRADING

A grade represents one means of reporting student achievement in school. The system of grading is letter grades **A-B-C-D-F** in grades 3, 4, 5, and 6. Letter grades **O, S** and **N** are used in grades K, 1, and 2. Teacher comments are also on the report cards. Conferences between teachers, students and parents are another means of communicating student achievement in school. **WE ENCOURAGE PARENTS TO NOTIFY THE TEACHER IMMEDIATELY IF THERE APPEARS TO BE A MISCOMMUNICATION REGARDING STUDENT'S CLASS WORK.** Teachers will explain the grading system to parents during Back-to-School Night on Wednesday, September 8. Report cards are sent home at the end of the first three quarters. The last quarter's report card is mailed in June with the results of the Stanford Achievement Tests taken by first through sixth grades.

LETTER GRADES FOR GRADES K-2

The following grades will indicate where students have met performance standards based on grade level expectations for academics and behavior.

O = Outstanding

S = Satisfactory

N = Needs improvement

LETTER GRADES FOR- GRADES 3-6

Teachers will grade students on a percentage basis.

<i>100 - 90</i>	<i>A+ to A-</i>
<i>89 - 80</i>	<i>B+ to B-</i>
<i>79 - 70</i>	<i>C+ to C-</i>
<i>69 - 60</i>	<i>D+ to D-</i>
<i>59 and below</i>	<i>F</i>

ACADEMIC HONORS AND HONORS EVENT – GRADES 4, 5, 6

To receive an invitation to attend the end of the year celebration students must earn a grade point average of 3.8 – 4.0 for the school year. Subjects that receive letter grades will be averaged for each quarter to determine Academic Honors eligibility. The teachers will explain any additional requirements at their Back-to-School Night presentations.

HOMEWORK

Homework is assigned to extend and reinforce academic lessons being taught in school. The staff suggests that a special time and place be set where the student may complete his/her assignments. At Back-to-School Night on Wednesday, September 8, your child's teacher will explain his/her policy to you.

MAKE-UP WORK/EXCUSED ABSENCES

When your child is ill and you wish to pick up schoolwork for him/her to complete at home, please contact the office **by 10am**. Calls to request homework will be given to the teacher. If any work is assigned and available, parents may pick up the homework after school.

CONFERENCES

We appreciate parents who respect the teacher and classroom boundaries and do not engage in conversation regarding student achievement during class time. The staff is willing to confer informally as needed but at a time convenient for both parties. We welcome your participation, questions and concerns.

Parent -Teacher Conferences (minimum days) are scheduled for Nov. 8 –10. An appointment sheet will be sent home notifying parents of their conference date and time.

ACHIEVEMENT TESTS

TLCS uses the Stanford Achievement Test (SAT 10) to measure student progress each year. Achievement tests are scheduled for April 11-15. If a student is ill during the testing period, his/her make-up test will be administered immediately upon his/her return if it is within the testing date window. No make-ups will be administered if a student is on vacation during the scheduled SAT testing period.

ATTENDANCE

ATTENDANCE

Regular attendance is considered to be of great importance, and parents are asked to make

every effort to have their children here regularly and on time.

APPOINTMENTS

For your child's protection, he/she must have a note from the parent or guardian in order to leave school for any reason during school hours. Parents or guardians picking up students MUST check in at the school office to sign out the student. The office will then call the classroom to alert the teacher that the parent is coming to get the student out of class. Students do not use the office telephone to make individual appointments.

ABSENCES

Parents are required to call the office the morning of the day their child is absent due to illness. (Please do not send your child to school if he/she is running a temperature or is ill.) Your student will be considered absent if he/she misses one-half of the school day or more. Your student will be considered absent if he/she arrives after 11:40am or leaves before 11:40am.

MAKE-UP WORK/ ABSENCES

When your child is ill and you wish to pick up schoolwork for him/her to complete at home, please contact the office **by 10am**. Calls to request homework will be given to the teacher. If any work is assigned and available, parents may pick up the homework after school.

EXCUSED VACATIONS/TRIPS

Parents are encouraged to plan their vacations to coincide with the school calendar. If a trip or vacation of more than three days is going to take place during the regular school year, it is the parent's responsibility to notify the teacher at least one week prior to departure. The teacher can prepare work for the child to take with him/her. The work must be turned in to the teacher within five school days of returning.

