



PARENT AND STUDENT HANDBOOK 2022-2023

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.



Twin Lakes Christian School

Engaging Minds Transforming Lives

2022-2023

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

CONTENTS	PAGE
MISSION, VISION, CORE VALUES, PHILOSOPHY	4
Expected Student Outcomes (ESOs),	5
PLEDGES, COVID Safety Plan	6
ADMISSIONS	6
POLICY	
HEALTH PROGRAM	
TUITION AGREEMENT	
DAILY SCHEDULE	6
HOURS	
RECESS SCHEDULE	
LUNCH SCHEDULE	
ACADEMICS	8
ACADEMIC STANDARDS	
ACCREDITATION	
GRADING	
LETTER GRADES FOR K – 2	
LETTER GRADES FOR 3 – 8	
ACADEMIC HONORS AND EVENT – GRADES 3 - 8	
HOMEWORK	
INSTRUCTIONAL GOALS AND OBJECTIVES	
LATE WORK	
MAKE-UP WORK/EXCUSED ABSENCES	
PLAGARISM	
CONFERENCES	
ACHIEVEMENT TESTS	
ATTENDANCE	13
APPOINTMENTS	
ABSENCES	
MAKE-UP WORK/ABSENCES	
EXCUSED VACATIONS/TRIPS	
HOLIDAYS AND NON-STUDENT DAYS	
TARDINESS	
SCHOOL ACTIVITIES	15
ALL SCHOOL PICNIC	
BACK TO SCHOOL NIGHT	
BIRTHDAY PARTIES	
CHAPELS AND ASSEMBLIES	
CLASS PARTIES	
COMMUNITY SERVICE	
FIELD STUDY TRIPS	
HOME AND SCHOOL CLUB	
MOMS IN PRAYER	

SCHOOL RULES AND PROCEDURES	17
ARRIVAL AT SCHOOL	
AFTER SCHOOL PICKUP	
DURING SCHOOL PICKUP	
K -8 CROSS WALK	
NO DOGS	
BOOKS, PROPERTY, ETC.	
COLLECTION OF MONIES	
LIBRARY BOOKS	
LITERATURE OF OTHER GROUPS	
LOST AND FOUND	
MEDICATION	
PARENT HELPERS WHO SERVE FOOD	
PARENT INVOLVEMENT/VOLUNTEERS	
PARENT REQUEST FOR CLASS PLACEMENT	
PARENT COMMUNICATION PROCEDURES	
SUPPLIES FURNISHED	
OFFICE AND CLASSROOM TELEPHONE	
STUDENT EXPECTATIONS	23
BEHAVIORAL EXPECTATIONS	
STUDENT DRESS	
STUDENT SEXUAL HARASSMENT POLICY	
ANTI-BULLYING POLICY	
CELL PHONES AND OTHER ELECTRONIC DEVICES	
TECHNOLOGY USE PERMIT POLICY (AUP)	
CHROMEBOOK CART GUIDELINES	
MIDDLE SCHOOL ACTIVITIES AND POLICIES	30
CHARACTER AND CONDUCT	
CHAPEL	
EIGHTH GRADE GRADUATION	
ELECTIVES	
EXTRACURRICULAR ACTIVITIES	
FALL FRENZY	
SEX EDUCATION	
SPORTS	
TRIPS	
APPENDICES	
REQUEST FOR MEDICATION FORM	36
HANDBOOK ELECTRONIC AGREEMENT	37

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

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 credentialed Christian teachers use excellent teaching practices to increase student learning.
- Our students use meaningful problem-solving activities to develop critical thinking skills and prepare them for positions of leadership.
- Our school atmosphere encourages understanding and appreciation of individual and cultural diversity.
- Our parents and extended families are integral to the spiritual and academic development of each student.

