PARENT AND STUDENT HANDBOOK
2026-2027

Engaging Minds. Transforming Lives.

"And do not be conformed to this world, but be transformed by the renewing of your mind, so that you may prove what the will of God is, that which is good and acceptable and perfect."
Romans 12:2

Mission Statement: To provide an excellent educational experience in a caring Christian community.

ENGAGING MINDS. TRANSFORMING LIVES. / A MINISTRY OF TWIN LAKES CHURCH
2701 Cabrillo College Drive / Aptos / CA / 95003 / Phone 831-465-3301
www.tlcs.us / info@tlcs.us

Twin Lakes Christian School
Engaging Minds Transforming Lives

2026-2027

Dear Parents and Students,

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 the love our Lord Jesus Christ has for each of them. We pray their relationship to Jesus Christ will guide them in an attitude of respect for others, themselves, and all of creation. 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 you have any questions regarding the policies and programs at TLCS, please contact us.

Let's work together!

Blessings,

Meg Imel
Principal

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Twin Lakes Christian School Notice of Nondiscriminatory Policy

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, scholarship programs, and athletic and other school-administered programs.

MISSION • VISION • CORE VALUES • PHILOSOPHY

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:

The mission of Twin Lakes Christian School is to provide an excellent educational experience in a caring Christian community.

VISION:

We seek to be a thriving, Christ-centered school where we prepare students to be leaders, problem solvers, and productive citizens with a biblical worldview.

Philosophy of Education:

We believe the **purpose** of education is to teach students the knowledge of God's infallible truth as revealed to us through His Word, approaching each subject through the lens of this Truth. We seek to develop in our students a love for God and a desire to know Him better through a personal relationship with Jesus Christ. We encourage them to display Christlike character, show respect and compassion for others, and have a desire to become responsible citizens, prepared to impact their community and beyond.

We believe that all **children** are gifts from God, each with talents and abilities specific to His purpose for them. We seek to nurture and support our students in their mental, physical, social, and spiritual development, honoring and encouraging the uniqueness of each individual. By offering diverse academic and enrichment opportunities we seek to develop students who desire to use their God given abilities to impact their 21st century world.

We believe that our responsibility as **educators** is to model Christlike character and display a consistent Christian worldview in every area of our lives. We welcome students from all religious faiths and belief systems. We value lifelong learning, constantly striving to continue our own personal quest for knowledge. We strive to create a safe environment that fosters respect and is conducive to learning.

We believe that **parents** and extended families are integral to a student's spiritual and academic development, and we honor the family as we partner with them in the growth and development of their children. We recognize the authority of parents and seek to assist and include them in the educational process.

We believe that students should be given ample opportunities to serve others within our **community** and beyond. We strive to cultivate a spirit of compassion and generosity, demonstrating the ability to work cooperatively, with a willingness to honor and serve others ahead of ourselves.

We believe that maintaining a high **academic** standard across the curriculum is essential as we assist each student in working to his/her full potential. We encourage not only a mastery of academic skills, but also the ability to skillfully analyze, evaluate, and communicate information. Our study of God's Word helps students gain the ability to discern truth from error, applying godly principles to all fields of study and every area of life.

CORE VALUES:

- Our goal is to teach students to love God, respect others, and be responsible citizens.
- Our 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.

EXPECTED STUDENT OUTCOMES (ESOs):

(ESOs = What students should know, be able to do and understand by graduation = Schoolwide student goals.)

FAITH

1. Articulates and integrates a biblical worldview
2. Exhibits Christlike character
3. Engages in service and reflective practices

ACADEMICS

1. Prepares and engages readily in learning activities
2. Demonstrates proficiency across core subjects
3. Utilizes critical thinking and problem-solving skills
4. Exhibits technological literacy
5. Works collaboratively and independently producing quality work
6. Demonstrates competence in STEAM fields

CHARACTER

1. Exhibits self-Awareness, self-control, and resilience
2. Applies conflict resolution and communication skills
3. Participates actively in enrichment activities
4. Practices and promotes healthy lifestyle choices

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 should not be more than three months below grade placement for admission to TLCS. Before admittance, students need to present the most recent report cards and test scores and may be asked to complete reading, writing, and math assessments.

By September 1st kindergarten children need to be five years old, and first grade children need to be six years old. Admitting underage students is made on a case-by-case basis and is generally discouraged by administration.

All new students entering TLCS are on 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.

Tuition refunds will be pro-rated if a student is being withdrawn during the school year provided the parent has notified the school office in writing at least 30 days prior to the date the student is withdrawn.

HEALTH PROGRAM
Official 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 – 5th 8:30am – 3pm
   Middle School 8:15am – 3pm
2. Extended childcare (Cross Walk) for TLCS students only, 7:00am-8:30am before school and 3:00pm-6:00pm after school. Parents are not charged for Cross Walk from 8:00 to 8:30am. To avoid being charged for childcare, make sure your child arrives at school after 8:00am and leaves the school grounds by 3:15pm (12:15pm on minimum days).
3. Office - 8:00am to 4:00pm
   When the office is closed or busy, please leave a message and we will return your call.

RECESS AND SNACK -

Both Kindergarten (K yard)	10:00 – 10:30
Grades 1, 2,	9:45 – 10:05
Grades 3, 4, 5	10:05 – 10:25
Middle School	9:55 – 10:05 M-TH
	11:49 – 11:59 M-TH
	9:10 – 9:20 F
	11:18 - 11:33 F

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

LUNCH AND RECESS

One Kindergarten class (K yard)	12:00 – 12:15 eat
	12:15 – 12:45 play
Other Kindergarten class	12:15 – 12:30 eat
	12:30 – 1:00 play
Grades 1, 2	11:30 – 11:45 eat
	11:45 – 12:15 play

Grades 3, 4, 5	12:00 – 12:15 eat 12:15 – 12:45 play
Middle School	12:51 – 1:21 M-TH 12:41 – 1:12 F

It is the parents' responsibility to provide lunch for their children at school. Lunch is either brought from home or purchased from TLCS.

LUNCHES ORDERED FROM TLCS: Menus are available online. School lunches are ordered and paid for through our online ordering system. Food is purchased in advance and we do NOT have vendor provided emergency lunches available. Emergency snack lunches are available for $5. Through our vendors, you may order the lunches by noon the day before. If you order by 9am the day of the price increases by $1.50.

LUNCHES FROM HOME: Please pack a balanced, nutritious, and appropriate amount of lunch and **limit sugared items**. Please send unbreakable containers. We have no facilities for microwaving or refrigeration. If a student forgets a lunch, parents may bring the lunch to the office.

FOOD ALLERGIES: TLCS has set aside a lunch table for students who have nut allergies. On field trips (to the best of our ability) we will encourage students with nut allergies to sit separately from the other students.

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 our students progress from grade to grade.

1. The academics will be guided by the use of TLCS approved curriculum to cover the areas of Language Arts, Math, Science, and Social Studies.
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. We also reinforce responsibility, respect, and compassion through a social-emotional curriculum for K-5 with guidance from our school counselor.

ACCREDITATION

We have had two full dual accreditation visits by Association of Christian Schools International (ACSI) and Western Association of Schools and Colleges (WASC) in 2014 and 2021. Our third dual accreditation visit is scheduled for this school year on April 12 through April 15, 2027.

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 through 8. Letter grades **O, S** and **N** and number grades **1-2-3-4** 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 our Back to School Night on Thursday evening, August 27th. Report cards are sent home at the end of the first three quarters. The last quarter's report card is mailed in June.

LETTER GRADES FOR GRADES K-2

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

1 = Minimal Progress **2**= Progressing **3**= Proficient **4**= Advanced

The following grades will indicate where students have met performance standards based on grade level expectations in enrichment classes, conduct, and work habit areas.

O = Outstanding **S** = Satisfactory **N** = Needs improvement

LETTER GRADES FOR– GRADES 3-8

Teachers will grade students on a percentage basis.

100 - 90	*A+ to A-*
89 - 80	*B+ to B-*
79 - 70	*C+ to C-*
69 - 60	*D+ to D-*
59 and below	*F*

ACADEMIC HONORS – GRADES 3 - 5 and 6 - 8

To receive an academic honor, students must earn a grade point average of 3.8 – 4.0 for the school year. In 3rd through 5th grade subjects that receive letter grades will be averaged for each quarter to

determine Academic Honors eligibility. In middle school, students must have a cumulative average of 3.8 or better in all subjects. **Students who achieve an academic honor at the end of the year will be honored during chapel and awarded a gift certificate.**

HOMEWORK

Homework is assigned to extend and reinforce academic lessons being taught in school while not placing unreasonable interference on family time. We suggest that a special time and place be set where the student may complete his/her assignments. Families should expect kindergarten and first graders to have about 10 minutes of homework a night, and have this increase about 10 minutes per grade level through middle school. Homework time does not include daily independent reading of 10-30 minutes a night.

INSTRUCTIONAL GOALS AND OBJECTIVES

TLCS uses a wide variety of instructional strategies that are research-based and reflective of sound educational practices. Some assessment strategies used include Reading and Math STAR adaptive assessments issued three to four times a year, Khan Academy, and Mountain Math. Some learning activities include field trips, in-class science experiments, and our PE, music, art, Spanish and STEAM enrichment programs.

Language Arts

Our goal for all students is that they will be able to read and write at or above grade level by the end of second grade and that they will make at least one year of progress in language arts each year.

Our objective is that all students will receive a challenging and rich language arts curriculum and improve their independent abilities to reach their highest potential. All teachers will encourage students to read at home.

The goal of our Language Arts instruction is not just for literacy, but to equip students to use their reading and writing skills to understand God's Word and communicate His truth.

Mathematics

Our goal is that all students will improve in all standards each year.

Our objective is that students have an opportunity to work in large and small groups on a variety of mathematical activities and supplemental math materials will be selected and provided as needed to increase student achievement.

Our math instruction reflects God's character, precision, and truth. We strive to frame mathematics as a study of the order, consistency, and logic that God designed into the universe. Because God is the God of truth, math provides a way for students to discover absolute truths and the dependable laws of His creation.

Science
Our goal is that through exposure to physical, life, and earth sciences, students will become proficient in investigation and experimentation.

Our objective is to make science as hands-on as possible by using our online (elementary) curriculum and to encourage field trips to enhance grade level curriculum.

Our science curriculum helps our students discover the Creator's design, wonder, and awe. Emphasizing science prepares our students to discover the intricate laws and order that God designed into the physical, life, and earth sciences. Teaching science points students toward a sense of wonder, teaching them that every scientific discovery is a glimpse into the power and wisdom of the Creator.

History/Social Science
Our goal is for all students to demonstrate intellectual growth in chronological and spatial thinking, historical interpretation, and researching and point of view skills as they learn grade level content.

Our objective is that students will increase their knowledge of grade appropriate social studies units as a result of class lessons, student projects and research papers, as well as field trips.

Social Studies can frame the study of history as an exploration of God's sovereign hand in human affairs throughout time. One goal of social studies is to teach students to recognize how "historical interpretation" can be used to see God's plan and purpose for nations as well as for individuals.