HOLIDAYS AND NON-STUDENT DAYS

Holidays and non-student days are listed on your school calendar. Teachers' in-service training days and Parent -Teacher conference days are minimum days.

TARDINESS

Children who arrive after opening will be considered tardy and must report to the office to sign the tardy log and take the appropriate "Tardy" or Unexcused" pass to the classroom. FIVE TARDIES within the grading period will constitute a call home or request for a parent conference with the teacher and/or principal. PLEASE DON'T BE TARDY. We encourage punctuality and feel it is extremely important for students to arrive on time as tardiness interrupts the flow of classroom activity and causes the child to start the day already behind.

SCHOOL ACTIVITIES

ALL SCHOOL PICNIC

Families are invited to an annual school-wide picnic in June. This activity takes the place of

off-campus year-end class parties.

BACK TO SCHOOL NIGHT

Our annual Back-to-School Night will be held on Wednesday, Sept. 8 from 7:00-8:30pm. In order to accommodate parents with more than one student, Back-to-School Night is offered in two presentations. The first presentation is from 7:00-7:30pm and will be repeated in the second presentation from 7:45-8:15pm. You may attend either session. At that time, parents will meet with their student's teacher to preview the year's program. This evening is for adults only. The Home and School Club will host a dessert fellowship time for our staff and parents from 7:30pm-8:30pm.

BIRTHDAY BOOK CLUB is a great way to acknowledge your child's birthday and help increase the number of books in our school library. You can donate a hardcover book from the library's desired list or give a donation which our Librarian will use to purchase a book in your child's honor. A dedication certificate will be placed inside the book with your child's name. TLCS staff supports this practice instead of the in-class party in 1st-6th.

BIRTHDAY PARTIES

Teachers will appropriately acknowledge each student's birthday. If parents want to invite children to their at-home party, please **send all invitations through the mail.** If this is not possible, we will distribute invitations only if the student invites the whole class or if the student is a girl, all the girls or if the student is a boy, all the boys. Please place the student's name on a sealed invitation, place the invitations in an envelope, and the teacher or aide will put them in the students' backpacks.

CHAPELS AND ASSEMBLIES

Students will attend Chapel twice a month for the purpose of singing praise songs and hearing devotional messages. Chapel and other Assembly gatherings will be announced in the newsletters and parents are welcome to attend.

CLASS PARTIES

Teachers will arrange class parties with the assistance of room parents. (Examples of class parties are: Harvest Celebration, Thanksgiving party, Christmas party, etc.) We request that all such celebrations be initiated by the teacher.

FIELD STUDY TRIPS

Each class will go on a number of field trips this year. Students who are not yet six years of age or 60 pounds MUST ride in a car seat. While we need and greatly appreciate the parents who drive and chaperone our trips, the following rules apply to ALL parent drivers/chaperones:

1. Drivers must have proof of insurance form filled out each year and filed in the office along with a copy of a valid driver's license.
2. Drivers must caravan TO and FROM the place of field trip. Do NOT make any unnecessary stops or deviate from the planned route. Please continue to supervise the students when you return to campus until the classroom teacher has returned to take

charge of the class.

3. Students should **NOT** ride in the front seat of any vehicle.
4. Students should be under a lap and/or shoulder restraint in the car at all times.
5. Please park your car in the lot *in front of the modulars* (NEVER the Circle) and we will bring the students out to you.
6. Please do not request, complain or try to change the car assignments. Field trips can get complicated enough without having to meet individual requests.
7. Only students enrolled at TLCS may go on school field trips. Siblings in other grades at TLCS, preschoolers of TLCS parents, and students from other schools may not attend field trips. The school carries no insurance for such.
8. Parents, acting as chaperones, are responsible for the children assigned to them the entire time of the field trip.

Parents who drive are invited to complete a form for mileage for tax-deductible purposes. Please ask the office for a form.

HOME AND SCHOOL CLUB

All parents of TLCS students are members of the Home and School Club. Meetings are held the second Monday of most months at 6:30pm in the TLCS library. (Please check the Newsletter for current dates.) We thrive on parent participation to support student activities.

