

# STUDENT POLICIES & PROCEDURES

Everything a student (and parent) will need to know about TPCS

## DRESS CODE

A neat & properly attired student will have a positive influence on his /her attitudes and study habits.

**DON'T WEAR**> tattered jeans, bare midriffs or sheer/lace tops, tops that expose back, shoes with roller blades or heels, hats worn indoors, exposed tattoos, colored hair, spaghetti straps less than 1", letters or graphics that offend Christian philosophy.

**DO WEAR**> shorts or skirts that are at least fist length with hands at side, tennis shoes -- open sandals are discouraged. If sandals are worn, they must have a heel strap, school t shirts every Friday.

Dress code violations will result in changing into clean shirt/sweats from office if necessary.

Middle School students must change into PE clothes.

## Homework

Our goal is for nightly homework to be completed in 60-90 minutes. Less work is given on Wednesday's to encourage families to attend mid week church services. Lower grades receive a weekly homework packet, while upper grade students maintain a daily Agenda (planner). Homework Club (K-5) and QZ (Quiet Zone for Grades 6-8) offer after school time on-campus to complete work.



## Communication

- **SCHOOL OFFICE** is open 8am to 6 pm every weekday. Office phone is (951)735-4480.
- **TADPOLE** (preschool) & **SCHOOL CUES** (Elem. & Middle School) are apps all parents are asked to download to receive mass texts/emails from the school. Preschool parents using Tadpole will enjoy pictures & updates through out the school day. Upper grade parents using SCHOOL CUES will receive access online tools such as the calendar, party sign up, log an absence or tardy, and more.
- **MONTHLY NEWSLETTER** is sent home on the 1st Monday of each month. It is also posted on our web site.
- **WEBSITE** is [www.tpcnorco.com](http://www.tpcnorco.com). Online info includes current school news, monthly newsletters, upcoming events, lunch menus and 2016/2017 calendar.





## Discipline

It is our goal to provide a consistent disciplined environment. Values, such as respect, obedience, honor, team participation, and self-discipline will be reinforced throughout the school.

- All students must sign a behavior agreement at the time of registration.
- For general misbehavior, student will receive a warning from teacher/staff and be informed of acceptable behavior.
- For repeated misbehavior, student will be told to stop; asked to state/write acceptable behavior; and agree to adjust behavior immediately.
- If misbehavior still continues, student may encounter a consequence of loss in participation in school activities. Office staff may also be involved to allow for a change in working environment or to contact parents.

TPCS has a "hands off" policy. Fighting, bullying, crude language, class disruptions, and repetitive tardiness/ absentees are not tolerated -- and may result in probation or suspension.

## *Health and Safety are our utmost priority!*

- 1st Aid kits are available in the office and gym. Band-aids are kept in all classrooms. Parents are notified immediately of all head injuries (no matter how small) or of sickness and injuries requiring additional care. Fevers of 100.3 or higher will be sent home. Please have your child fever and vomit/diarrhea free for 24 hours before returning to school.
- All allergies are made known through registration packet so staff can be aware and plan accordingly.
- All medication must be kept in the school office. Please deliver in original pkg, placed in clear baggie, and clearly labeled with student's name & scheduled times & doses.
- Leave the following items at home --- electronic devices, skateboards, rollerblades, large amounts of money, pocketknives and other sharp objects, fireworks, matches, candles, cell phones, and soda.
- TPCS has a full emergency plan to be prepared for injuries, fires, earthquakes, or violent threats to our campus. Our staff is trained in CPR & 1st Aid, and they carry walkie talkies for constant communication. We maintain a security camera system and a "locked door" campus during school hours.
- All visitors on campus need to sign in at the front office and receive a visitors badge. Please communicate with teachers for a time help/visit the classroom.
- We operate a fully licensed kitchen and provide hot lunch for students for \$4. Lunch calendars are available online and in the office. A discount is offered for pre-ordered meals.
- Extended care is available before & after school hours. ALL students must be checked in /out of extended care by parents at the school office.
- Visitors (including parents) on campus MUST check in at office for a visitor badge.