EXPECTED STUDENT OUTCOMES (ESOs):

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

FAITH

Articulates the essentials of a biblical worldview

Displays Christlike character (Gal. 5:22-23)

Participates in service to our school community and beyond

ACADEMIC

Shows proficiency in math, reading, writing, listening and speaking

Applies critical thinking skills and problem-solving strategies to various academic endeavors

Exhibits skilled use of technology to enhance and facilitate learning
Works collaboratively and independently to produce quality work
Demonstrates computer science, engineering, and biomedical science skills (STEAM)

CHARACTER

Actively participates in art, music, drama, technology, and physical education
Exhibits self-control
Arrives at class ready to learn
Utilizes conflict resolution skills
Applies principles of nutrition, fitness, and lifestyle to care for their bodies

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."

COVID SAFETY PLAN

Our reopening plan for the 2022-2023 school year is located on our website (www.tlcs.us). The health and safety of your child(ren) is our highest priority. We are focused on taking all recommended measures to prevent the spread of COVID-19 based on the current guidelines from the County Office of Education (COE), the Santa Cruz County Health Agency (HSA), the California Department of Education, and the California Department of Public Health (CDPH).

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.

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,	10:00 – 10:15
Grades 3, 4, 5	10:15 – 10:30
Middle School	9:59am – 10:14am

Students are allowed 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	12:00 – 12:15 eat 12:15 – 12:45 play
Grades 3, 4, 5	12:30 – 12:45 eat 12:45 – 1:15 play
Middle School	11:58 – 12:33

It is the parents' responsibility to provide lunch for their children at school. Lunches are 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 emergency lunches available. 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 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 called Random Acts of Kindness.

ACCREDITATION

In March 2021, TLCS received a six-year dual accreditation term by ACSI & WASC that expires in June 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 25th. 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.

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

ACADEMIC HONORS AND HONORS EVENT – GRADES 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.

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 strategies used include IowaFlex adaptive assessments issued three times a year that cover reading and math, 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 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 by providing individual incentive programs.

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 mathematic activities and supplemental math materials will be selected and provided as needed to increase student achievement.

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.

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 of knowledge of grade appropriate social studies units as a result of class lessons, student projects and research papers, as well as field trips.

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.

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 even graphic arts impact their world.

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.

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.

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.

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 passed in for partial credit. Students who allow others to copy their work will receive the same penalty.

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. 24-28. 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, 1st through 8th grade. Achievement tests are scheduled for April 24-29. 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.

ATTENDANCE

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 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 or is ill. Please follow COVID guidelines for testing and return to school. 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 parent 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. Usually 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. For **all students**, excessive tardies within the grading period will constitute a call home or request for a parent conference with the teacher and/or principal. For middle school students, this will include all periods during the school day. **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.

MODIFIED DISTANCE LEARNING

Due to the increased expectation for in-person learning, our modified distance learning (MDL) will be available under limited conditions. Students who are ill at home but well enough to attend class will be given a Zoom code. Students **MUST** have the required books and school supplies at home to use this option. Students who are quarantined may also use MDL as long as they have their books and supplies. Our MDL option will not be available for students who do not have the necessary school supplies, are traveling, or on vacation as this creates distractions, challenges, and delays for the teachers and other students.

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 25.
2. There will be two identical elementary sessions. One is at 6 – 6:30pm. The second is at 6:30 – 7pm.
3. The middle school session will run from 6 – 7pm. Parents will meet in the chapel space from 6:00 – 6:15 and then parents will be given a schedule to visit their student's core teacher's classrooms from 6:15 – 7pm.

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 (weekly for middle school students) 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.

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

In normal years, 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. Drivers must caravan TO and FROM the place of field trip. Do NOT make any unnecessary stops or deviate from the planned route. Please continue to supervise the students when you return to campus until the classroom teacher has returned to take charge of the class.
3. Students 12 years old and younger should **NOT** ride in the front seat of any vehicle.
4. Students should be under a lap and/or shoulder restraint in the car at all times.
5. Please park your car in the lot (NEVER the circle) and we will bring the students out to you.
6. Please do not request, complain, or try to change the car assignments. Field trips can get complicated enough without having to meet individual requests.
7. Only students enrolled at TLCS may go on school field trips. Siblings in other grades at TLCS, preschoolers of TLCS parents, and students from other schools may not attend field trips. The school carries no insurance for such.
8. Parents, acting as chaperones, are responsible for the children assigned to them the entire time of the field trip.