Bible
Our goal is to provide students and their parents with opportunities to come to a personal relationship with Jesus Christ and to apply godly principles in their lives.

Our objective is to integrate a biblical worldview in all that we teach, and provide opportunities for students to learn the Bible through verse memorization, prayer, daily devotions, and weekly chapels.

Physical Education
Our goal is to provide a high-quality physical education program for all students while fostering good sportsmanship.

Our objective is that students will demonstrate good sportsmanship, responsible personal behavior, proper use of equipment and space, and improve coordination.

Honoring God through the body aligns the goal of physical fitness with practicing and promoting healthy lifestyle choices. We desire to teach students that their bodies are a gift from God to be cared for and used for His service. Physical education emphasizes the stewardship, discipline, and treatment of the body as a temple of the Holy Spirit.

STEAM

The goal of our STEAM program is to give our students hands-on 21st century skills that are not part of traditional curriculum (ie Language Arts, Math, Social Science, and Science). They will be exposed to coding, robotics, engineering skills, and the use of technology beyond basic office products.

Our objective is to create STEAM modules that expose our students to these concepts at a grade appropriate level to enhance their academic experience and foster an understanding of computer science, engineering, and how technology, math, and graphic arts impact their world.

Our STEAM program helps foster a biblical worldview in the fields of coding, robotics, and engineering. These tools allow students to articulate and integrate their faith by solving problems that honor God and serve their community. By exploring the design and logic of technology, students gain a deeper understanding of how technology, math, and graphic arts impact their world, all while developing the critical thinking and problem-solving skills necessary to be responsible and Christlike innovators in God's creation.

Music

Our goal is to create a vocal music program that emphasizes personal enjoyment and performance while supporting biblical truths.

Our objective is for students to enjoy music instruction including singing in various styles and learning some appropriate grade level music theory and music history appreciation.

We believe that music is a powerful gift from God meant for His praise and our personal enjoyment. Our curriculum is designed to support biblical truths through songs and styles that reflect the character of our Creator. As students learn music theory and history appreciation, they are encouraged to see the order and beauty of God's design in every note. Through performances and daily instruction, we aim to help our students exhibit Christlike character and use their musical talents to engage in service to the community and for the glory of God.

Art

Our goal is to give students an opportunity to express themselves through various art mediums.

Our objective is for students to learn about different art techniques and forms through study of art history and be given an opportunity to try these art forms through guided instruction.

We believe that every student is created in the image of the Master Artist. Our goal is to provide opportunities for students to express themselves as they discover the creative gifts God has given them. Through the study of art history and various techniques, we teach students to see beauty and order as reflections of God’s character.

Spanish
Our goal is for our students to gain an appreciation for another language by gaining basic speaking and written skills in Spanish.

Our objective is for interested students to become fluent enough in Spanish to enter Spanish II in high school.

Our Spanish program is more than just an academic pursuit; it is a way to equip students to articulate and integrate a biblical worldview in a global context. We believe that language is a gift from God, and by gaining an appreciation for another language, our students learn to better love and serve their neighbors. Our goal is to develop speaking and written skills that allow students to exhibit Christlike character and engage in service by bridging cultural divides and sharing God's truth with others.

LATE WORK
All teachers have a classroom late work policy. This late work policy is intended to address work that students do not complete or forget to turn in. Our goal is to help students consistently complete work and turn it in on time. Meeting with the parents, student, and principal is an option that teachers and parents can request if a chronic problem arises.

MAKE-UP WORK/EXCUSED ABSENCES DUE TO ILLNESS
When your child is ill and you wish to pick up schoolwork for him/her to complete at home, please contact the office by 9am. 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. Students will be given one additional day for each day a student misses due to an illness to turn in or make up all schoolwork and homework missed.

PLAGIARISM
Plagiarism is the act of taking and using another's published or unpublished thoughts, ideas, and/or writing as one's own. This definition includes all print and electronic sources as well as computer programs and artwork. Cheating by students in any form is not permitted, and that work submitted for grading must be the independent work of the student (or the students in a work group). Plagiarism, or the copying and use of someone else's work without proper acknowledgment, is not permitted, nor is it permissible for any student to allow another student to copy their work. Assignments found to be plagiarized to any degree will earn a grade of zero. At the discretion of the teacher, these assignments might be made up and turned in for partial credit. Students who allow others to copy their work will receive the same penalty.

ARTIFICIAL INTELLIGENCE (AI)
A team of teachers, parents, and IT staff created an AI policy that meets our school's mission and vision and also meets the model policy established by the state of California. The full TLCS AI policy and a TLCS AI Use Chart is located in the Appendices. The policy will be explained appropriately to the students based on grade level.

Our goal is not simply to teach students how to use AI, but to help them learn **when, why, and whether it should be used**. We want students to become thoughtful, honest, responsible users of technology who pursue truth and use their God-given abilities well.

This policy establishes expectations for students, employees, and volunteers, and is designed to protect student privacy, maintain academic integrity, and support the Christian mission of TLCS.

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 Oct. 26- Oct. 30. An appointment sheet will be sent home notifying parents of their conference date and time.

Middle school conferences are arranged on a case-by-case basis. Middle school teachers may request a conference. Middle school families may also request a conference with one or more teachers by calling the school office.

ACHIEVEMENT TESTS

TLCS uses the Iowa Assessments to measure student progress each year in the spring, 1st through 8th grade. 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 testing period.

SOCIAL EMOTIONAL HEALTH

We recognize that academics and mental health can influence each other in a student's school success. Addressing the social emotional learning needs of the students has become an evident need at TLCS. We are bringing this support through the School Counselor and a program that will address various social emotional needs.

SCHOOL COUNSELOR

The school counselor serves as support for students, families, faculty, and staff, providing education and support around mental health needs students may face.

The school counselor can provide mental health services in the form of small group intervention, one on one support and classroom support as needed. Students may be referred to the counselor by an administrator, teacher, faculty member, or a parent. The student may also request time with the counselor.

If needed, the counselor may refer students and families to community resources for additional, ongoing mental health care.

ATTENDANCE

Regular attendance is mandated by the state of California and considered to be of great importance. Parents are asked to make every effort to have their children here regularly and on time. Should a student have excessive absences or tardies per quarter (determined by the school in combination with current truancy laws), the administration may place a student on academic probation and request a parent conference.

APPOINTMENTS

For your child's protection, he/she must have a note or phone call 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 fill out the absence form on Gradelink or you can call or email (info@tlcs.us) the office by 9am 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, **has vomited in the last 24 hours**, 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 11:45am or leaves before 11:45am. Absences are considered excused for illness, doctor's appointments, bereavement, and pre-arranged absence by parents with at least one-day advance notice for each day absent. The office will contact the parents when a student has an unexcused absence. Make-up work will be accepted at the discretion of the teachers for unexcused absences.

MAKE-UP WORK/ ABSENCES DUE TO ILLNESS

When your child is ill and you wish to pick up schoolwork for him/her to complete at home, please contact the office by 9am. 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. Students will be given one additional day for each day a student misses due to an illness to turn in or make up all schoolwork and homework missed.

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 two weeks prior to departure. The teacher can prepare work for the child to take with him/her. The work is due on the day the student returns to school. Tests

and quizzes that have been missed must be made on the day the student returns to school as well (unless other arrangements are made by the teacher).

HOLIDAYS AND NON-STUDENT DAYS
Holidays, minimum days, and non-student days are listed on your school calendar. Teachers' in-service training days and Parent-Teacher conference days are minimum days.

TARDINESS
Students 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 "Excused" pass to the classroom.

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 student to start the day or the class period already behind.

We realize that traffic in SC County is atrocious! And, life is very busy. But it is important that your students are in class ON TIME every day for every period.

A middle school student will be allowed five tardies (total, all periods count). Most students are tardy for the first period but there are a few students who have arrived late five times or more to 6th period from lunch. They will serve lunch detention on the 6th tardy. Once they have fulfilled the lunch detention for the 6th tardy, the clock (cycle) starts over. Please encourage your student to be on time!

Our goal is to remind students that there is a cost to wasted time. We hope that they will be motivated to get to school on time when they have to give up their social time with friends during lunch.

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

1. Our traditional Back to School Night will take place again this year on Thursday, August 27.
2. There will be two identical elementary sessions. One is at 6 – 6:30pm. The second is at 6:45 – 7:15pm.
3. The middle school session will run from 6:30 – 7:30pm. Middle School parents will meet in the chapel space from 6:30 – 6:45 and then parents will be given a schedule to visit their student's core teacher's classrooms from 6:45 – 7:30pm.

BIRTHDAY PARTIES
Teachers will appropriately acknowledge each student's birthday. If parents want to invite children to an 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 are noted on teacher blogs and parents are welcome to attend. Middle school students will also have buddy time with 1st – 4th graders (8th - 4th; 7th - 3rd; 6th - 2nd; 5th - 1st) and social-emotional learning groups alternating with Wednesday chapels.

CLASS PARTIES
Teachers will initiate and arrange class parties with the assistance of room parents. (Examples of class parties are: Harvest Celebration, Thanksgiving party, Christmas party, etc.)

COMMUNITY SERVICE
We believe that community service should be an integral part of a Christian school education. Usually the school, with input from Home and School Club, chooses an organization to support. In years past, TLCS has raised money to build a well in Zambia, provide playground equipment for City Team San Francisco mission, and held a garage sale to provide funds for Second Harvest. Our middle school students participated in a Serve-a-thon by sanding and painting the bleachers for the Capitola/Soquel Little League.

Classroom teachers are encouraged to plan various service projects that are grade level appropriate for their students. The kindergarten families create a heart art project in February to benefit Jacob's Heart. The third graders raise money to buy bikes for kids during Christmas. Our 7th graders go on a mission trip to Door of Faith Orphanage in La Mision, Baja California.

FIELD STUDY TRIPS
Typically, each class goes on a number of field trips each year. The California law since 2012 requires children to ride in booster seats in the back seat until their 8th birthday. The law does contain a provision, however, that a child under 8 years of age who is 4'9" inches in height or taller may use a safety belt rather than a child safety seat or booster 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 and a completed live scan fingerprinting background check.

2. **All volunteers must complete the mandated reporter training (SB848)** required by the state of California.
3. Drivers must caravan TO and FROM the place of the 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.
4. Students 12 years old and younger should NOT ride in the front seat of any vehicle.
5. Students should be under a lap and/or shoulder restraint in the car at all times.
6. Please park your car in the lot (NEVER the circle) and bring the students out to your car.
7. Please do not request, complain, or try to change the car assignments. Field trips can get complicated enough without having to meet individual requests.
8. 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.
9. Parents, acting as chaperones, are responsible for the children assigned to them the entire time of the field trip.

HOME AND SCHOOL CLUB

All parents of TLCS students are members of the Home and School Club. Meetings are held approximately once a month on the second Monday of the month at 6:30pm or Tuesday at 8:35am in the chapel room. We thrive on parent participation to support student activities.

