

**Parent Student Handbook 2017-18**



**Tri-County Christian School**

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## **WELCOME TO THE FAMILY!**

Our mission at Tri-County Christian School is “to provide the Christian family with Christ-centered educational experiences emphasizing the development of Christian character, educational excellence and preparation for a lifetime of service to God and man.” It is our belief that Christian education can best be provided by the combined efforts of committed Christians who join together in a cooperative effort. In a very real sense then, all of us here at Tri-County Christian School are part of a family. It is our hope that the special bond of Christ's love will make you feel at home.

Every good family needs rules and procedures. Use this handbook to acquaint yourself with the policies of Tri-County Christian School. If you have any questions, please feel free to contact the school office and/or the administrator. Please note that the school reserves the right to interpret rules and policies as individual situations and needs arise.

At Tri-County Christian School, we view the entire process of education as a means used by God to bring the student to Himself through personal faith in Christ and to develop a Christian mind in the student so that he/she may fulfill God's will for his/her life vocationally and personally. We pray that this will indeed be your experience as you join together with us to provide Christian education for your child(ren).

## **USING YOUR HANDBOOK**

This handbook has been carefully designed to provide parents with a quick reference guide to various aspects of Tri-County Christian School (TCCS). It clearly lays out the various philosophies, policies, beliefs, and procedures by which the school operates. All families are required to read through the entire handbook before beginning the enrollment or re-enrollment process. New families need to carefully study the Specific Admission Requirements section on pages 13 and 14 before making application to TCCS. The detailed Table of Contents and the Index (at the back of the handbook) will enable you to quickly obtain answers to various questions you might have throughout the school year. A Preschool/Kindergarten Quick Reference Guide is located in the index. Please retain this handbook for use in future school years. If you have any questions or need clarification regarding any school policy, please make an appointment with the administrator.



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## I. MISSION AND EDUCATIONAL PHILOSOPHY

### OUR MISSION

**The Mission of Tri-County Christian School is to provide the Christian family with Christ-centered educational experiences, emphasizing the development of Christian character, educational excellence and preparation for a lifetime of service to God and man.**

The Tri-County Christian School Association was originally created in 1981 to provide quality Christian education for Carroll, Ogle, and Stephenson counties. We believe that such Bible-based education can best be provided by the united efforts of concerned Christians from various evangelical churches.

### OUR EDUCATIONAL PHILOSOPHY

1. All education takes place within a philosophical framework. For the Christian, that framework is found in the Bible. A truly Christian philosophy of education must find its starting point in the Scriptures of the Old and New Testaments. We believe that the Bible is both authoritative and inerrant and is God's complete revelation concerning all matters of faith and practice.
2. God is the Creator of all things and by His divine providence the sustainer of all things (Colossians 1:15-17 and Romans 11:36). Therefore, God is at the center of every aspect of life, including education. As a result, every academic subject bears a particular relationship to God, and that connection must be made manifest in our teaching. This process of integrating faith and knowledge is a prerequisite for developing a biblical worldview.
3. The Bible clearly teaches that man was originally created in the image of God, that is, in true righteousness and holiness. However, as a result of his sin, man fell from grace and is spiritually dead in trespasses and sin. From an educational perspective, the implications of this fact must be taken into account. Since man is a sinner by his Adamic nature and by his personal choice, he cannot know God, nor can he understand spiritual things (1Corinthians 2:2-14). God, though, has not left man in such a sorry state. Through the sacrificial death of Jesus Christ and through the regenerating work of the Holy Spirit, man can be created anew. This new birth experience is a necessity in the student for a true Christian education to occur.
4. A proper view of man is one that recognizes all aspects of his being. That is, a true view will realize that man is comprised of a mind, a body, and a spirit. Apart from the spiritual life available in Christ, no person is complete. Any education that does not extend to the spiritual component of students is likewise incomplete. Christian education thus deals with the whole person; mind, body, and spirit.