MOMS IN TOUCH, International

All mothers of TLCS students are cordially invited to join our MIT prayer team. The team meets Thursday afternoons from 1:45-2:45 in the *Video Cry Room* and prays for the needs of our school and students. We encourage parent participation.

STUDENT COUNCIL

TLCS has an active student council that promotes leadership skills and positive school spirit. The council, comprised of a representative from grades 3-6, provides students a chance to be part of the decision-making process at our school. They meet once a month under the supervision of a faculty advisor. Student Council officers are elected from grades 4-6, although only 6th grade students are eligible for Student Body President.

SCHOOL RULES AND PROCEDURES

ARRIVAL AT SCHOOL

THE CIRCLE DRIVEWAY IS A FIRE LANE AND TLCS MAY NOT USE IT FOR PARKING.

- Students may be dropped off at the gym between 7:00-8:25am. Students are not charged for Cross Walk after 8:00am in the gym.
- Students may be dropped off in front of the main building after 8:20am when an adult is present.
- At 8:20am an Instructional Assistant receives students in front of the main building and lines them up by classroom.
- At 8:25am all students are escorted from the gymnasium by a staff member, they meet

the students in front of the main building and all students enter their rooms at 8:30am.

- Kindergarten parents may escort their students during the first two weeks of school but are then encouraged to let their student line up with their class before school.

Parents note: For safety, students are NOT to be dropped off at any time by the modular buildings. They are to enter the classroom with their class from the front of the main building.

AFTER SCHOOL PICKUP

All vehicles should enter the driveway nearest Cabrillo College entrance. If you wish to park and retrieve your student, enter the second aisle of parked cars and park nearest the grass by the circle. If you wish to drive through, turn left in the first aisle of parked cars and proceed through the circle. This alleviates congestion on Cabrillo College Drive and makes it safer for students and parents to walk to parked cars. Please see map on page 13.

To ensure the safety of the children, we have initiated the following after-school pickup policies and procedure:

1. All children are to remain in the designated area for their class in front of the main building until the teacher calls them.
2. Drivers whose students are dismissed at the front of the church are asked to form one lane around the circle. The circle is to be used only for drop off/pickup of students between the hours of 8:20-8:30am and 2:50-3:00pm.
3. The teacher will call the child's name as each car comes to the pickup area. For security purposes students are to remain with their teachers until the parent's vehicle is directly in front of the church. Students then tell their teacher "good-bye" in order that each child's name is checked off the class list.
4. If your child is not ready to leave or you wish to speak to the teacher, **PLEASE PARK YOUR CAR IN THE TWIN LAKES CHURCH LOT. PLEASE DO NOT PARK IN THE CIRCLE!**
5. If your child is going home with another child, please send written permission with your child. Students do NOT use the office phone to make arrangements to go home with another child.
6. Children not picked up by 3:00pm may be picked up in the gym at Cross Walk. Charge for late dismissal pick-up begins at 3:00pm.

DURING SCHOOL PICK UP - Please sign out your child in the school office before taking him/her off the play yard or campus.

CROSS WALK

- **See Schedule of fees 2010-2011 in registration packet.** The hours charged for child care are 7:00am-8:00am before school and 3:00pm-6:00pm after school.
- Cross Walk is not open on non-school days but is available on minimum days.
- Students are expected to obey the child care supervisors at all times. School rules apply from 7:00am – 6:00pm. Failure to comply will result in a loss of Cross Walk

privileges.

CROSS WALK BEFORE SCHOOL

- All students need to be signed in by an accompanying adult. Parents must drop their students off at the gym if arriving before 8:20am.
- At 8:25am the Cross Walk supervisors will walk up all students to their classroom transition lines.
- At 8:30am the students are walked to class by a teacher or instructional assistant.