MOMS IN PRAYER, International

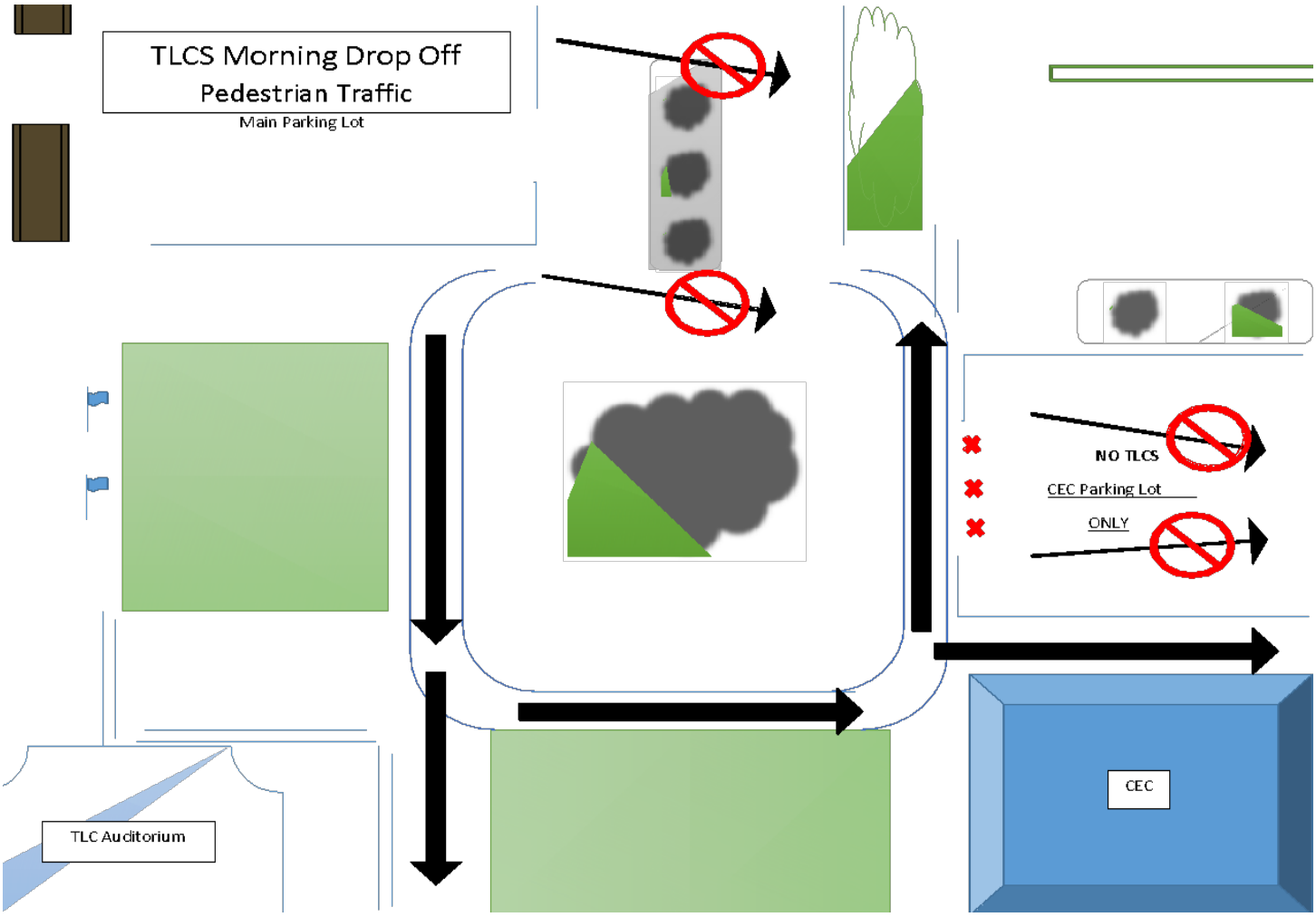
All mothers of TLCS students are cordially invited to join our MIP prayer team. The team meets once a week and prays for the needs of our school and students.

SCHOOL RULES AND PROCEDURES

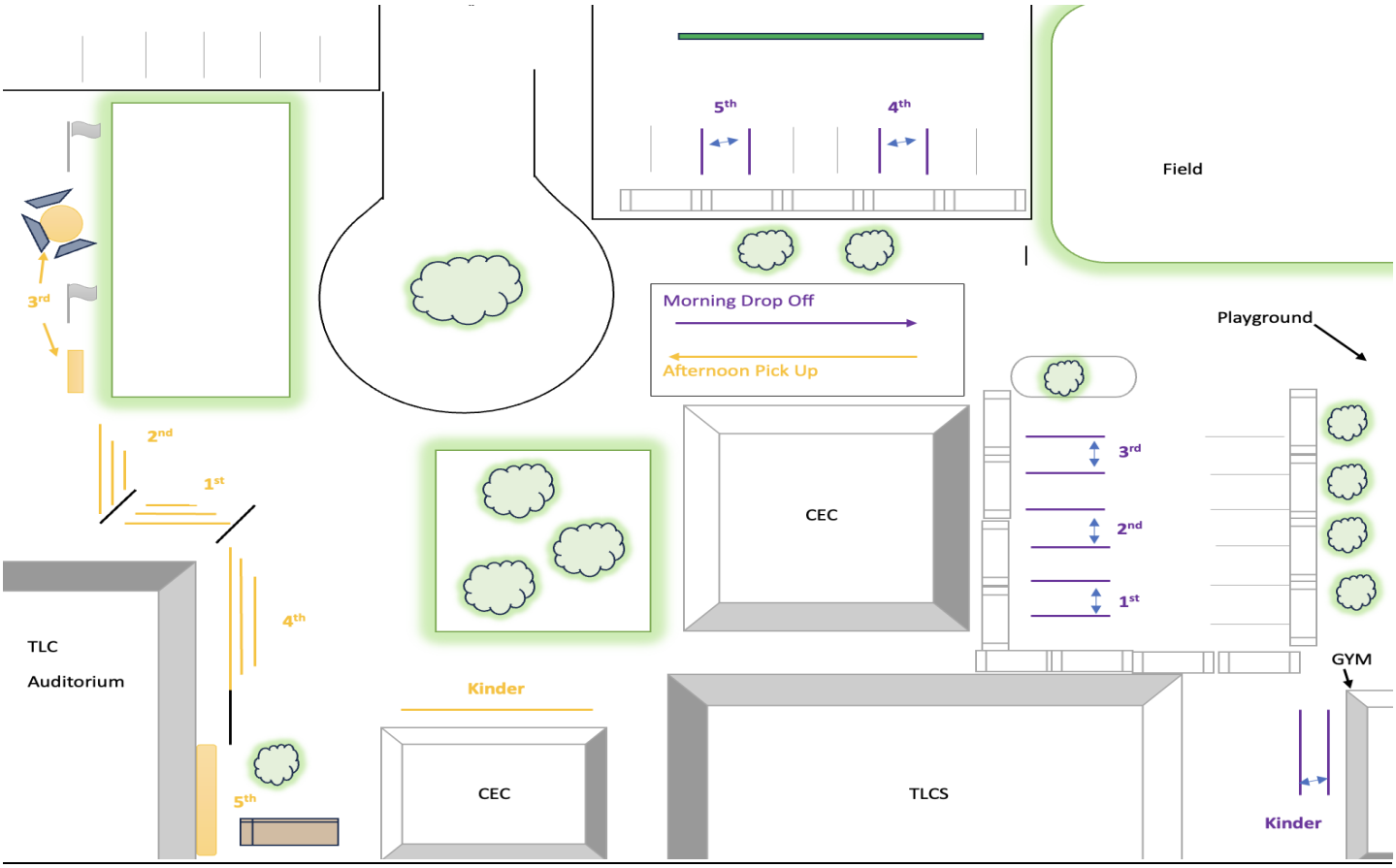
ARRIVAL AT SCHOOL

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

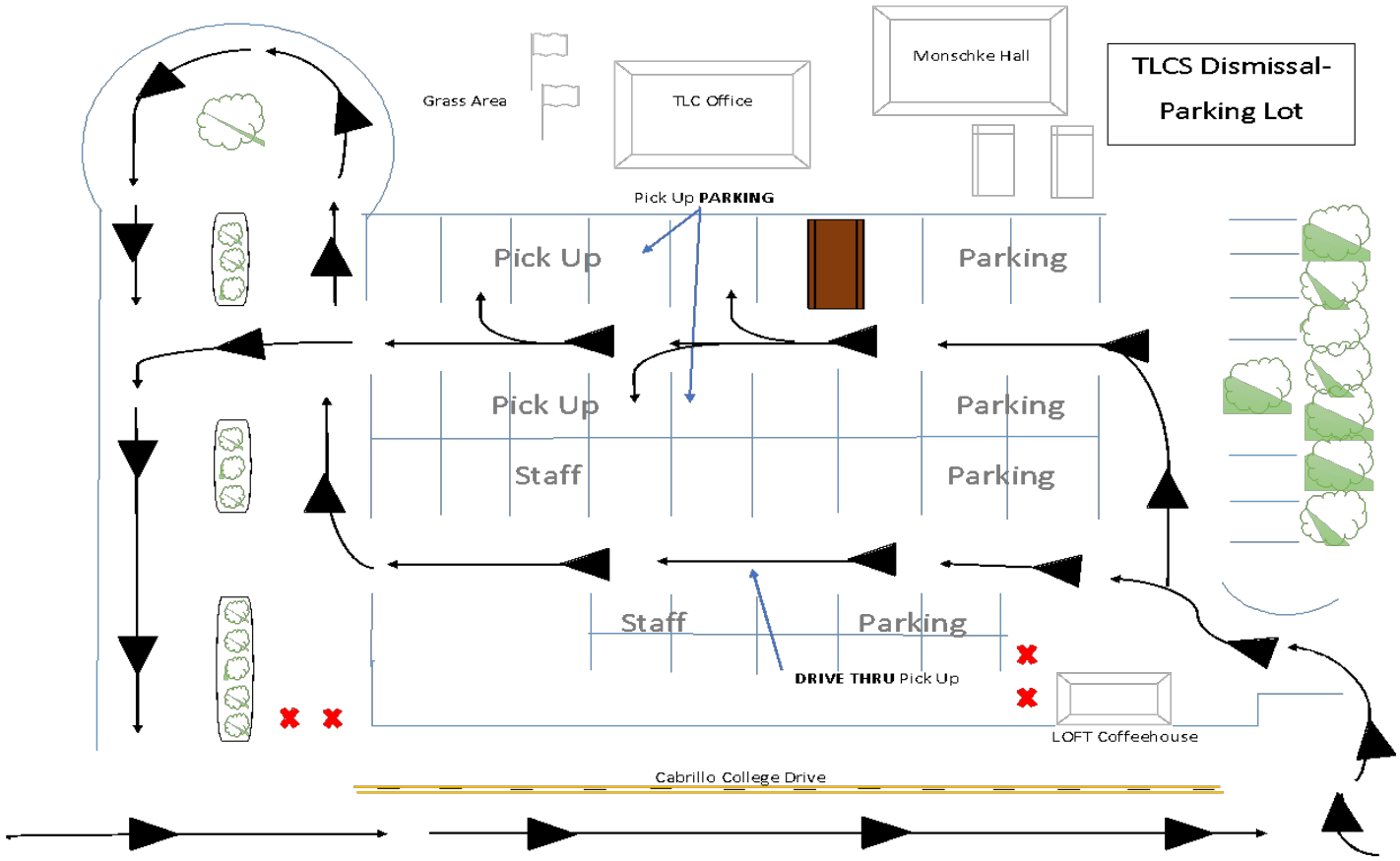
- Students may be dropped off at the gym between 7:00-8:25am. Students are NOT charged for Cross Walk between 8:00am – 8:30am.
- Elementary students may be dropped off in the circle driveway after 8:00am.
- Middle School students who arrive before 8:00am may wait out in front of the 5000 building or wait in the lobby of the 2000 building. At 8:10am they may go to class.
- Depending on weather, at 8:00am Cross Walk elementary students are led out to the blacktop play area until 8:25am, when everyone gets in their class lines. Students will be escorted to class by their teachers no later than 8:30am.