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 in the chapel room. We thrive on parent participation to support student activities.

MOMS IN PRAYER, International

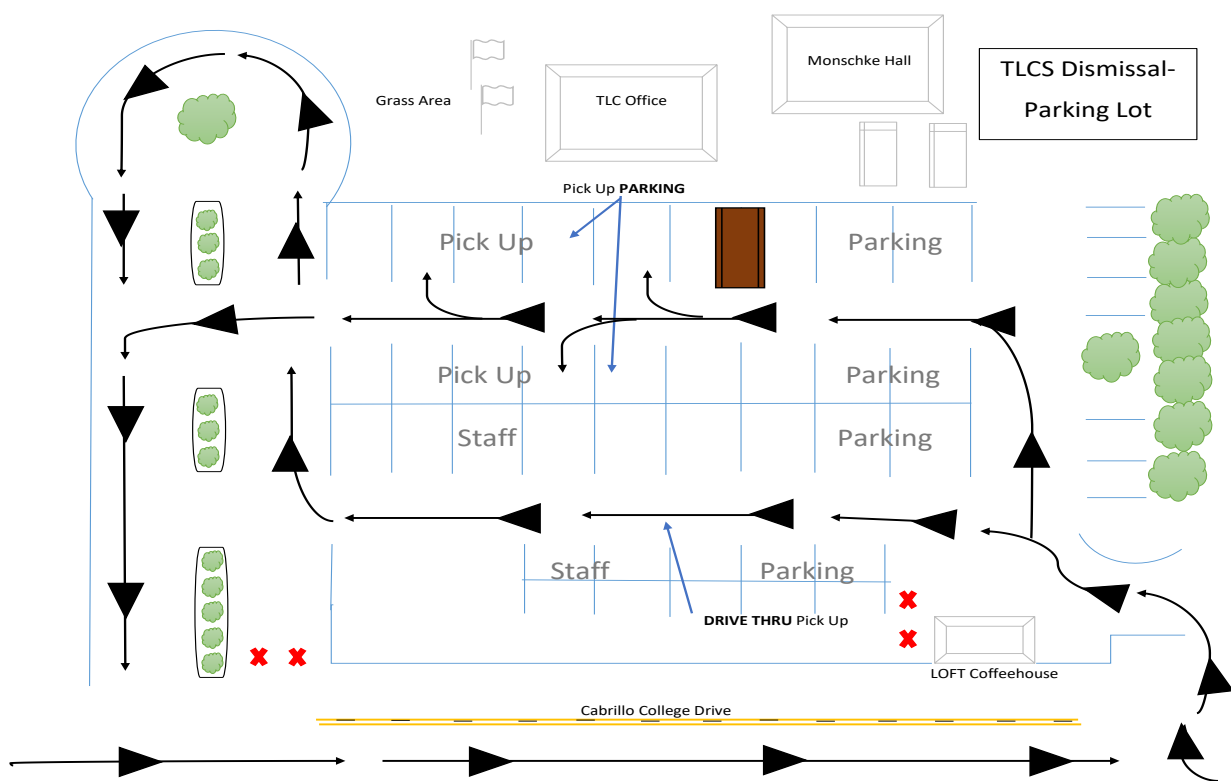
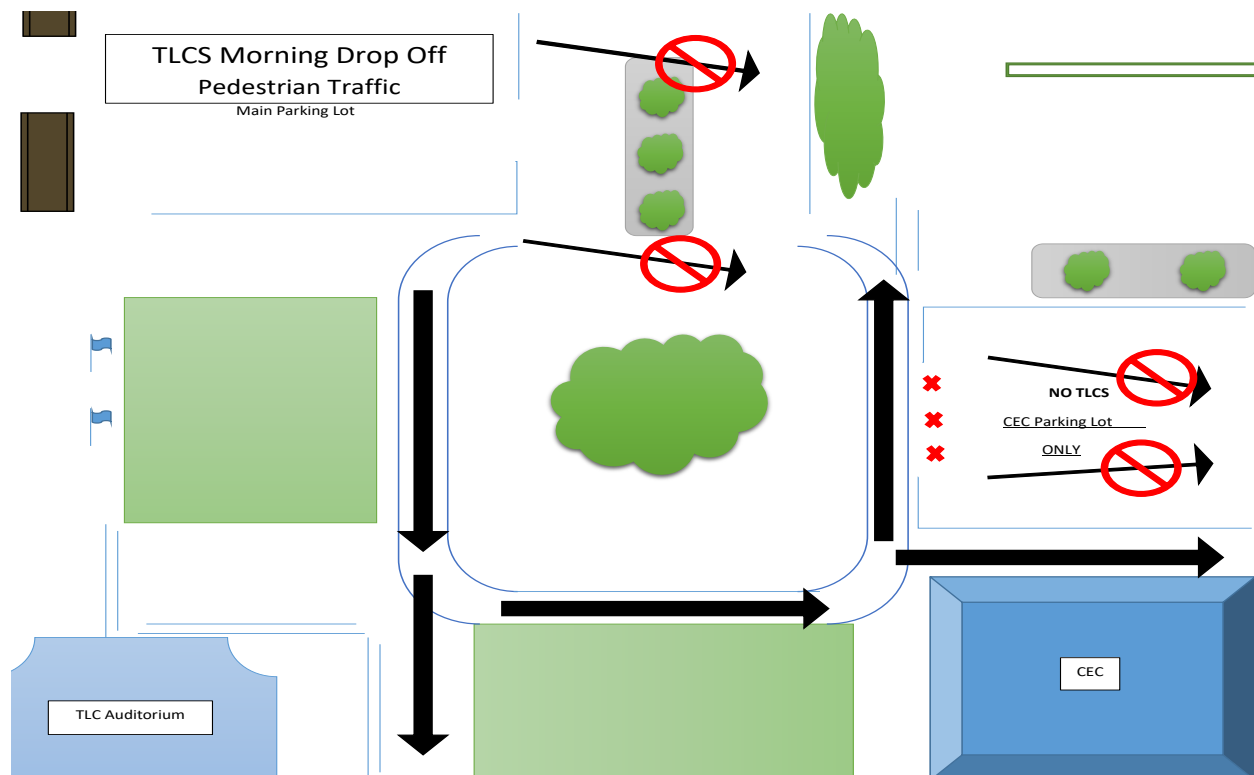
All mothers of TLCS students are cordially invited to join our MIP prayer team. The team meets once a week and prays for the needs of our school and students.

