

# K-6 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 proper appearance.**

- ✦ All items worn should be appropriate sizes.
- ✦ No tattered or ripped attire. However, tearing in jeans that does not show skin is permitted along with moderate rips below the knees.
- ✦ 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, rips, open back or thin-strapped tank tops. No revealing tops that expose chest or undergarments. Cropped shirts/sweatshirts must have tank top underneath. All straps should be 1"
- ✦ All logos should be mindful of Christian beliefs (including backpacks and supplies). Students will be asked to change or exchange items that display characters or logos that represent any type of harm, violence, sassy, inappropriate or crude behaviors.
- ✦ Hats are to be worn ONLY outdoors and will be collected while indoors. 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. No heels or wheels.
- ✦ School shirts are worn every Friday and during field trips. Altering school clothes by cutting or crafting is not permitted for campus wear.

Dress code violations will result in an initial warning and reminder of policy. Subsequent violations that require parent contact/involvement will require proper clothes to be brought.

***Communication is key. The school staff (office admin & teachers) receive and deliver information via:***

1. Front office & Phone. Our office is open from 8am-5:30pm and our number is (951) 735-4480. Please confirm that provided phone numbers and contact info are current for us to reach you.
2. Campus emails and flyers including lunch forms, calendars and monthly newsletters are sent home and/or posted on our app.
3. Bloomz App for campus, classroom and group communications. Direct messages can also be sent to teacher or office staff.

Our school website is [TPCSNorco.com](http://TPCSNorco.com)

### Tuition & Attendance

- ✦ Elementary is a 10-month tuition from Aug thru Mar due the 1st of each month. This program follows the days and times as noted on the annual calendar. All billing needs can be handled with Lynda Bussman in the finance office.
- ✦ Students should be to school on time each day. A good start to the morning lends a better day. Congruent tardiness does effect grades.
- ✦ For absences, please contact the office via phone, email or Bloomz app to record. Daily attendance is monitored. For illness, student can make up work within reasonable time after returning. Teachers will communicate.
- ✦ Preplanned, missed school days should be communicated to the office and teacher to gather school work if possible. Planned trips of a week or longer need to be communicated with office for record and academic work prepared by teacher that will be required upon return towards grades.

### TPCS Extended Care Program

Regular school day hours don't require electronic check in/out. Extended hours are available, for ages 5-12, before (6:30-8:00am) & after (3:15-6pm) school and at 1:15pm on most minimum days. If your child arrives anytime between 8-8:15 they will be charged the 15 minute fee. Regular school drop off isn't open until 8:15am. TPCS offers all-day childcare on holidays that the campus is open for. ALL extended care students must be checked in/out by parents upon drop off & pick up through the staff. Extended care rates are \$7/hour billed weekly.

### Health, Safety & School Habits

- **INJURIES & WELLNESS:** Common wounds are treated by staff. Parents are notified immediately of all head injuries (no matter how small) or of sickness and injuries requiring additional care. Students with fevers of 100.3 or higher, vomiting and excessive cold/cough symptoms will be sent home. There must be an approved pickup available with a 30 minute time available for these needs. Please have your child fever and vomit/diarrhea free for 24 hours before returning to school. A doctor's note is requested for a student absence 3 or more days in a week's time.

## 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. Your partnership is valued and of great importance for your child's success and growth.**

- 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. Students receive a warning from teacher/staff and are also redirected from general misbehavior. A classroom consequence may incur for repetitive negative habits. Classrooms also support positive behaviors with a specified management system.
- For greater offenses and intentional defiance, the student will be told to stop; and removed from the situation or environment if necessary. Through discussion with staff or teacher, the misbehavior will be identified and acknowledged along with the appropriate way to handle the situation explained. 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 or attendance.
- **Student "hands off" policy.** Students are not allowed to put their hands on another student with any level of aggression or anger. Fighting, bullying, crude language, excessive horseplay, and class disruptions are not tolerated. These actions will often result in an office and parent collaboration. Violating the policy may result in probation, suspension, or immediate dismissal for the remainder of the day/s.

## Health, Safety & School Habits Cont'd...

- **COVID 19 Policy:** If a student/staff is *diagnosed* they must stay home 5 consecutive days after start of symptoms. Isolation may end after day 5 if symptoms are not present and/or you test negative. If a student/staff is *exposed* to someone within household or close proximity of 15+ minutes, we recommend staying home 5 days and/or testing negative before returning to campus symptom-free.
- **ALLERGIES:** All allergies must be made known to the office from parents. K-8 is not a peanut-free campus but we do not include peanut products in our lunch or snack menu. We encourage students to not share food. In addition, all teachers receive a campus allergy list so class snacks/treats and student health can be monitored.
- **MEDICATION:** All medication must be delivered by the parent and signed into the front office. Use original packaging, place in clear bag, and label with student's name, scheduled times & doses.
- **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. Alerts will be sent via BLOOMZ app.
- **VISITING CAMPUS:** All visitors (including parents & volunteers) need to check in at the front office to receive a badge. Please communicate with teachers or office for a time help/visit at the school.
- **ELECTRONIC DEVICE & CELL PHONE POLICY** - students should leave ALL electronic devices at home. If seen or heard they will be sent to office for pick up by parents. IF necessary for a sixth grader to have a cell phone to utilize for after school communication, it must be turned in to their teacher upon entrance to the classroom at the start of the school day. Cell phones will be returned to students at dismissal. Students can reach their parents through the front office if necessary. Exceptions for classroom electronics use are made for student rewards and teacher monitoring and specifically communicated for a designated day. Students do not use phones during extended care hours.
- **LEAVE AT HOME: Electronics, soda, candy, toys (unless requested by teacher), skateboards, extra money, pocket knives, sharp tools/devices, fire-related items.**
- **LUNCHESES:** We provide a new lunch menu each month and strongly encourage our families to fill out their pre-order selections and submit to office with payment as close to the first as possible. Daily lunch orders are available but must be submitted by 10am and desired meal isn't guaranteed. **\*\*Lunches that need to be cancelled due to absence must be called into office by 10am or credit is not guaranteed.**
- **DRINKS/SNACKS:** Students should bring a labeled & filled, reusable water bottle to school each day. Water is also available to students in gym and outside. Students are encouraged to have a snack available. This can be brought to school or students can purchase a snack at recess using a \$5 Snack Shack card purchased through your child's teacher. Snacks are .50-1.00 and will be tracked with their card.
- **HOMEWORK:** Our goal is for homework to be meaningful & manageable. It should cover topics already discussed & taught in class and give students an opportunity to have repetitive practice on these concepts. Homework time should be monitored when possible. Special class projects/reports are often started in class but require time outside of class. Teachers will communicate timelines for projects and adjust homework to accommodate. Homework should not exceed 10 minutes per year of school with K-2nd starting at 20 minutes. Parent monitoring is encouraged. Suggested reading & study time: K-2 students - 15 minutes a day. Grades 3-6 students - 20 minutes a day. Study skills are crucial to student success. Several study skills will be introduced to your student to aide in success.