Drop off and Pick Up Locations



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.

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 they are called to their car.
2. Drivers 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 8:15-8:30am and 2:45pm-3:10pm.
3. Staff 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 3:10pm may be picked up in the gym at Cross Walk. Charge for late dismissal pick-up begins at 3:15pm for all students.

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 2026-2027 on our website**. The hours charged for childcare are 7:00am-8:00am before school and 3:15pm-6pm 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 they arrive before 8:00am.
- Depending on the weather, at 8:00am, all Cross Walk students are led out to the blacktop play area until 8:25am, when everyone gets in their class lines.
- At 8:30am the students are walked to class by a teacher or instructional assistant.

CROSS WALK AFTER SCHOOL

- At 3:15pm all K-5 students who have not been picked up will be signed in to our afternoon Cross Walk program by a supervisor. Middle school students need to check into Cross Walk by 3:30pm.
- During the 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.
- An email, note, or a phone call is required if someone not listed on the student's emergency card 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.
- An accompanying adult must sign out all students. Authorized adults must sign students out or be charged until 6pm.
- ALL CHILDREN MUST BE PICKED UP BY 6:00pm. You will be billed $1.00 for every minute after 6pm. After 6pm 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.

E BIKES

We have several students riding e-bikes to and from school. We want our students and parents to know that the privilege to drive an e-bike to school comes with responsible driving. Parents, please let your students know that the **maximum speed limit in the church parking lots is 10 mph.** Students will only be given **ONE warning**. If they speed or drive recklessly, after one warning they will not be

able to ride their e-bike to school again. **Also, students need to walk their e-bikes on the church's sidewalks at all times.**

DOGS
No dogs are allowed on school premises at any time.

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 or gifts for the teachers, needs to be clearly on a voluntary participation basis*.* Although there are good intentions behind the requests for money, we must be aware of the budget constraints of some families.

LIBRARY BOOKS
Our elementary and middle school teachers have quite a robust classroom library. Teachers may allow students to take these books home for approximately one week and then return them to the classroom for others to enjoy.

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 parents label all student clothing and lunch boxes. All articles found on the school grounds should be turned in to the gym or the school office. The school does not pay for lost items. Unclaimed articles will be donated to a charity once a month.

PRESCRIBED MEDICATION
(Please see page 36)
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.
All prescription and non-prescription medicine must be kept in the school office unless prior arrangements have been made with the school nurse.

FOOD SERVERS
Food servers must wear disposable gloves when serving students. 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 welcome anyone who is willing to donate his/her time and energy to help in individual classrooms and/or within the school in general. **Live Scan Fingerprinting and Mandated Reporter Training (SB848) will be required of all regular classroom volunteers, including field trip drivers.** Volunteers will need to contact the school office to receive the forms to take to any live scan location and obtain a copy of the Volunteer Handbook. As a school-wide policy, we ask classroom volunteers not to bring other siblings to the classroom. Other children can be distracting and change the dynamics in the classroom.

Any visitor, volunteer, or parent who enters the Twin Lakes Church campus to specifically visit the Twin Lakes Christian School and/or interact with students is 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). Because we are always concerned about students' safety, we are directing all visitors, volunteers, and parents to sign in at the office when they arrive on campus. If anyone appears on campus without a badge, the yard supervisors or teachers will ask the visitor/volunteer to come to the office and sign in. We expect all TLCS visitors to respect this policy for the safety of all students.

PARENT REQUESTS FOR CLASS PLACEMENT
Each grade level teaching team gets together before they leave for the summer and prayerfully create balanced classes keeping in mind academic, behavioral, and gender balances.
Teachers know which students need a break from each other and which do well together as well as which teaching style in the next grade will best fit the needs of each student. They are the experts in terms of creating these lists.

All parent requests MUST be received in writing by MAY 1st of the current school year for the following year. If a parent request is received after May 1st, it will not be considered.

Parent requests are **NOT** guaranteed as we trust our teachers' judgment in creating balanced classes. If you decide to put in a request, please limit your request to a teacher or a friend.

For middle school, we randomize class lists each quarter. Therefore, we do not take parent requests. We believe this will give our students multiple students to interact with throughout the year and help prepare them for high school.

PARENT COMMUNICATION

In any organization or institution there will inevitably be some problems or conflicts. As a Christian school, we strive to keep lines of communication as open as possible between staff, parents, and students. When problems do arise, we will seek to resolve them in a biblical manner (Matthew 18:15-17). Our goal is to define each issue clearly, look at all sides, and come up with a solution that is in the best interest of those involved. Appropriate confidentiality will be observed in regard to student, parent, and school matters (Titus 3:2 and Galatians 5:15).

When questions arise regarding normal school issues such as homework, grading, and/or class policies, a phone call, email, note to the office or teacher, is usually sufficient. Parents should expect to receive a response within 24 hours. **We also ask that parents respect teachers' preparation time. Please do not go to the classroom before school starts unless a prearranged meeting has been set up.** Conferences should be scheduled as needed and by appointment only.

Using the Matthew 18 principle, most problems can be solved by first discussing the problem with the person involved. If there is no satisfactory resolution, contact the office to schedule a meeting with the principal. If a conference with all parties involved does not bring resolution, parents may write a letter to the school superintendent, Mark Spurlock, for further resolution.

In the interest of unity, confidentiality, and promoting a positive school atmosphere, please follow these guidelines and avoid discussing the issue with other parents, teachers, or staff.

SUPPLIES

After families provide the initial supplies indicated on the Back-to-School Supply List, Twin Lakes Christian School will provide elementary students with most supplies needed for classroom work. Middle School students will need to continue to provide their own supplies.

OFFICE OR CLASSROOM TELEPHONES

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.

STUDENT EXPECTATIONS

Discipline, Restoration, and Relationships

At Twin Lakes Christian School, we believe:

- that relationships are central to learning, growth, and healing.
- discipline is Christ-centered and seeks to reflect God's grace, truth, justice, and forgiveness.
- mistakes and conflicts provide opportunities for students to learn, take responsibility, develop empathy and respect for others, repair relationships, and grow in Christlike character.
- discipline is intended to be redemptive rather than simply punitive, balancing appropriate accountability with opportunities for reflection, restoration, and reconciliation.
- it is the goal of TLCS to have each student develop self-discipline and beThe development and maintenance of good discipline at TLCS is recognized as a shared responsibility of students, staff, and parents. a good citizen.
- when problems do arise, we will seek to resolve them in a biblical manner (Matthew 18:15-17). Our goal is to define each issue clearly, look at all sides, and come up with a solution that is in the best interest of those involved.

Our restorative approach includes both proactive and responsive support. Through classroom Social-Emotional Learning (SEL) lessons, classroom community circles, Middle School homeroom, chapel, and other school-wide opportunities, students are taught skills such as empathy, self-control, respectful communication, conflict resolution, problem-solving, and responsible decision-making.

When students experience challenges, conflict, or behavioral concerns, additional support may include individual counseling or check-ins with the school counselor, small-group support, mediation, skill-building, behavior contracts, and collaboration with teachers and families. Through these supports, we seek to help students understand the impact of their choices, make amends when appropriate, restore relationships, and develop the skills and character needed to make healthier choices in the future. Our goal is not simply to correct behavior, but to walk alongside students as they learn to love God, love others, and grow in wisdom, responsibility, and Christlike character.

Conflict Resolution

We teach our students that conflict is a normal part of building relationships with others. Therefore, we instruct students that they are responsible for their own choices and remind them that they have three choices: they can use their words, they can walk away, and/or they can get adult help.

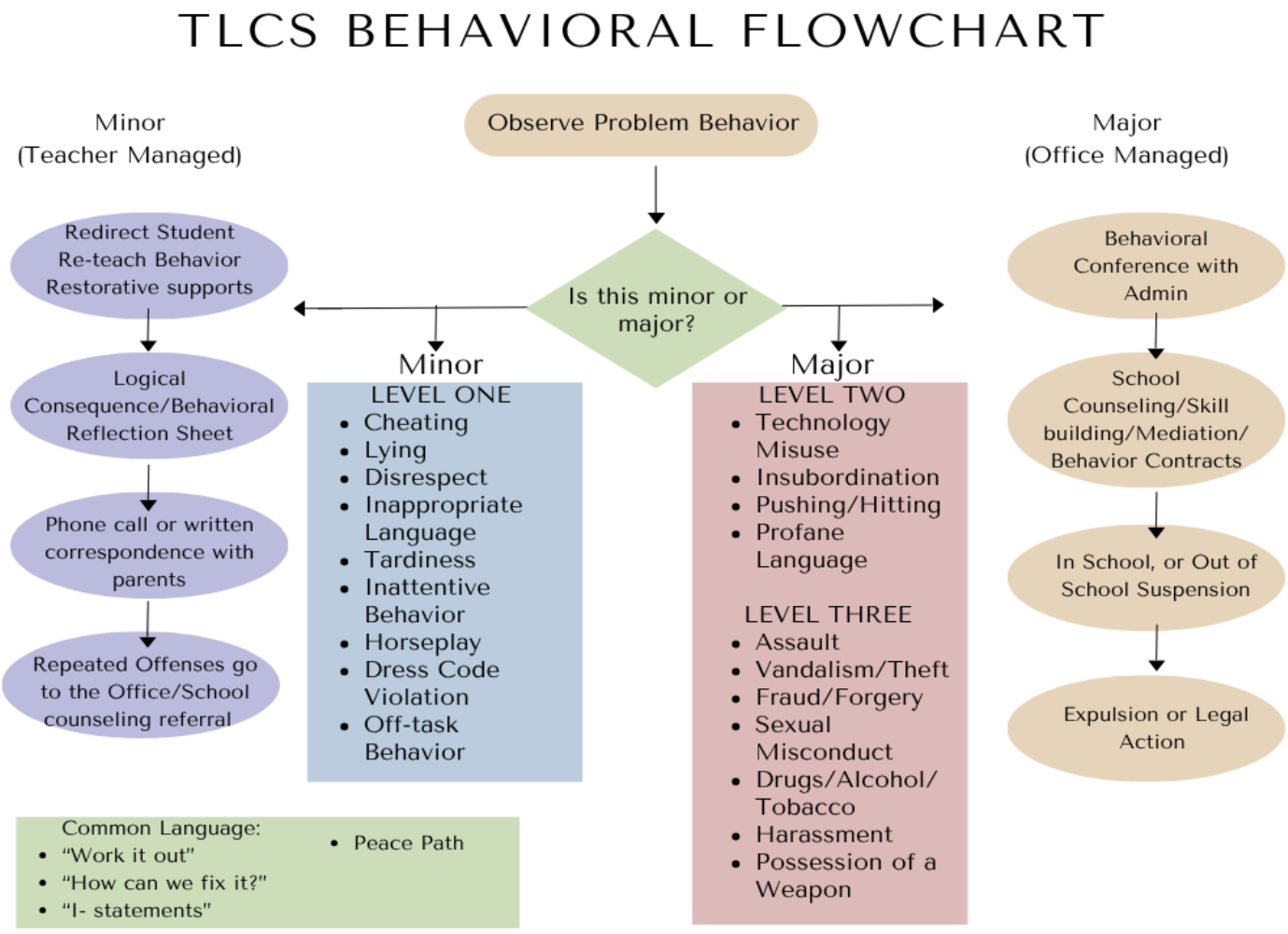
In addition to this basic approach to conflict resolution, we have a behavior reflection process that helps students document their thoughts, feelings, and choices and allows parents to be kept in the loop and aware of any conflicts.

