

*Tri-County
Christian School*



*Student
Handbook*

*Our Mission: Prepare God's Children in Spirit
And Mind for Tomorrow's Challenges*

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Section I: Tri-County Christian School Standards

OUR VISION

To prepare God's children in spirit and mind for tomorrow's challenges.

OUR PURPOSE AND MISSION

The purpose and mission of our school is directly connected to the purpose and mission of the Church. Church is not buildings, rituals, or religious meetings and doctrines. The Church is people – those who have been called out and called together to spread the gospel (Matthew 28:18-20).

We see this school as another way to express these relationships which we call "Church". All schools, public and private, came into being as a result of groups of people agreeing to join efforts and abilities to provide the best education possible for students. We feel that Tri-County Christian School is one such group of people who will work together to provide an excellent Christ-centered daycare and education.

The following statements describe Tri-County Christian School:

1. Learning is best achieved in an environment that acknowledges God's existence and our total dependence upon Him.
2. God, as He has revealed Himself in scripture, is the creator of all that is, the sovereign authority over history, and the source of all knowledge. Education without acknowledgment of God is weak at best.
3. Scripture tells us that the education of children is the responsibility of parents, not the state or even the Church (Deuteronomy 6:7, Proverbs 22:6). This does not mean that public, private, or church schools are wrong, nor does it indicate that home schooling is the only scriptural option. It simply places the responsibility for such decisions where it belongs – squarely on parents' shoulders. Parents must evaluate the options and decide accordingly.
4. We believe that our children are gifts from God, and that our stewardship of these precious vessels requires a top priority in our lives. Our faithfulness in this area not only affects this present generation, but also the generations to come (Psalm 127:3-5, Psalm 103:17-18).
5. It is not our intent at Tri-County Christian School to seclude our children from society and problems therein. It is our goal to prepare and instruct our children to face the secular world in a manner that is pleasing to Christ. We believe that through the word of God and using God-fearing teachers, we can accomplish our goals.

STATEMENT OF FAITH

WE BELIEVE that God is – and that He is the designer and sustainer of all that is.

WE BELIEVE that Jesus Christ is the Divine Son of God who became a man to live an exemplary life; to die a sacrificial, redemptive death; to rise to a powerful confirming life after death; and to ascend to reign as Lord and Judge of all.

WE BELIEVE the Bible to be the Divinely inspired Word of God and to be the only rule we have to go by for our standard of faith and practice.

WE BELIEVE the Bible expressly states that salvation is extended to those who BELIEVE (Hebrews 11:6), CONFESS Jesus as their Lord (Matthew 10:32-33), REPENT (acts 17:30), are BAPTIZED for the forgiveness of sins and to receive the gift of the Holy Spirit (Acts 2:38), and LIVE faithfully throughout their lifetime (Revelation 2:10).

WE BELIEVE that Heaven is prepared for Christ's obedient children and hell is prepared for disobedient, unrepentant people, and that these rewards, either good or bad, are to be lived out eternally.

WE BELIEVE that Christ will return to usher the entire world into the presence of the Father and reveal the reward of each person upon the basis of what he or she has done as recorded in the book of Life (Revelation 20:12).

WE BELIEVE that we have been given the responsibility to preach freedom in Christ to all who listen, and to encourage each person to take an obedient stand for Christ.

EQUAL OPPORTUNITY STATEMENT

No person shall, on the basis of race, color, religion, sex, age, marital status, disability, pregnancy or any other basis prohibited by law, be denied admittance or employment to Tri-County Christian School.

Section II: Daycare and School General Information

ADMISSION REQUIREMENTS

APPLICATION

Students are accepted at Tri-County Christian School as approved by the administration. All prospective students must meet the administration prior to attendance. Parents/Guardians are required to submit a signed application form and a signed statement of cooperation expressing their support of the school's program. Any student or parent who does not cooperate or agree with the purpose of the school will not be admitted or allowed to remain in school.

REGISTRATION

Class size is limited. Enrollment will be effective on the date of registration receipt and considered on first-come, first-served basis. A yearly registration fee will be assessed, determined annually by the school board.

EMERGENCY INFORMATION

Parents/Guardians are required to provide a signed emergency information card to the school prior to attendance. It is very important that the information is updated in a timely manner if there is a change in phone, address, etc.

IMMUNIZATIONS

Students are required to have their immunizations up-to-date, and a copy of their immunization record must be supplied to the school prior to attendance. Neglecting to maintain proper immunizations directed by the Department of Health guidelines may result in dismissal from daycare or school.

KINDERGARTEN AND NEW STUDENTS

Children entering Kindergarten must have turned five years old by August 1. Students in Kindergarten through Eighth grade transferring from other schools may be tested and placed accordingly, with parental consent. New students in Kindergarten through Eighth grade moving to TCCS from another school district must have a transfer of school records form signed by a parent/guardian prior to attendance.

FEES

Daycare/Day-School fees are due weekly. Special payment arrangements may be considered, by contacting the school administration. Fees are subject to a late fee assessed after the 10th day of the month following the month services are provided. If a Daycare/Day-School fee remains 30 days delinquent, the child will be unable to return to Daycare/Day-School until the account is paid in full. All or any portion of Daycare/Day-School fees paid to the school are non-refundable.