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.



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 2022-2023 in registration packet.** 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 arriving before 8:00am.
- Depending on 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 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.

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

LIBRARY BOOKS

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.

PARENT HELPERS WHO SERVE FOOD

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

PARENT INVOLVEMENT/VOLUNTEERS

We 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 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

Our primary goal when placing students in classes is to create balanced classes in academics, behavior, and gender. Teacher recommendations are extremely important to the process. Although we accept parent requests, these requests are not guaranteed. Parent requests need to be submitted in writing, preferably by email, before the end of the current school year for the following school year. Once class lists have been finalized, students will not be moved based on a parent request. There was an overwhelming number of parent requests for the 2021-22 school year. **We will hold FIRM to the policy that requests need to be received in writing by June 1, 2023 to be considered.** Thank you for understanding!

PARENT COMMUNICATION PROCEDURES

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. Conferences should be scheduled as need 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 FURNISHED

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

BEHAVIORAL EXPECTATIONS

PHILOSOPHY

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

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

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

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

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

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

These expectations apply to all students during all school-related programs, whether on campus or off site.

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.

Traditionally, we have taught our students that conflict is a normal part of building relationships with others. We consistently teach 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 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.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

Step 1: Students who exhibit unacceptable behavior will be provided an appropriate consequence. Consequences will be logical and suited to the offense. We use a Behavior Reflection form that provides parents with information about behavioral incidents.