Progressive Discipline

TLCS adheres to the principle of progressive discipline based on the seriousness of the situation. Discipline may take the form of a verbal warning, a written warning (i.e., a behavior reflection sheet), or a major infraction that may result in suspension or expulsion.

What action is undertaken depends on the seriousness of the infraction. Evaluation of the offense will be made solely by management and in serious cases, by a management team.

Please see the Behavioral Flowchart below as examples of how different behaviors may be handled.



Serious Offenses such as physical altercations, possession or use of alcohol or drugs (on or off school property), vandalism or destruction of school or church property, bullying, or inappropriate behavior of a sexual nature warrant immediate referral to the office and are grounds for dismissal from the school.

A disciplinary review panel, consisting of school administrators and members of the church board and/or TLCS staff, will consider appropriate consequences, which may include suspension, probation, and/or dismissal.

Trip Eligibility – Middle school students who are on probation for disciplinary infractions may not be eligible to participate in school events or overnight trips.

DRESS CODE

It is expected that each student will dress appropriately at all times to promote a safe learning environment. **These rules apply to all students during all school-related programs, whether on campus or off site.**

We appreciate parents' discretion and support in having their student(s) dress with modesty. (Length of skirts, shorts, modesty of tops, etc.)

- Clothing with inappropriate pictures and slogans are not to be worn at TLCS.
- Shorts, dresses, and skirts need to have a minimum 5" inseam or reach the bottom of the fingertips.
- We recommend that girls wear leggings or shorts under dresses so that they can be active at school.
- Girls leggings should not be too thin or show any undergarments.
- Spaghetti strap tops, halter-tops, tube tops, or bare midriffs (even with arms raised above head), low cut or revealing tops showing cleavage or undergarments are **NOT** to be worn. (Tank tops with at least ½" straps are acceptable as long as undergarments are not visible.)
- No sagging pants that show undergarments.
- Pajamas and costumes should be worn **ONLY** for spirit days.
- Sandals must have straps on heels and shoes with heels should be reasonable for walking all over campus and up and down stairs. **Appropriate shoes are to be worn in the gym and for all PE activities. Only athletic shoes are appropriate for PE (No Crocs, Uggs, boots, etc). No slippers at any time.**
- If middle school girls wear make-up it should be minimal and natural looking.
- **For all school sponsored events that require a swimsuit the rules are: no bikinis, no cheeky bottoms, no speedos.**

Enforcement Protocol

We are implementing a consistent approach to dress code enforcement.

- **Initial Check: Middle School** students out of compliance will be sent to the office for a dress code check-in.
- **Elementary students**: 3rd through 5th, will receive one warning (with an email home) and then they will be sent to the office to call home.
- Kindergarten through 2nd grade students also are expected to adhere to our dress code. If students are out of compliance, teachers will remind parents and students to follow the rules before further action will be taken.
- **Step 1:** Parents will be called and asked to bring a change of clothes. Dress code violations will be noted in Gradelink.
- **Step 2:** If a parent cannot be reached or cannot provide clothing, school-issued loaners will be provided.
- **Step 3:** If no loaners are available and parents cannot be contacted, the student will remain in the office and complete academic work for the day.
- **Step 4:** After three dress code violations (calls or loaners), the **fourth violation will result in a lunch detention**.

Should we find that enforcement remains unmanageable despite our best efforts, we will revisit the discussion on school uniforms.

Repeated offenses could result in a parent conference with the principal.

STUDENT SEXUAL HARASSMENT POLICY

Definition: Sexual harassment is unwelcome sexual advances or requests, and other conduct of a sexual nature that is offensive. The sexual advances or requests can be spoken, written, or physical. 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 the incident and the individual who suffered the harassing conduct shall be informed of the corrective action taken.

ANTI-BULLYING POLICY

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

Definition of bullying from www.stopbullying.gov:
"Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time… Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose."

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. Any instance of cyber-bullying, whether on or off campus, will be considered a serious breach of conduct and may result in dismissal. Parents of students in bullying incidents will be informed and involved in the resolution process.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Philosophy: This generation of students is highly dependent upon their phones to stay continually connected to each other. While we appreciate this reality, we want to help them use technology for educational purposes only while at school. While we realize that our NO PHONE policy during the school day will be very challenging for most students, our teachers need students' focused attention during class. At break and lunch, phones are problematic as students often take or share unauthorized videos or photos of others and clearly violate our Technology Use Policy.

Policy: Cell phones are to remain off during the school day and in elementary school backpacks or middle school backpacks or lockers. Unless authorized by the classroom teacher for an in-class assignment, if students have their phones out, or in jean pockets or sweatshirts, or earbuds in, staff members will take devices from students and turn them into the office.

- **First Offense** – A student can pick up a device at the end of the day.
- **Second Offense** – The parent/guardian must come pick up the device in the office after school.
- **Third Offense** – Lunch detention and student/parent/administrator conference.
- **Fourth Offense** – The student needs to turn the phone into the office at the beginning of each school day for a to-be-determined length of time or the parent needs to contact the office that the student's phone is at home.
- **Fifth Offense** – Handled on a case-by-case basis.

In cases of emergency, students may come to the school office to use their cell phones to contact parents.

Smart Watches

During school hours, (Elementary 8:15–3, MS; 8:00 – 3) including morning recess/break and lunches, smart watches can be worn but not used for any purpose other than telling time. If students use their smart watches to send or receive texts or access the internet, a staff member will take the watch and turn it into the office. Parents will be notified.

Parents, if you need to get in contact with your student, please call the office. We will relay your message or have your student come to the office and call you.

With classroom Chromebook carts for 3rd through 8th grades, student owned electronic devices such as iPads and laptop computers are not necessary or allowed.

Smart Eyeglasses

Smart glasses are not allowed to be worn at school at any time. This includes before and after school or at any school event.

TECHNOLOGY, DIGITAL COMMUNICATION, AND SOCIAL MEDIA POLICY

Technology is an important tool for learning, communication, creativity, collaboration, and service. At Twin Lakes Christian School (TLCS), we believe technology should be used in ways that reflect wisdom, integrity, self-control, respect for others, and our commitment to honoring God.

Because technology continues to change, our full policy establishes expectations for school-owned and personal devices, the internet, social media, electronic communication, and other current or future digital technologies.

Technology is a privilege and a tool for learning, not a right. TLCS may limit, suspend, or revoke technology privileges when technology is used inappropriately or in a manner inconsistent with the school's mission, policies, or community standards.

Please read the full Technology, Digital Communication, and Social Media Policy in the Appendices.

CHROMEBOOK (CB) CART GUIDELINES

The TLCS Chromebook Cart Guidelines has been developed by the TLCS Administration with guidance from the TLC IT Department. It provides information concerning procedures for a successful implementation and use of the CB carts.

Classroom CB Carts

We have classroom Chromebook carts available in our 3rd – 8th grade classes. Our 6th – 8th grade families will need to have a device available at home for students to access Google classroom to do much of their homework. While middle school students are at Cross Walk, we will have some CBs for them to use.

For the continuity of the technology program at TLCS, the following guidelines have been established for the classroom CB carts. Students and staff are encouraged to follow these guidelines so that student data is secure and our CBs continue to work well.

1. The carts are stored in specific areas of each building.
2. Students must use only the numbered CB assigned to them.
3. All students using the CBs must have signed the Computer Use Agreement.
4. Students should only go to and from the cart individually. Large crowds around the cart can sometimes lead to accidents with the CBs. Students should LEAVE the power supply IN THE CART.
5. Students should inspect their CB at the beginning of use and immediately report any issues.
6. Students will log on to the CB with their network username and password. Students should NEVER share their passwords with another student. If a student cannot log in, please let the teacher know.
7. When students are done using the CBs, students must log off and then completely shut down the CBs.
8. Students must return CBs to the corresponding numbered shelf in the cart. CBs should be plugged in while stored in the cart.
9. When carts are not in use and when they are being moved from room to room, be sure the carts are locked. Whenever possible, the laptop cart should be plugged in.
10. There is to be no food or drink near the laptops or carts.
11. Parents will be held responsible for the repair or replacement of Chromebooks damaged while in their student's care.
12. Parents' and Student's signature on the Parent-Student Handbook Agreement page includes acknowledgement of the Chromebook Cart Guidelines. The Parent Student Handbook will be emailed to the parent. Both the student and the parent agree to abide by the Technology Acceptable Use Policy and the Chromebook Cart Agreement.

MIDDLE SCHOOL ACTIVITIES AND POLICIES

CHARACTER AND CONDUCT

At TLCS we hold character and conduct in high regard. Below are values that are the expectations for students to abide by. These expectations apply to all students during all school-related programs, whether on campus or off site.

Show Respect:

- *In our speech and action towards others*
- *In our attentiveness in class*
- *For property of others and the school*

Show Responsibility:

- *In our actions*
- *In our schoolwork*
- *Be good role models to others including younger students*

Show Readiness:

- *Be positive and ready to learn*
- *Be prepared, punctual, and use time wisely*
- *Be organized*

Middle School Consequences

When students willfully lack respect, do not fulfill their personal responsibilities, or are unprepared and unready, we will take steps to remedy what went wrong. Though every situation is different, students will be expected to apologize and remedy their behavior. If the student's conduct continues to be disrespectful or irresponsible, further action will be taken. If there is a chronic pattern of disrespect or irresponsibility, the student will meet with the principal and create an action plan. This plan may include a schedule for making up missed assignments, staying in during breaks to complete work, lunch detentions, doing community service on campus, and/or meeting with parents. Once a pattern of responsible and respectful conduct emerges, the plan will be amended or considered fulfilled.

