

K-8 STUDENT POLICIES & PROCEDURES

Successfully preparing to "Soar to Excellence" at TPCS

School Mission Statement: Develop a strong foundation for the whole child to soar to excellence. We lead and come alongside our students academically, emotionally, and spiritually; pointing them to a relationship with Jesus that will impact them now and into their future.

DRESS CODE

At TPCS, we do not require uniforms to be worn. Our expectations rather, are that of modesty, safety, appropriateness, self-control and an upright Christian testimony. We believe students should attend school with a neat, clean, modest, well-groomed, and pleasing appearance.

- ✦ All items worn should be appropriate sizes.
- ✦ No tattered or ripped jeans, shorts or shirts.
- ✦ All skirts, dresses and shorts must be longer than mid thigh (5+ inch inseam). Bottoms should stay put during active play. Shorts should be worn under dresses and skirts.
- ✦ Wear shirts that are long enough to cover midriff when hands are raised. No sheer tops, ripped shirts, open back or tank tops with straps less than 1" wide. No revealing tops that expose chest or undergarments.
- ✦ All logos should be mindful of Christian beliefs (including backpacks and supplies).
- ✦ Hats are to be worn ONLY outdoors. Students should not have colored hair beyond natural colors. Temporary tattoos need to be covered.
- ✦ Tennis shoes should be worn daily. Sandals, if worn, MUST have a back strap. Heels or shoes with wheels are not to be worn.
- ✦ School shirts are worn every Friday, and during field trips, unless participating in a school spirit day.

Dress code violations will result in a warning, removal from class, parent contact/involvement with bringing proper clothes, or changing into clean shirt/sweats from office if necessary.

K-5 students should wear comfortable clothes and tennis shoes on PE days.

Middle School students must change into PE clothes throughout the week. Students must be prepared with tennis shoes and socks at each class. PE clothes needs to be taken home once a week to be cleaned.

Communication

The school staff (office admin & teachers) receive and deliver information via:

1. **Front office & Phone.** Our office is open from 8am-6pm and our number is (951) 735-4480. Please ensure your numbers and info are current for us to reach you.
2. **Campus flyers including lunch forms, calendars and monthly newsletters sent home with your child.**
3. **Electronic Communication via Kid Reports.** It is a web-based program that allows for class updates, text messages, and direct emails to communicate to our campus families. Please download the Kid Reports APP and look out for a "welcome" email with instructions on how to link into your students account.

OUR CAMPUS WEBSITE IS TPCNORCO.COM

Homework

Our goal is for homework to be meaningful & manageable. Homework is not busy work. It should cover topics already discussed & taught in class.

Homework should not exceed 10 minutes per yr of school. K-2 should not exceed 20 minutes per day; grade 3 - 30 minutes, grade 4 - 40 minutes; grade 5 - 50 minutes; grade 6-8 should not exceed 1 hour a day. Special class projects and reports are often started in class but may require some time at home. Teachers will communicate timelines for projects and also adjust homework to accommodate.

Suggested reading & study time: K-2 students - 15 minutes a day. Grades 3-5 students - 20 minutes a day. Grades 6-8 students - 20-30 minutes a day. Study skills are crucial to student success.

TPCS EXTENDED CARE PROGRAM

Childcare is available, for ages 5-12, before (6-8:15am) & after (3:15-6pm) school for \$6/hour. It is also available 15 minutes after dismissal on minimum days. TPCS offers all day extended care at \$6/hour on holidays that the campus is open for. ALL extended care students must be checked in/out by parents upon arrival for drop off & pick up using the electronic keypad & fingerprint system (located in foyer of gym & preschool).

Discipline

It is our goal to provide a safe and nurturing environment that develops the whole child. Values, such as respect, obedience, honor, team participation, and self-discipline will be reinforced throughout the school.

- To prevent unacceptable behavior, we have developed campus expectations that are communicated to our students by staff and teachers so they can make the right choice the first time.
- Communication is our number one tool to help students succeed and grow through their choices. Student receive a warning from teacher/staff and are also redirected for general misbehavior. A classroom consequence may incur.
- For repeated misbehavior, student will be told to stop; and removed from the situation or environment if necessary. Through discussion with a staff or teacher, the misbehavior will be identified and acknowledged along with the appropriate way to handle the situation. It may be necessary for the student to apologize or settle their behavior if it involved other students or staff.
- If misbehavior isn't adjusted by student and the student is not responsive to teacher correction, administrative staff will get involved and parents will be notified. Student may encounter a consequence of loss of participation in school activities.
- TPCS has a "hands off" policy. Fighting, bullying, crude language, excessive horseplay, class disruptions, and repetitive tardiness/absentees are not tolerated -- and may result in probation or suspension.

Middle School students start each week with a "clean record". They receive strikes in the areas of behavior, unprepared, unexcused tardy, when warned behavior is not corrected. If a student receives 3 strikes in a single category (including dress code violations) during the week, they must report for Campus Service, Friday from 3:00-3:30. Consecutive campus service will result in Principal/ Parent/ Student Conference.

Health and Safety are our utmost priority!

• **INJURIES & WELLNESS:** Full First Aid kits are available in the office and gym. Small kits 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 as well as vomiting and excessive cold/cough symptoms. Please have your child fever and vomit/diarrhea free for 24 hours before returning to school.

• **ALLERGIES:** All allergies are made known through the registration packet or direct contact from parents to office so staff can be aware and plan accordingly. We encourage students to not share food. In addition, our teachers are informed of their students allergies so class snacks/treats can be monitored.

• **MEDICATION:** **All** medication must be kept in the school office. Must be delivered by the parent and signed into the front office. Use original pkg., placed in clear bag, and clearly labeled with student's name & scheduled times & doses.

• **CELL PHONE POLICY** - All k-5 students should leave electronic devices at home. If devices are seen or heard they will be sent to office for pick up by parents. Middle School students may bring their phone (no other electronics) but they are turned in to their home base class for the duration of the school day. Students can reach their parents through the front office.

• **OTHER ITEMS NOT ALLOWED AT SCHOOL:** TOYS, skateboards, rollerblades, large amounts of money, pocketknives and other sharp objects, fireworks, matches, candles, and SODA.

• **IN CASE OF EMERGENCIES:** 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 & First Aid, and they carry walkie talkies for constant communication. We maintain a security camera system and a "locked door" campus during school hours.

• **VISITING CAMPUS:** All visitors (including parents & volunteers) on campus need to check in at the front office and receive a visitors badge. Please communicate with teachers or office for a time help/visit at the school.

• **LUNCHES:** We operate a fully licensed kitchen and serve hot, healthy lunches for students for \$5. Pre-ordered lunches (by 1st of month) receive a discount. **Middle School** students have a separate menu to purchase items between \$1-\$5. Lunch cards must be used to purchase food and are sold in \$20 increments at front office.