Step 2: Phone call or written correspondence by teacher, yard duty, or office staff, with the parents.

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

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

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

For middle school, students may receive an after-school detention if they consistently exhibit unacceptable behavior at school or consistently fail to complete homework assignments. After-school detention will be arranged at least one day in advance and will be served from 3:00pm to 4:00pm.

The principal will deal with the following serious violations immediately:

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

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

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

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

STUDENT DRESS

It is expected that each student will dress appropriately at all times 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 should be longer than 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 any undergarments are **NOT** to be worn.
- 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.
- If middle school girls wear make-up it should be minimal and natural looking.
- If middle school students are in violation of this dress code, they will be asked to change into their PE uniform for the remainder of the day.
- Elementary teachers will talk to students about dress code violations. If violations continue, elementary students will be given a TLCS t-shirt or sweat pants to wear for the remainder of the day.
- For all school sponsored events that require a swimsuit the rules are: no bikinis, no cheeky bottoms, no speedos.
- Parents will be notified of dress code violations.

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. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

TLCS is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including termination of enrollment. Employees who engage in sexual harassment of students are subject to discipline up to and including termination of employment.

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

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

ANTI-BULLYING POLICY

TLCS values showing 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 earbuds in or in jean pockets or sweatshirts, staff members will take devices from students and turn them into the office.

First Offense – Device returned to the student at the end of the day.

Second Offense – The parent/guardian need to 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 the school day for one week (5 days) 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.

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.

TWIN LAKES CHRISTIAN SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

TLCS provides access to Internet services to students when this use is related to instructional activities. The school strongly believes in the educational value of such electronic services and recognizes the potential of such to support student learning. All students are responsible for their actions and activities involving technology.

PURPOSE:

1. The primary purpose of the Twin Lakes Christian School Internet connection and

the student's computer access is educational.

2. The use of the computer and/or Internet is a privilege not a right. Inappropriate behavior may lead to penalties, including revoking of Internet access, basic computer use, and/or disciplinary action.

STUDENT RESPONSIBILITIES:

1. Students and their families are responsible for the proper care of school owned technology resources, including costs associated with repairing or replacing the technology.
2. A student should exercise caution, in consultation with a parent or school staff member, before revealing his/her full name, email address, physical address, telephone number, social security number, or other personal information on the Internet. Students should never agree to meet people they have contacted through the Internet without parental permission. Students should inform their teacher and/or parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
3. Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials, images (still or video), or messages.
4. Students will not allow other individuals to use their account for Internet activities nor will they give anyone their password.
5. Students will not download any shareware or freeware programs from the Internet.
6. Students will not bring software from home with the intent of loading it onto one of the school's computers.

SCHOOL AUTHORITY:

1. The school is not responsible for damage, loss or theft of student owned devices.
2. The school may seize any privately-owned device used by a student in school without authorization as required by these rules and the contents of the computer may be searched in accordance with applicable laws and policies. The device will be returned to the student when it is no longer needed for investigatory or evidentiary purposes.
3. Depending upon the situation and the severity, the school may take disciplinary action against a student, including warnings, termination of access, and/or suspension. The school will also address any inappropriate use of the Internet, on or off the network or the school website, including any harassing, insulting, or threatening language. Violations of the rules and guidelines in this policy reflect not only upon the individual student, but also upon the school.
4. The school will de-activate all student accounts once a student graduates or

withdraws from TLCS.

PARENT RESPONSIBILITIES:

1. As a parent, you are responsible for your student's actions and his/her use of all the resources Twin Lakes Christian School provides to your student. Please review this policy carefully and discuss it with your student. By signing the Technology Acceptable Use Policy, you are giving your student permission to use the school's network and its resources. You are also agreeing, on your student's behalf, that s/he has read, understood, and accepted this policy.
2. I understand that it is impossible for Twin Lakes Christian School to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network.
3. I accept full responsibility if and when my student's use of technology is not in a school setting and understand that my student is subject to the same rules and agreements while not at school. I understand that Twin Lakes Christian School encourages parents and guardians to supervise and monitor any online activity. I am aware of my student's account information and passwords for the school network, Gradelink and Google Classroom.