Student Relationships, Physical Displays of Affection & Sexualized Communication

The mission of Twin Lakes Christian School is to provide an excellent educational experience in a caring Christian community. This is best achieved in the context of healthy, wholesome, age-appropriate relationships between students—including those considered romantic. We also want to encourage parental care and guidance in this regard. Please take steps to ensure your child understands the expectations TLCS holds for student behavior, especially as your child reaches an age where these issues become increasingly relevant. Thus, while these expectations should be communicated differently at various age and maturity levels, they apply to all TLCS students at every grade level:

- Students will not engage in romantic displays of affection. This includes kissing, sitting on another student's lap, cuddling, extended hugging, holding hands (as a couple), or any other behavior deemed inappropriate by the TLCS faculty or staff.
- Students will not engage in any physical contact that may be interpreted as sexual in nature.
- Students will not engage in any form of communication (verbal, written, phone, email, text, social media, etc.) that may be interpreted as sexual in nature.
- Students are not allowed in areas of the campus deemed off limits and unsupervised.

These expectations apply to all students during all school-related programs, whether on campus or off site. Failure to abide by these expectations will result in disciplinary action. In addition, inappropriate physical contact and/or sexual behavior by any student outside of school-related programs, hours, and settings may also lead to disciplinary action.

CHAPEL

Every other Wednesday, we will have a traditional Chapel with a time of worship and learning more about our faith. We invite pastors, teachers, and others to share with us. When we have a middle school worship team, they will often lead worship.

EIGHTH GRADE GRADUATION

TLCS has established a dignified and respectful graduation ceremony. This event usually takes place the later afternoon the day before the last day of school. There is a reception immediately following the graduation ceremony. Family and friends are welcome to join us for this celebration.

ELECTIVES

Students will rotate through a group of electives every quarter. Electives will be 7th period on M and TH. Fees may apply.

Some electives we have offered are:

Art	Web design	Worship Team
Guitar	Cooking	Yearbook
Gardening	Hand Woodshop	Journalism
Leadership	Survival Skills	Outdoor Rec
Videography	Photography	Robotics
Crafts	Archery	Fine Art

LOCKERS

Lockers are available for every middle school student. It is a place for the students to store their books and supplies so they don't have to carry everything on their backs. Students need to use their lockers and their backpacks to store their stuff. They may NOT put their belongings on the hallway floor.

They have three options for locks. They can use a school issued lock (the old-fashioned dial left, dial right, kind), bring their own lock that they will need to register with the office, or not use a lock at all. **If students use their own lock and do not register it with the office, we reserve the right to cut the lock off if necessary for any reason.** New students will receive their locker assignment and check out or register their lock on **Tuesday, August 18th at 1:30pm.** Returning students may get their locks and lockers on the first day of school.

Please note: Student lockers are school property and we reserve the right to open them should we deem it necessary.

EXTRACURRICULAR ACTIVITIES

In order to be involved in extracurricular activities including team sports, TLCS students must maintain a 2.5 grade point average with no F's and exhibit good character with no detentions for behavior problems. Additional fees are required to cover costs of referees, equipment, and/or supplies.

MIDDLE SCHOOL FALL FRENZY

Our Fall Frenzy Day is designed to promote not only school spirit but also spiritual growth. A full day of activities including worship, team-building games, lunch, and free time is scheduled at Mt. Hermon to create enthusiasm and build friendships.

PE EXCUSED INJURY POLICY

If a student is unable to participate in physical education, a written note by a parent/guardian will excuse a student for up to **three** days. If a student needs to be excused for longer periods, a statement from your doctor is mandatory and must be submitted to the office (or PE teacher).

Notes SHOULD BE SPECIFIC as to what the student can and cannot do. This will help the PE teacher make modifications to safely allow the student to participate at some level. Students are expected to make up any missed work when unable to participate.

Students who are out for periods longer than two weeks will be given alternative assignments to cover time missed- EXCLUDING mile run. Unless the PE teacher decides otherwise, those runs will be made up when the student is physically able.

During the time a student is unable to participate in PE whether parent or doctor excused, the students will be unable to participate in the after-school sports program.

SEX EDUCATION

Twin Lakes Christian Middle School follows California State Standards in teaching Health and Sex Education. Eighth grade students will be taught techniques to deal with the emotional changes of adolescence and the basics of human sexuality. The benefits of abstinence will be stressed. Information on AIDS and other sexually transmitted diseases will be covered. Twin Lakes believes firmly that sex education is the responsibility of the home. The school will actively pursue methods of assisting and educating parents to deal with their children on the topic of sexual awareness. All parents will be informed by letter of the teaching of any topics alluding to human sexuality (biological, sociological, psychological, and theological).

AFTER SCHOOL SPORTS

TLCMS participates in an after school athletic program, Santa Cruz County Private School Association, SCCPSA, that offers a variety of different competitive sport participation opportunities for middle school students. The teams consist of students from either private or charter schools in Santa Cruz and Watsonville. For some sports (i.e. track, cross country) TLCMS competes against the public school sector in addition to those schools in the association. All games, matches and meets have their own specific set of rules and regulations that are followed by the athletic directors, coaches, and officials. Each season runs approximately eight weeks with an additional two to three weeks for pre-season practices. Most sports require a two-day a week commitment, but no more than three days. On occasion, TLCMS will participate in weekend tournaments, but there are no finals or end of the season competitions that result in a "placement" against the other schools.

The mission of Twin Lakes Christian Middle School Athletic Program is to create an environment that maximizes student participation, supports academic progress and promotes physical and social development while learning about competition, teamwork, responsibility, sportsmanship and character.

There is a participation fee for each sport. There is a separate MS Athletics Handbook that each student and parent(s) need to read and sign before participating in any TLCMS sport.

TRIPS

6th Grade Science Camp – Our 6th graders spend one week (Monday through Friday) at Campus by the Sea on Catalina Island.

7th Grade Mission Trip – Our 7th graders travel to Door of Faith Orphanage in La Mision in Baja California, Mexico for a week of volunteer work.

8th Grade Graduation – Our 8th graders have a special graduation trip usually to Rock-N-Water where they river raft, rock climb, and canyoneer for three days to celebrate their successes as graduating middle school students ready for high school. This trip may change depending upon available dates.

Washington DC Trip – Our incoming and outgoing 8th grade students and parent chaperones are invited to join us on a bi-annual (next scheduled trip is summer 2026) trip with World Strides to Washington DC.

We believe these trips are excellent educational opportunities for our students. For students who are not able to attend the trips, there will be no in-person, on campus school (science camp, mission trip). These students will be given projects to complete from home that will be due when students return to campus.

Please note that attendance on our middle school trips is based on satisfactory student behavior and minimum grade point average of 2.0 during the school year. Inappropriate behavior on a trip could be grounds for suspension or expulsion. Exceptions to these guidelines must be approved by the administrative and faculty team.

APPENDICES
MEDICATION ADMINISTRATION AUTHORIZATION



MEDICATION ADMINISTRATION AUTHORIZATION

This form must be completed if medication has to be administered during school hours, on field trips or during a school chaperoned activity.

Student Name: _____ **DOB:** _____ **Date:** _____

I hereby request Twin Lakes Christian School to administer this medication to my child, according to the instructions contained in the statement below. I understand the following:

- Medications (both prescription and non-prescription) must be in the original labeled container and must match the instructions below.
- The parent/legal guardian is responsible for informing the school of any changes with the medication. New medications or new doses will not be given until a new form is completed.
- All medication should be taken directly to the school office by the parent and/or student.
- All unused or discontinued medication will be properly disposed of at the end of the school year if not picked up prior to or on the last day of school.
- Trained staff assist students with medication administration. However, school employees will not assume any liability for supervising or assisting in the administration of medication.
- Completion of this form for prescription medication authorizes Twin Lakes Christian School to discuss the medication order/request with the prescribing healthcare provider if indicated and/or needed.

I release Twin Lakes Christian School and any school employee from any liability associated with administering this medication. Parent/Legal Guardian authorization signature is needed for both prescription and non-prescription medications.

_____ _____ _____

Parent/Legal Guardian Signature **Print Name** **Date**

ONE MEDICATION PER FORM – SUBMIT FORM TO THE SCHOOL OFFICE

NON-PRESCRIPTION MEDICATION

Medication Name:		Diagnosis/Condition/Illness:
Start Date:	Stop Date:	Dosage, Route & Time of Administration:

PRESCRIPTION MEDICATION

Medication Name:		Diagnosis/Condition/Illness:
Start Date:	Stop Date:	Dosage, Route & Time of Administration:
Physician Name:		Physician Signature:

OFFICE USE ONLY

Date Received:	Expiration Date:
Completed By:	Date Returned:

**All medication is stored in the nurse's station in a locked cabinet unless refrigeration is required.

FINANCIAL AGREEMENT
2026-2027
(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 posted 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.
3. If payment is not received 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. A charge of $25.00 will be assessed for any returned checks.
6. TLCS will bill all incurred charges (tuition, Cross Walk, field trips, class trips, hot lunches, Middle School elective fees, athletic fees, PE uniforms, etc.) to the parent whose signature is below. Special billing arrangements can be made in the school office.
7. 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.
8. TLCS accounts must be current before re-registering for TLCS and paid in full before the start of school.
9. TLCS has permission to contact my spouse (or co-parent) regarding my account. This includes responding to inquiries from the same concerning the status of my account.
10. If the account is delinquent more than 60 days, the person financially responsible agrees to set up automatic tuition billing through the school office.

Date _____ Name of child(ren) _____

_____
SIGNATURE OF PERSON RESPONSIBLE FOR BILL

TECHNOLOGY, DIGITAL COMMUNICATION & SOCIAL MEDICAL POLICY

Purpose

Technology is an important tool for learning, communication, creativity, collaboration, and service. At Twin Lakes Christian School (TLCS), we believe technology should be used in ways that reflect wisdom, integrity, self-control, respect for others, and our commitment to honoring God.

Because technology continues to change, this policy establishes expectations for school-owned and personal devices, the internet, social media, electronic communication, and other current or future digital technologies.

Technology is a privilege and a tool for learning, not a right. TLCS may limit, suspend, or revoke technology privileges when technology is used inappropriately or in a manner inconsistent with the school's mission, policies, or community standards.

1**. General Technology Expectations**

Students are expected to:

- Use technology primarily for its intended educational purpose while at school.
- Follow teacher and staff directions regarding when and how technology may be used.
- Use school technology, accounts, networks, and digital resources responsibly.
- Treat others with dignity, kindness, and respect in all digital interactions.
- Protect their own privacy and respect the privacy of others.
- Protect passwords, accounts, devices, and other digital resources.
- Access only content that is appropriate for school and consistent with the school's mission.
- Respect copyright, intellectual property, and the work of others.
- Give appropriate credit for information, images, writing, or other material obtained from digital sources.
- Report concerning, threatening, inappropriate, or unsafe digital content or communication to a parent, teacher, or administrator.