Tuition fees must be paid in full by the fifth day of the month and are subject to a late fee assessed after the 10th day of the month. If a tuition payment remains 30 days delinquent, the student will be unable to return to school until the account is paid in full. Adjustments will not be made to tuition payments for students' absences. All or any portion of tuition and fees paid to the school are non-refundable. Monthly statements are issued on the 1st day of each month and include all the current-to-date charges incurred. Checks are to be made payable to Tri-County Christian School. If a student is withdrawn all charges incurred must be paid in full and all school materials returned prior to release of school records. The school board reviews the fee schedule annually.

STUDENT RECORDS

The following information may be released without obtaining parental consent: Student's name; parent's name; date and place of birth; grade level; enrollment status (e.g. full-time or part-time); participation in school-based activities; dates of attendance; honors and awards received; artwork or coursework displayed by the school; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

HEALTH PROCEDURES

Children with a contagious illness should not be brought to school. This includes a child who is running a fever, vomiting, or has a rash. Children should not return to school until 24 hours after a fever subsides. If a child becomes sick at school, their parent/guardian will be notified.

Medications sent to the school should be in its original container. A note requesting the school to administer the medication, along with complete information on medication, name, amount, when given, and if there is a need for refrigeration, should accompany the medication. Children should be instructed by parents to give the medicine and note to the teacher when they arrive. A designated staff member will administer all medications. If your child is unable to participate in recess, you must send a note.

PHONE PROCEDURES

School phones are for business use only. Please do not call and ask to speak to your child unless it is an emergency. TCCS encourages phone messages to be taken in the school office for students and staff members.

TRANSPORTATION PROCEDURES

TCCS does not have the ability to provide or arrange transportation. Transportation is the responsibility of the parent/guardian. The staff members have a great responsibility for the safety of your child. It will be necessary for parents to notify, in writing, the school staff in the event of changes to established transportation arrangements. We ask that you do not have your child relay such information by word of mouth. Parents/guardians designate individuals with the privilege to pick up students on a form in the school office. If an individual arrives to pick up a child not on the designated list, the school staff will not be able to release the child until proper contact has been made with the parents/guardians.

VISITOR PROCEDURES

Visitors and parents are welcome at TCCS. Because the school is responsible for visitors and parents, we ask that all report to the office upon arrival and state their purpose. Students are not to bring peer visitors without prior approval with the school administration. Lunches, homework, books, and other items may be left in the office to be delivered to a student.

REGISTERED SEX OFFENDERS AND PERSONS PROHIBITED ON OR NEAR SCHOOL PROPERTY PROCEDURES

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on school property, in any school vehicle utilized to transport students, or be present at school activities without permission of the Principal. If permission is granted for a specific event or events, the Principal will notify the school staff, where the sex offender will be present.

For further information regarding this topic, contact the school office.

DRESS CODE PROCEDURES

Children should be neatly and modestly dressed in clean attire.

SCHOOL YEAR ATTIRE

Jeans or jean shorts may be worn on school days. Pants must not sag or fall below the normal waistline. No cut off shorts will be allowed. Shorts must be modest and the length must extend half way down the individual's thigh. Shorts must not sag or fall below the normal waistline. T-shirts may be worn provided no negative or destructive slogans are printed on the shirt. Tight or form-fitting clothing of any kind is prohibited. Spaghetti strap tops, midriff tops and halter-tops are prohibited. Jewelry must be modest and not in excess.

On Chapel Day, every Wednesday during the school year, regular school attire is acceptable to wear.

SUMMER ATTIRE

The summer daycare dress code is modified from the school year dress code. Please see the summer daycare director for specific summer allowances.

COLD WEATHER ATTIRE

Parents need to be aware of weather conditions to ensure that their children are dressed appropriately. Hats, coats, and gloves need to be worn during cold weather to be used during recess time. Pants under dresses or skirts are necessary during cold weather. Children who are not properly dressed for recess will stay inside in a quiet area.

IF THE DRESS CODE IS VIOLATED, STUDENTS WILL REMAIN OUT OF CLASS UNTIL PARENTS ARE CALLED AND APPROPRIATE ATTIRE IS BROUGHT TO THE SCHOOL.

DISCIPLINE PROCEDURES

Tri-County Christian School is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men”.

The primary objectives of the TCCS program of discipline are:

1. Help students develop self-control.
2. Help students learn respect for proper authority.
3. Help students to assume increasing responsibility.
4. Help students to develop the ability to exercise freedom wisely.
5. Help students develop positive attitudes in the area of human relations.

The achievement of these objectives requires the cooperative efforts of the pupil, staff, parent/guardian and administration.

Attendance at TCCS is a privilege; gossiping and negative criticism will not be tolerated. Constructive suggestions are welcomed. Anyone, child or parent, who will not cooperate spiritually, morally, or scholastically, will result in the dismissal of the child. We expect students to exhibit respect for God, country, family, teachers, and fellow students.