Thank you for your support in helping everyone in the community use technology as a powerful learning tool.

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.

Technology Goal

The primary goal of technology in our classrooms is to support our efforts to improve student learning. We want to ensure that each student achieves success and is prepared to be an informed and involved citizen of the 21st Century.

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

MIDDLE SCHOOL 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.

To Show Respect:

- *In our speech to others (This means no putting down, no bullying, no harsh talking to others.)*
- *In the classroom (This means showing an attitude of attentiveness and not disruptiveness towards the teacher and other students.)*
- *For property (This means not taking or harming school property, or another student's property.)*
- *For other people (This means never hurting or threatening another person physically. TLCS has a zero tolerance for bullying).*

To Show Responsibility:

- *In our action - therefore we will try our best to do what is right. When we do or say something wrong, we will apologize and do whatever we can to make it right.*
- *In our schoolwork - therefore we will do the work we are assigned to the best of our ability and in a timely manner and ask questions when we do not understand.*
- *We are responsible to younger students as their mentor - therefore we will be good role models to them.*

To Show Readiness:

- *We are members of a learning community - therefore we will maintain a positive attitude of being always ready to learn*
- *We know readiness means being prepared - therefore we will make sure we have the right tools and supplies when we arrive to class. We will also be punctual and use our time wisely.*
- *We know readiness means being organized - therefore we will know where our work and materials are when the time comes to use them.*

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, here are the general guidelines by which we will act to make things right. Depending on the situation this will either be done verbally or by a written apology.

- After an apology, if the person's conduct continues to be disrespectful, a meeting will be scheduled with the students, parents, and the principal. An action plan will be created to address the behavior and set goals for the student.

- If a person is disrespectful of another person's body in any way, or makes verbal threats to another person, they will be removed from the situation (e.g., classroom, lunchtime, P.E.) and taken to the school office. A parent will be immediately contacted and a meeting will be scheduled with the principal.

Being irresponsible means not doing what you are supposed to do. This might look like:

- Not being on task during class time
- Being late to class (continued tardiness)
- Being unprepared (forgetting necessary tools or supplies)
- Not completing homework, or turning it in late
- Submitting plagiarized work
- Modeling poor behavior to other students
- Using electronic devices inappropriately

If there is a chronic pattern of irresponsibility, the student will meet with the principal and create an action plan to become more responsible. This plan may include a schedule for making up missed assignments, staying in during breaks to complete work, or doing community service on campus. Once a pattern of responsible 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.

MIDDLE SCHOOL CHAPEL

Every 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.

MIDDLE SCHOOL EIGHTH GRADE GRADUATION

Twin Lakes Christian Middle School has established a dignified and respectful graduation ceremony. This event usually takes place on the evening 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.

MIDDLE SCHOOL ELECTIVES

Students may sign up for one elective every quarter. Electives will be 7th period on M/TH/F.

Some electives we have offered are:

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

MIDDLE SCHOOL LOCKERS

Lockers are assigned to 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. New students will receive their locker assignment and check out or register their lock on Tuesday, August 17th from 1:30 – 2:30. Returning students may come at 2:30 on August 17th or wait until 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.

MIDDLE SCHOOL STUDENT 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 Camp Koinonia to create enthusiasm and build friendships.

MIDDLE SCHOOL 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).

MIDDLE 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, golf, 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) needs to read and sign before participating in any TLCMS sport.

MIDDLE SCHOOL TRIPS

6th Grade Science Camp – Our 6th graders spend one week (Monday through Friday) at a local Christian Science Camp.

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 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 2024) 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.



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.

HANDBOOK ELECTRONIC AGREEMENT

THIS HANDBOOK WILL BE EMAILED TO FAMILIES THE WEEK BEFORE 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!

Updated 8/2022