Students may not use technology in ways that:

- Bully, harass, threaten, intimidate, humiliate, or demean another person.
- Involve dishonesty, cheating, impersonation, or other academic misconduct.
- Include pornography, sexually explicit material, or other inappropriate content.
- Violate another person's privacy or confidentiality.
- Circumvent school internet filters, security systems, passwords, or other technology safeguards.
- Involve hacking, unauthorized access, illegal activity, or intentional damage to digital resources.
- Disrupt instruction or substantially interfere with the learning environment or school community.

2. Internet and Network Use

TLCS provides internet access and digital resources to support student learning.

Students may:

- Access websites, applications, and online resources approved or directed by teachers.
- Use school accounts only for their intended educational purposes.
- Communicate through school-approved platforms and accounts.

Students may not:

- Attempt to bypass content filters, security systems, passwords, or other network safeguards.
- Access inappropriate, obscene, sexually explicit, violent, or otherwise prohibited material.
- Download or install unauthorized software, applications, or files.
- Access another person's account or use another person's password.
- Use the school's network for illegal activity or activity that violates school policy.
- Use technology in a manner that disrupts instruction or interferes with the learning environment.

The school may monitor activity occurring on school-owned devices, accounts, networks, and platforms in accordance with applicable law and school policy. Students should not expect personal privacy when using school-owned technology or school-managed accounts.

3. Personal Devices

Personal devices brought to school—including phones, smart watches, tablets, computers, earbuds, or other connected devices—are subject to school rules.

Students may use personal devices only when and where permitted by the school. The school may require a student to put away, surrender, or discontinue use of a device when its use violates school expectations or interferes with learning, safety, or relationships.

The school is not responsible for the loss, theft, or damage of personal electronic devices brought to school.

Cell phones and other electronic devices

Philosophy: This generation of students is highly dependent upon their phones to stay continually connected to each other. While we appreciate this reality, we want to help them use technology for educational purposes only while at school. While we realize that our NO PHONE policy during the school day will be very challenging for most students, our teachers need students' focused attention during class. At break and lunch, phones are problematic as students often take or share unauthorized videos or photos of others and clearly violate our Technology Use Policy.

Policy: Cell phones are to remain off during the school day and in elementary school backpacks or middle school backpacks or lockers. Unless authorized by the classroom teacher for an in-class assignment, if students have their phones out, or in jean pockets or sweatshirts, or earbuds in, staff members will take devices from students and turn them into the office.

- **First Offense** – A student can pick up a device at the end of the day.
- **Second Offense** – The parent/guardian must come pick up the device in the office after school.
- **Third Offense** – Lunch detention and student/parent/administrator conference.
- **Fourth Offense** – The student needs to turn the phone into the office at the beginning of each school day for a to-be-determined length of time or the parent needs to contact the office that the student's phone is at home.
- **Fifth Offense** – Handled on a case-by-case basis.

In cases of emergency, students may come to the school office to use their cell phones to contact parents.

Smart Watches

During school hours, (Elementary 8:15–3, MS 8:00 – 3) including morning recess/break and lunches, smart watches can be worn but not used for any purpose other than telling time. If students use their smart watches to send or receive texts or access the internet, a staff member will take the watch and turn it into the office. Parents will be notified.

Parents, if you need to get in contact with your student, please call the office. We will relay your message or have your student come to the office and call you.

With classroom Chromebook carts for 3rd through 8th grades, student owned electronic devices such as iPads and laptop computers are not necessary or allowed.

Smart Eyeglasses

Smart glasses are not allowed to be worn at school at any time. This includes before and after school or at any school event.

4. Social Media and Digital Citizenship

Online communication is a reflection of one's character and can have lasting consequences. Students are expected to demonstrate Christlike character when using social media, messaging applications, gaming platforms, video-sharing platforms, online communities, and other digital communication, whether on or off campus.

Students may not use social media or other digital platforms to:

- Bully, harass, threaten, intimidate, embarrass, or demean another person.
- Spread rumors or knowingly false or defamatory information.
- Create, share, or encourage inappropriate, sexually explicit, violent, or degrading content.

- Share private, confidential, or personally identifying information about another person without appropriate permission.
- Impersonate another student, staff member, parent, or school representative.
- Record, photograph, or distribute images, video, or audio of students or staff without appropriate permission.
- Create accounts, posts, pages, or groups that falsely represent themselves as an official school communication or organization.
- Use the school's name, logo, images, or other identifying information in a manner that implies school endorsement without authorization.
- Encourage behavior that violates school policies or creates a significant disruption to the school community.

The school recognizes that students and families have private lives outside of school. However, when off-campus digital conduct substantially affects student safety, student well-being, relationships, the learning environment, or the reputation or mission of the school, TLCS may respond in accordance with its disciplinary and enrollment policies.

5. Digital Communication Between Students and Staff

Maintaining appropriate boundaries between students and adults is essential to student safety and the trust of our school community.

Staff and students should communicate through school-approved platforms and accounts whenever communication is related to school activities.

Staff should not:

- Use personal social media accounts to communicate privately with students.
- Engage in secret, disappearing, or intentionally unrecorded communication with students.
- Ask students to keep digital communication secret from parents or school administration.
- Engage in inappropriate, overly personal, or romantic communication with students.
- Share inappropriate personal information, images, or content with students.
- Use personal messaging applications with students unless specifically authorized by school administration for a legitimate school purpose.

Students should not:

- Contact staff through personal social media accounts for school-related communication unless specifically authorized.
- Send inappropriate, overly personal, threatening, or disrespectful messages to staff.
- Expect staff to respond to personal messages outside of appropriate school communication channels or hours.

- Use digital communication to circumvent a parent, teacher, or administrator.

When appropriate, school-related electronic communication with students should include or be accessible to parents/guardians and/or another school employee. Staff should use professional judgment and maintain appropriate boundaries in all digital interactions.

Nothing in this policy prohibits a staff member from communicating with a student through an approved school platform for legitimate educational, extracurricular, safety, or school-related purposes.

6. Digital Images, Audio, and Video

Students may not photograph, record, livestream, or otherwise capture another student or staff member without appropriate permission when the recording is unrelated to an authorized school activity.

Students may not distribute or post recordings of others when doing so could reasonably embarrass, harm, harass, threaten, or violate the privacy of the individual.

Possession of a recording is not, by itself, permission to distribute or publish it.

The school may photograph or record students for legitimate educational, communication, safety, or school promotional purposes in accordance with school policies and applicable permissions.

7. Cyberbullying and Harmful Digital Conduct

Cyberbullying includes, but is not limited to, repeated or significant use of electronic communication to harass, threaten, humiliate, exclude, intimidate, or harm another person.

Digital conduct may constitute a school policy violation even when it occurs away from campus or on a personal device if it:

- Involves members of the school community.
- Creates a substantial disruption to the school environment.
- Threatens student or staff safety.
- Contributes to bullying, harassment, or intimidation.
- Significantly affects a student's ability to participate safely in school.
- Otherwise violates the school's conduct expectations.

Students who receive concerning or inappropriate digital communication should save the communication when possible and report it to a parent, teacher, counselor, or administrator rather than responding in a way that escalates the situation.

8. Artificial Intelligence (AI)

Artificial Intelligence can provide valuable opportunities for learning, creativity, research, accessibility, and productivity. At the same time, inappropriate AI use can undermine learning, academic integrity, privacy, and authentic relationships.

AI use at TLCS is governed by the separate TLCS Artificial Intelligence (AI) Policy. Students, employees, and families are expected to follow both this policy and the AI Policy when using AI.

9. Parent Partnership

Parents/guardians play an essential role in teaching children to use technology wisely.

Parents are encouraged to:

- Establish reasonable expectations for technology use at home.
- Monitor age-appropriate use of social media, gaming, messaging, and AI tools.
- Talk with their children about online safety, permanence, privacy, and digital reputation.
- Encourage children to seek adult help when they encounter concerning online content or communication.
- Reinforce the school's expectations for honesty, kindness, respect, and appropriate digital communication.

Parents/guardians are encouraged to contact the school when online activity involving students appears to affect student safety, relationships, or the school environment.

10. Reporting Concerns

Students and families should promptly report threats, harassment, bullying, inappropriate contact from an adult, sexually explicit material, exploitation, or other serious digital concerns to school administration.

The school will take concerns seriously and respond in accordance with applicable school policies and the circumstances of the situation.

11. Consequences

Violations of this policy may result in consequences appropriate to the nature and severity of the violation.

Consequences may include:

- Loss or restriction of technology privileges.
- Confiscation of a device in accordance with school procedures.
- Parent/guardian notification.
- Restorative or disciplinary action.
- Academic consequences for academic dishonesty.
- Suspension or other disciplinary consequences.
- Dismissal or non-renewal of enrollment in serious or repeated circumstances.

The school reserves the right to respond to emerging technologies and forms of digital communication that may not be specifically named in this policy.

Our Guiding Principle

Technology is a tool. It should support—not replace—wisdom, responsibility, authentic relationships, and the pursuit of truth.

As a Christian school, we desire our students to use technology in a manner that reflects who they are called to be—people who communicate with grace, act with integrity, respect the dignity of others, seek truth, and use their gifts to serve God and others.

"Whatever you do, do it all for the glory of God."
1 Corinthians 10:31

ARTIFICAL INTELLIGENCE (AI) POLICY FOR TWIN LAKES CHRISTIAN SCHOOL

Purpose

At Twin Lakes Christian School (TLCS), we believe technology can be a valuable tool for learning, creativity, communication, and service. Artificial Intelligence (AI) is one of these tools. When used wisely and appropriately, AI can support teaching and learning and help students develop skills they will need in an increasingly technology-rich world.

At the same time, AI cannot replace the God-given value of human relationships, creativity, wisdom, discernment, or the important role teachers and parents play in a child's growth.

Our goal is not simply to teach students how to use AI, but to help them learn **when, why, and whether it should be used**. We want students to become thoughtful, honest, responsible users of technology who pursue truth and use their God-given abilities well.

This policy establishes expectations for students, employees, volunteers, and contractors and is designed to protect student privacy, maintain academic integrity, and support the Christian mission of TLCS.

Please refer to the **TLCS AI Use Chart** at the end of this policy.

Our Guiding Principles

AI use at TLCS should:

- Honor God through honesty, integrity, wisdom, and good stewardship.
- Respect the dignity and uniqueness of every person as created in the image of God.
- Support—not replace—student thinking, learning, creativity, and relationships.
- Protect student and family privacy.
- Encourage students to think critically and evaluate information carefully.
- Reflect biblical values of truthfulness, wisdom, responsibility, and love for others.