Lying, cheating, stealing, fighting, and profanity will not be tolerated. The student's use of tobacco, alcoholic beverages, drugs, or participation in any indecent or immoral actions will be considered grounds for dismissal from school.

If a child displays behavior in violation of Godly character and Biblical principles, that student will be subject to disciplinary measures. The following measures will be taken for severe or continuous behavioral problems:

1. Student sent to Daycare Director or Principal's office.
2. A discussion between the TCCS staff and parents/guardians. Further disciplinary measures will be discussed.

3. Corrective discipline; may involve spanking.
4. Suspension
5. Expulsion

Section III Elementary School Information

ATTENDANCE POLICY

Consistent attendance is of utmost importance. It is in the best interest of our children and teachers for TCCS to discourage all unnecessary absences. A parent should notify the school office prior to normal arrival time of that day to explain a child's absence.

Students will be allowed six absences per semester. Six allowed absences exclude doctor excused absences and bereavement days. A student must be in attendance for at least five hours a day or it will be considered an absence. If necessary, the principal may recommend board review, and/or disciplinary action may be taken. **IF THE SCHOOL IS NOT NOTIFIED OF A STUDENT'S ABSENCE, MAKE-UP WORK WILL BE REQUIRED BUT GRADES WILL NOT BE RECORDED.**

Students may begin arriving at school at 7:50 a.m. Before school daycare is available prior to 7:50 a.m. The school bell rings at 8:15 a.m. to signal the start of the school day. Any student not in the room at the start of class is considered tardy. **Tardiness disrupts classroom routine.**

Three tardies incurred in a quarter will equal an absence and will be subject to the policy for absences. After three tardies, the principal will have a conference with the parents/guardians to address the issue.

CLASSROOM RULES

Students are to behave in a respectful and courteous manner to all personnel and/or visitors at all times. Students must be respectful of the rights and property of others and use good manners at all times. Students must be respectful of TCCS property and facilities. At all times, only language that is pleasing to God is to be used. Students and their parents will be held responsible for books that have been damaged or destroyed.

Students are not allowed to run, yell, or act in a disorderly manner.

Students are expected to maintain proper supplies to complete assignments.

DAILY WORK AND TEST POLICIES

The goal of this policy is to develop good study habits as well as strengthen communications with our students and their parents.

1. Students' work that is not turned in on time will receive a "0" with the exception of illness or absences that have been brought to the school's attention.
2. Corrections to 100% will be mandatory on any daily work below an original

grade of 80%. If 100% of the corrections are made the grade will be adjusted to 80%. Corrections of less than 100% will result in an average of the original grade and corrected grade, not to exceed 80%. One attempt for corrections will be allowed.

3. Any test or quiz with a score of 70% or below will be sent home for the parents/guardians signature and returned to the teacher. If the test or quiz is not returned with the parents/guardians signature, the teacher will make contact with the parents/guardians within two days to verify if they received the test or quiz.
4. If there is an area of concern with the students' academic performance the teacher will contact the parents/guardians to inform them of the problem. All daily work, quizzes, and tests will be sent home at least once a week

HOMEWORK POLICY

Homework is one of our most valuable learning tools. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parental involvement in student learning. We encourage parents to provide a suitable environment for the completion of daily homework.

Some grades require an assignment notebook that will let you know if your child has homework and will list that homework. This notebook should be reviewed daily by the parent, signed, and returned after the work is completed. If the parent doesn't do their part, then it is a reflection on their child.

REPORT CARDS

Report cards will be issued quarterly about one week after the end of each quarter at the student's parent-teacher conference. Parent-teacher conferences will be held at the end of the first and third quarters to discuss the child's progress. Report cards need to be signed by the parent/guardian and returned to the teacher within 5 days. Fourth quarter grade cards will be passed out on the last day of school if account is current.

PLAYGROUND RULES

Fighting is forbidden.

No games with pushing or tackling are allowed.

Throwing rocks, sticks, snowballs, or any other object is forbidden.

Playing with a baseball is prohibited, unless in organized play.

No kicking of balls on the playground is allowed, except in organized games.

Equipment going off the playground will be withheld after the second offense.

Neither climbing nor pulling on fences is allowed. Walking on top of playground equipment or picnic tables is not allowed.

If repeated misbehavior occurs on the playground, the student must sit on the bench for the remaining recess. If a student is required to lose an entire recess, then he/she will run/walk laps to get rid of stored energy.

ORGANIZED ACTIVITIES

Students may have opportunities to participate in organized extracurricular activities both at TCCS and/or at off-site locations. The following rules to be observed:

1. All TCCS students are to conduct themselves in a polite and mannerly fashion while representing TCCS in extracurricular activities.
2. Students are not to show anger or disrespect to those in authority (e.g., referee, judge, organizer).
3. Students are to dress appropriately and modestly while representing TCCS.
4. Foul language or rude comments are not allowed.
5. Students and parents are to display good sportsmanship and support activities with a positive attitude.
6. Students must maintain a C or above average, with no F's on previous quarters report card, in order to participate in extracurricular activities (not applicable to educational activities).

Failure to comply with the above rules will result in the suspension of the student from the extracurricular activity at the discretion of the school administration.