CROSS WALK AFTER SCHOOL

- At 3:00pm all students who have not been picked up will be signed in to our afternoon Cross Walk program by a supervisor.
- During afternoon Cross Walk, students will receive a snack at 4:30pm. Please be sure to send snacks if your child has allergies or dietary restrictions.
- Cross Walk will not be open on holidays.
- A note or a phone call is required if **someone other than the parent is to pick up** a child during Cross Walk hours. This note must include the person's phone number and expected time he/she will pick up the child.
- All students must be signed out by an accompanying adult.
- **ALL CHILDREN MUST BE PICKED UP BY 6:00pm.** You will be billed \$5.00 for every 15 minutes or part thereof after 6:00pm. After 6:00pm a pre-authorized person from your child's emergency card will be contacted to pick up your student. This is for emergency accommodation only and misuse of this may result in removal from the Cross Walk program.

BOOKS, SCHOOL PROPERTY, ETC.

Parents are financially responsible to pay for any lost or damaged school property. Fines sufficient to repair or replace the item will be charged.

COLLECTION OF MONIES

ANY REQUESTS FOR MONEY FROM THE PARENTS FOR CLASSROOM PARTIES, GIFTS FOR THE TEACHERS, ETC. MUST BE APPROVED BY THE PRINCIPAL AHEAD OF TIME. Although there are good intentions behind the requests for money, we must be aware of the budget constraints of some families. This request needs to clearly be on a voluntary participation basis.

LIBRARY BOOKS

Classrooms are scheduled to visit the library once a week. Library books may be checked out if the student's library account is in good standing.

LITERATURE OF OTHER GROUPS

We ask that parents do not hand out literature of other groups and organizations on school grounds nor distribute it in classrooms.

LOST AND FOUND

We recommend that all student garments and lunch boxes be labeled. All articles found on the school grounds should be turned in to the gymnasium not the school office. Students should check at the gym for lost articles. The school does not pay for lost items. Unclaimed articles will be donated to a charity once a month.

PRESCRIBED MEDICATION – (Please see APPENDIX A)

If your child needs assistance with daily medications or has dietary restrictions, TLCS will work with you to develop a plan for your child during school hours. Any pupil who is required to take medication prescribed for him/her by a physician, during the regular school day, may be assisted by school personnel if the school receives (1) a written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement." (CA Ed. Code 49423) Your child's medication will not be dispensed without the proper notification as required by law. Please fill out the "Request for Medication Administration" and return it to the school office when **your child needs medication**. Please be aware that our staff is not authorized to administer injections, blood sugar tests, or dispense medications that have not been prescribed by your child's doctor.

NON-PRESCRIPTION MEDICINE: Parents need to submit a dated, written statement for the school to administer any type of non-prescription medication *that you send with your child* including cough drops, throat lozenges, or Tylenol.

PARENT HELPERS WHO SERVE FOOD

Food servers must wear disposable gloves when serving students (i.e. Friday pizza). We ask parents who help serve food at school events to not have students assisting in the gymnasium kitchen or lobby area.

PARENT INVOLVEMENT/VOLUNTEERS

We greatly welcome anyone who is willing to donate their time and energy to help in individual classrooms and/or within the school in general. Teachers appreciate parent help, but we request that parents do not discipline students independent from the procedure the teacher has established. Early in the school year each teacher will provide an orientation workshop for those who wish to volunteer in the classroom. If you wish to volunteer, please contact your child's teacher.

Any visitor who enters the Twin Lakes Church campus to specifically visit the Twin Lakes Christian School and/or interact with students are required to enter the school office and sign in as a visitor and display on his/her person a badge indicating his/her purpose (volunteer/visitor). This would include parents who wish to bring lunch and eat lunch with their student or be an observer in class or on the yard. Because we are always concerned about students' safety, we are directing **all visitors** to sign in at

the office when they arrive on campus. Signs are also posted on the main building doors indicating the need for TLCS visitors to sign in. If anyone appears on campus without a badge, they will be asked by the yard supervisors or teachers to come to the office and sign in. We expect all TLCS visitors to respect this policy for the safety of all students.

SUPPLIES FURNISHED

After families provide the initial supplies indicated on the Back-to-School Supply List, Twin Lakes Christian School students will receive most supplies needed for classroom work.

TELEPHONE

Students may only use the office or classroom phones with permission. If you wish to speak to a staff member, the office will take and forward the message accordingly. Cell phones are an unnecessary distraction at school. Should parents feel it is necessary for their child to have a cell phone at school, it must be turned off and stay in the student's back pack.