Biblical Foundation

Our approach to AI is grounded in biblical principles:

- We pursue truth and practice honesty. *(Proverbs 12:22; Ephesians 4:25)*
- We seek God's wisdom as we grow in knowledge. *(James 1:5; Proverbs 2:6)*
- We seek to honor Christ in all that we do. *(Colossians 3:17, 23)*
- We use technology as a tool to serve people rather than allowing it to replace the relationships, wisdom, creativity, and responsibilities God has given us.

1. Protecting Student and Family Information

Protecting student and family information is a non-negotiable expectation at TLCS.

Students, parents, and staff may not enter confidential, personally identifiable, or sensitive school information into an AI tool unless the school has reviewed and approved both the tool and its intended use.

Examples of information that should **never be entered into an unapproved AI tool** include:

- Student names or other identifying information.
- Grades and educational records.
- Assessments or testing information.
- Medical or health information.
- Counseling information.
- Discipline records.
- Private family information.
- Passwords or account information.
- Confidential employee information.
- Any other information that could reasonably identify a student or family.

Only school-approved AI tools may be used for school purposes when student or school information is involved.

TLCS will seek AI services that provide appropriate safeguards for student information and comply with applicable federal and California student privacy requirements.

2. How Students May Use AI

AI can be a helpful learning tool when a teacher has given permission to use it.

Depending on the student's age and the assignment, a teacher might allow AI to help students:

- Brainstorm ideas.
- Generate practice questions.
- Explore a topic.
- Support research.
- Receive feedback on writing.
- Translate or better understand language.
- Access learning supports.
- Practice or review concepts.

Teachers determine when and how AI may be used for an assignment. Expectations may differ depending on the student's grade level, subject, or type of assignment.

If a teacher has not given permission to use AI, students should assume that the work is to be completed independently.

Students may not use AI to:

- Complete work that is intended to show their own learning or skills.
- Write an essay, report, or other assignment and submit it as their own work.
- Complete quizzes, tests, or assessments.
- Avoid reading, thinking, problem-solving, writing, or other learning expected by the teacher.
- Misrepresent AI-generated work as their own.

When AI is allowed and contributes to an assignment, students must follow their teacher's directions for acknowledging or documenting its use.

Submitting AI-generated work as one's own is considered academic dishonesty and will be addressed according to school policies.

3. Academic Integrity

At TLCS, academic honesty is about more than following rules. It reflects our commitment to truthfulness, responsibility, and doing our best with the abilities God has given us.

When AI is permitted, students are expected to:

- Use it only in the ways their teacher has allowed.
- Be honest about how they used it.
- Follow teacher directions for citation or disclosure.
- Check AI-generated information for accuracy.
- Demonstrate that they understand the material they submit.

Teachers will not rely solely on AI-detection software to determine whether a student has used AI inappropriately. When concerns arise, teachers may consider classroom observations, conversations with the student, drafts, previous writing samples, assignment history, and other evidence of the student's learning.

4. Age-Appropriate AI Learning

Our expectations will grow with our students.

Elementary School (K–5)

Students will focus primarily on:

- Digital citizenship.
- Honesty and truthfulness.
- Safe and responsible technology habits.
- Understanding that technology can make mistakes.
- Learning that computers cannot replace human thinking, relationships, creativity, or wisdom.
- Asking an adult before using AI for schoolwork.

Middle School (6–8)

Students will build on these skills by learning about:

- AI literacy and how AI works.
- Bias, errors, and misinformation.
- Evaluating AI-generated information.
- Ethical decision-making.
- Appropriate citation and disclosure.
- Privacy and responsible use.
- Using AI as a learning tool without allowing it to replace their own thinking.

5. Teacher and Staff Use of AI

Teachers and staff may use school-approved AI tools to support their work. Examples may include:

- Lesson planning.
- Brainstorming instructional ideas.
- Drafting communications.
- Developing assessments.
- Creating or adapting instructional materials.
- Differentiating instruction.
- Administrative planning and organization.

AI may assist teachers and staff, but **people remain responsible for the final product and decisions**.

Employees are responsible for reviewing AI-generated information for accuracy, appropriateness, bias, and alignment with TLCS values before using it.

Staff should also model appropriate AI use and, when appropriate, explain or disclose significant AI use so students can learn what responsible technology use looks like.

6. Human Relationships and Judgment Come First

AI is a tool—not a teacher, parent, counselor, administrator, or spiritual mentor.

AI will not replace:

- Teacher-student relationships.
- Spiritual discipleship.
- Professional judgment.
- Meaningful parent communication.
- Teacher evaluation of student learning.
- Decisions involving student discipline, placement, or safety.

Final educational and student-related decisions remain with qualified school personnel.

7. Responsible AI Use

AI use must comply with the TLCS **Technology, Digital Communication & Social Media Policy** and all other applicable school policies.

AI may not be used to:

- Bully, harass, threaten, embarrass, intimidate, or demean another person.
- Create or distribute deceptive, harmful, sexually explicit, or otherwise inappropriate content.
- Intentionally create or spread false information.
- Impersonate another person.
- Create or distribute images, audio, or video of students, employees, families, or other members of the school community in ways that violate school policies or appropriate permissions.
- Circumvent school internet filters, technology safeguards, or other school rules.

Misuse of AI will be addressed under the school's existing technology, academic integrity, and discipline policies.

8. School-Approved AI Tools

Not every AI tool is appropriate for children or for use in a school setting. **Only AI applications approved by school administration or designated technology personnel may be used for instructional or operational purposes.**

When student or school information is involved, the school must approve both the AI tool and its intended use.

When considering an AI tool, TLCS may evaluate:

- Educational value.
- Student safety.
- Privacy and data protection.
- Security.
- Age appropriateness.
- Bias and fairness.
- Accessibility.
- Compliance with applicable laws and school policies.

Approved tools should provide appropriate safeguards for student information and should not use student data for public AI model training or advertising.

9. Training for Teachers and Staff

Because AI continues to change, TLCS will provide ongoing opportunities for faculty and staff to learn about responsible AI use.

Training may address:

- Appropriate classroom use.
- Student privacy and data protection.
- Academic integrity.
- Effective prompting.
- Checking AI-generated information for accuracy.
- Bias and misinformation.
- Ethical and biblical considerations.
- New legal and educational requirements.

10. Partnering with Parents

Parents are essential partners in helping children use AI responsibly.

TLCS encourages families to talk with their children about:

- Honesty and academic integrity.
- Privacy and online safety.
- Critical thinking and evaluating AI-generated information.
- Appropriate and age-appropriate AI use.
- The importance of using AI to support learning rather than replace a student's own thinking and effort.

Our shared goal is to prepare students to use new technologies with wisdom, discernment, integrity, and confidence.

11. Policy Review

AI technology is changing quickly. TLCS will review this policy at least every two years and update it as needed to reflect changes in technology, educational practices, applicable law, and the mission and values of Twin Lakes Christian School.

Our guiding question remains:

Does this use of AI help our students learn, think, create, communicate, and grow in wisdom while honoring God and respecting others?

Twin Lakes Christian School AI Use Chart					
AI Level	**What It Means**	**What AI May Do**	**What the Student Must Do**	**Documentation**	**Best Fit / Examples**
LEVEL 1 — PROHIBITED	**"I do it myself."** Complete the work independently.	**No AI assistance.** AI may not answer questions, generate ideas, solve problems, write or revise, summarize, create images, or complete any part of the assignment.	Complete the assignment using your **own knowledge, thinking, skills, and effort.**	**None**	Tests, quizzes, in-class writing, math assessments, reading responses, skill checks, and work intended to measure **independent mastery**.
LEVEL 2 — TUTOR	**"AI can help me learn, but it cannot do my work."**	Explain concepts, provide examples, create practice questions, help brainstorm, check understanding, or give feedback on **student-created work**.	Complete the actual assigned work yourself. **Do not submit AI-generated work as your own.** Use AI as a tutor, not as the person completing the work.	Usually **none**, unless directed by the teacher.	Practicing vocabulary, asking for an explanation of a math concept, generating practice questions, or reviewing material. Also, brainstorming, feedback, vocabulary review, and checking understanding.
LEVEL 3 — COLLABORATOR	**"I do the work, but AI may help me with parts of it."**	AI may help with specific parts of the assignment identified by the teacher. Brainstorm, organize ideas, create an outline, suggest revisions, assist with editing or problem-solving, or create teacher-approved images/media.	**Complete the main work yourself.** Follow the teacher's directions and document AI use when required. Evaluate AI suggestions, make meaningful changes, understand what you submit, and remain responsible for accuracy and quality.	**As directed by the teacher:** identify the AI tool and/or provide important prompts, responses, screenshots, or a brief explanation of how AI was used.	Teacher-approved brainstorming, feedback on writing, generating ideas, help with project planning, and editing.

LEVEL 4 — INTEGRATED	**"AI is part of the assignment, but I direct the work."**	AI is intentionally incorporated into the assignment as a learning or creative tool. Support research, organize or analyze information, assist with drafting/editing, coding, design, media creation, or repeated problem-solving and revision.	**Students must make the important decisions, evaluate AI output,** verify important information, make meaningful decisions, and demonstrate understanding of the final product.	**Required as directed by the teacher.** Students document how AI contributed to the work.	Primarily upper elementary/middle school research, coding, multimedia projects, design challenges, and assignments teaching **responsible AI use**. Comparing AI-generated responses, and evaluating AI for accuracy and bias.
LEVEL 5 — GENERATED	**"AI may create content because my teacher specifically allowed it."**	Generate some or all of a final product, such as images, code, analysis, media, or designs.	**Evaluate, select, revise, apply, or critique** AI-generated work; check accuracy and quality; meet assignment requirements; and honestly explain how AI was used.	**Required.** Students clearly document or explain AI's role in creating the final product.	Primarily specialized middle school assignments where **using, evaluating, critiquing, or improving AI-generated content** is part of the learning objective.

Rules that apply to all five levels
Teacher Responsibility: Teachers identify the AI Use Level when AI use may not be clear. For Levels 3–5, teachers give specific instructions about permitted AI use and required documentation.
Default Rule: If a teacher has **not given permission to use AI**, students should assume **Level 1 — AI Prohibited**.
Age-Appropriate Use: AI use must be appropriate for the student's grade level. Younger students will generally use AI only with teacher direction or supervision. Teachers may further restrict AI based on age, the assignment, or the learning objective.
Student Responsibility: Students must use AI **honestly, safely, and responsibly**. Students may not enter private or sensitive information into AI tools and may only use AI tools permitted by the school.

HANDBOOK ELECTRONIC AGREEMENT

THIS HANDBOOK WILL BE EMAILED TO FAMILIES BY THE FIRST DAY OF SCHOOL. IT IS THE PARENT/GUARDIAN'S RESPONSIBILITY TO READ THIS HANDBOOK WITH YOUR STUDENT. EMAIL RECEIPT CONSTITUTES AGREEMENT TO THE POLICIES SET FORTH IN THIS HANDBOOK BY BOTH THE PARENT/GUARDIAN(S) AND THE STUDENT(S). THANK YOU!