STUDENT EXPECTATIONS

BEHAVIORAL EXPECTATIONS

PHILOSOPHY

We believe in the worth and dignity of all children and adults, and we strive to enhance the self-esteem of everyone. We believe all children can behave appropriately at school. Our discipline program aims at training children to make appropriate choices in a climate of warmth and support.

Additionally, we feel all students have a responsibility to behave in a manner that neither prevents teachers from teaching nor students from learning, nor violates the best interest of any individual in the school community.

The development and maintenance of good discipline at TLCS is recognized as a shared responsibility of students, staff, and parents. We believe that children want to learn, and that they learn best in an orderly, structured environment. Student conduct rules are established to protect the rights of all children at our school.

It is the goal of TLCS to have each student develop self-discipline and be a good citizen. To this end, teachers will frequently review school rules with students. We ask that parents talk with their children about the behavioral expectations of a good citizen.

In order to encourage our beliefs, the following school discipline plan has been established. Please review the guidelines for appropriate behavior with your child(ren) at the beginning of each school year.

APPROPRIATE BEHAVIOR includes, but is not limited to, students' respect for all other students, adults, and all school rules and policies.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

Step 1 Students who exhibit unacceptable behavior will be provided an appropriate consequence. Consequences will be logical and suited to the offense.

Step 2 Phone call or written correspondence with the parents.

Step 3 Students may be sent to the office for intervention with the principal.

Step 4 Parent-teacher-student conference that may include the principal.

Step 5 Students who do not respond positively to principal's interventions may be suspended or expelled.

The principal will deal with the following serious violations immediately:

1. Fighting
2. Failure to submit to the authority of adults
3. Destruction of property or theft
4. Possession of dangerous objects, drugs, or alcohol
5. Profane and inappropriate language, including but not limited to swearing, sexual comments, racial slurs, verbal threats and harassment

Consequences for serious violations may include conferencing, in-school suspension, off-campus suspension, and possibly expulsion.

ANY OFFENSE CAN RESULT IN ANY OF THESE STEPS IN ANY ORDER

Some items are inappropriate to bring to school, such as: iPods, skateboards, roller skates, gum, make-up, hand-held electronics, toys (except for sharing days), Pokémon cards, etc.

STUDENT DRESS

It is expected that each student will dress appropriately at all times. Clothing with inappropriate pictures and slogans are not to be worn at TLCS. We appreciate parents' discretion in regard to having their student dress with modesty. (Length of skirts, shorts, modesty of tops, etc.) Students should **NOT** wear flip-flops or sandals that would not be safe while playing on the playground. Make-up, tank tops with less than 1" straps (including spaghetti strap tops), and short shorts are **NOT** to be worn in the elementary school. Sunglasses, hats, or caps are not to be worn in the school/church buildings. Such apparel may be worn outside for play or appropriate functions. Appropriate shoes are to be worn in the gym and for all P. E. activities.

STUDENT SEXUAL HARASSMENT POLICY

Definition: Sexual harassment is unwelcome sexual advances or requests, and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

TLCS is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are

subject to discipline up to and including termination of enrollment. Employees who engage in sexual harassment of students are subject to discipline up to and including termination of employment.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to any teacher and/or to the principal. If the harassment comes from an adult, the students shall report directly to the principal or another responsible adult. The principal will direct an investigation. At all times, the parent(s) will be notified of incident and the individual who suffered the harassing conduct shall be informed of the corrective action taken.

ANTI-BULLYING POLICY

TLCS values showing Christ-like character which includes caring for others and leaves no room for bullying. This is best accomplished when staff, students, and parents work together.

Definition: Bullying is deliberately hurtful behavior in words, actions, or attitudes.

Staff will take all reported incidents of bullying seriously. A thorough investigation will be conducted. The principal may treat any single act as severe enough to warrant dismissal from the school. Parents of students in bullying incidents will be informed and involved in the resolution process.

COMPUTER INTERNET POLICY

TLCS provides access to on-line/internet services to students when this use is related to instructional activities. The school strongly believes in the educational value of such electronic services and recognizes the potential of such to support student learning.

1. The primary purpose of the Twin Lakes Christian School internet connection and the student's computer access is educational.
2. The use of the computer and/or internet is a privilege not a right. Inappropriate behavior may lead to penalties, including revoking of Internet access, basic computer use, and/or disciplinary action.
3. Students will not transfer inappropriate or illegal materials through the TLCS Internet connection.
4. Students will not allow other individuals to use their account for internet activities nor will they give anyone their password.
5. Students will not download any shareware or freeware programs from the internet.
6. Students will not bring software from home with the intent of loading it onto one of the school's computers.

TWIN LAKES CHRISTIAN SCHOOL
PARENTAL COMMITMENT 2010-2011

Dear Parents,

The staff at Twin Lakes Christian School welcomes you and your family and looks forward to our working together as a team designed to meet the needs and interests of your student. This is a common goal we share. Our program of instruction is designed to be supportive of the home, church, and parent in helping meet the spiritual and educational needs of your child.

We will regularly give you information by newsletters, telephone contact, and we want to be able to personally meet with you when needed in order to be supportive to your child in the school setting. We have established the following process for personal communication regarding inquiries about the classroom:

Step One:	Parent-Teacher
Step Two:	Parent-Principal
Step Three:	Parent-Teacher-Principal

We desire to create a positive school learning environment and realize that establishing a teamwork relationship between home and school is in the best interest of your child. We as a staff intend to do all within our power with God's guidance to give your child an excellent education.

Twin Lakes Christian School is non-discriminatory in its enrollment procedures and program.

FINANCIAL AGREEMENT 2010-2011

(Policy subject to amendment by TLCS Administration)

FINANCIAL AGREEMENT BETWEEN PARENT AND TWIN LAKES CHURCH AND TWIN LAKES CHRISTIAN SCHOOL

I, as parent or guardian, agree to the following terms in the enrollment of my child in the programs of Twin Lakes Church.

1. Monthly statements will be sent detailing the charges that have been and will be incurred on behalf of my child.
2. Payment is due on the first of the month and **one month in advance**.
3. If payment is not received in the office by the 10th of the month, it will be considered late.
4. A late charge equal to 5% of the outstanding balance will be charged on the 10th.
5. Enrollment in the programs will be jeopardized if payment is in arrears more than 20 days. It may be necessary for the Twin Lakes Church business office to telephone parents at their place of business if payment is late and parents cannot be reached at their home. The student will be considered unenrolled by the PARENT on the 20th.
6. A history of frequent late payments will require an additional one month deposit.
7. A returned check charge of \$25.00 will be assessed and checks will have to be "made good" by cash or cashier's check.
8. We are unable to provide past records for income tax or court purposes. Your statements and canceled checks provide this information for you.
9. Because of the complications involved with billing two parties, we will bill all incurred charges to the parent whose signature is below.
10. Tuition refunds will be pro-rated if a student is being withdrawn during the school year providing the parent has notified the school office in writing at least 30 days prior to the date the student is withdrawn.
11. TLCS/CEC accounts must be current before registering for TLCS and paid in full before the start of school.
12. You have permission to contact my spouse (co-parent) regarding my account.
13. Payments for accounts more than two months past due must be made by cash or cashier's check.

TLCS - REQUEST FOR MEDICATION ADMINISTRATION

Student's Name _____ Birthdate _____

Teacher's Name and Grade _____

Parent's Name _____ Daytime phone _____

Medication to be administered _____

Instructions for administration of medication _____

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

Dosage to be administered _____

Date to begin administration _____

Date to cease administration _____

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

Instructions for storage of medication _____

Name of Physician _____

Signature of Physician _____

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

Parent's signature _____ Date _____



HANDBOOK AGREEMENT SIGNATURE PAGE

WE HAVE READ AND WILL ADHERE TO THE POLICIES AND PROCEDURES SET FORTH IN THIS HANDBOOK, PARTICULARLY THE STUDENT EXPECTATIONS, FOR TWIN LAKES CHRISTIAN SCHOOL.

Parent Signature

Student Signature

Teacher

Parent Signature

Student Signature

Teacher

Student Signature

Teacher

**Please sign and return this copy to the school office or submit it to the teacher by Friday, September 3.
Thank you!**