5. The family was the first social unit instituted by God. God gave the responsibility for the nurture and upbringing of children to the parents (Deuteronomy 6:6-9). The Christian school exists to assist Christian parents in the solemn responsibility of parenting children in a godless society. The school cannot make up for the lack of spiritual values and training in the student's home.
6. The Christian educator is to be a guide or resource person in the wonderful experience of learning. Personal conversion is a necessity in the life of a teacher. The educator must have experienced the reality of what he/she is teaching or the result will be nothing more than hypocrisy and utter futility. It is necessary that the teacher be both a Christian and an educator. As a Christian, the teacher will have experienced the reality of God's power and will possess God's Spirit to empower his/her teaching. As an educator, he/she functions in accordance with those educational principles contained in the Scriptures. The Christian teacher should be a leader who exemplifies in his/her personal life what he/she is teaching.
7. A philosophy of education must speak to the purpose for which it is educating young people. In short, it must be the goal of a Christian school to produce young men and women who know how to think and act biblically in all areas of life. They must know how to distinguish God's wisdom from the wisdom of the world. Finally, they must be prepared to serve God in whatever vocation He leads them into.

## **OUR EDUCATIONAL OBJECTIVES**

1. For the spiritual growth of our students, we seek:
  - A. to teach the Bible as God's inerrant Word and to develop the proper attitudes toward it.
  - B. to teach the basic doctrines of the Christian faith as found in the Scriptures.
  - C. to lead the students into a personal, saving relationship with Jesus Christ as Lord and Savior.
  - D. to implant a desire to know and do the will of God.
  - E. to develop a biblical sense of right and wrong.
  - F. to assist students in developing for themselves a biblical worldview by integrating the Scriptures into their studies.
2. For our students' personal and social development, we aim:
  - A. to aid the students in developing a biblical self-image and personality based on a correct understanding and acceptance of themselves as God made them.
  - B. to assist the students in fully developing their own capabilities in Christ.
  - C. to teach students to respect and love their fellow man who are made "in God's image."
  - D. to promote physical fitness, healthy habits, and acknowledge the body as God's temple.
  - E. to teach the proper scriptural attitude toward material things and the need to use them for God's glory.
  - F. to impart a biblical view of life, stewardship of time and work, which are the prerequisite skills for all future endeavors.

3. Academically, the school strives:
  - A. to teach and encourage the use of good study habits.
  - B. to help the students acquire the necessary skills used in communicating with others, such as reading, writing, speaking, and listening.
  - C. to promote high academic standards without frustrating the students.
  - D. to teach the students according to their God-given abilities and achievement levels.
  - E. to develop creative and critical thinking skills that proceed from biblical presuppositions.
  - F. to enable the students to discuss current events and to relate them to God's plan for the world.
  - G. to impart an understanding of an appreciation for God's world, a knowledge of man's role with his environment, and his responsibility to use it properly.
  - H. to develop appreciation and enjoyment of the fine arts.
  
4. In working with the homes from which students come, the school wishes:
  - A. to work closely with the parents in every aspect of the student's development.
  - B. to assist families in making their homes Christ-centered.
  - C. to help parents understand TCCS's mission.
  - D. to encourage regular attendance and involvement in a local church.



## **II. RELIGIOUS AFFILIATIONS AND BELIEFS**

### **THE TRI-COUNTY CHRISTIAN SCHOOL ASSOCIATION**

Tri-County Christian School is an independent, not-for-profit, interdenominational ministry of the Tri-County Christian School Association. The Association was formed in 1981 to establish an interdenominational Christian school, which would make quality Christian education available to the general evangelical Christian community of the Freeport area. The school promotes only those common, central, biblical beliefs, which are shared by all conservative evangelical denominations.

TCCS is not connected to any one denomination. During any given school year, the members of Tri-County Christian School's Board of Directors represent a broad spectrum of churches, such as the Assemblies of God, Baptist, Christian Reformed, Church of God, Community, Evangelical Free, Free Methodist, Nazarene, Reformed, etc. Members of the school's staff also attend various conservative evangelical churches. During a typical school year, the student body is composed of families representing some 25 to 30 local churches.

Membership in the Tri-County Christian School Association is open to all families who enroll their child(ren) in one of TCCS's educational programs. Others from the general community are also eligible for membership if they are at least eighteen years old. To become an Association member, a person is required to be an active Christian believer and sign his/her full agreement with the Association's Mission Statement, Statement of Faith, and Educational Philosophy. The Board of Directors must approve all membership applications. The Association meets twice annually, in January and in May, to elect members to the Board of Directors and to approve other major policy or financial decisions. This elected Board of Directors meets monthly to carry out the Association's mission.

### **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL**

Tri-County Christian School is an active member of the Association of Christian Schools International (ACSI), which is the largest, and fastest growing Christian school association in the world. ACSI has more than 5,900 member schools which minister to over 1.4 million students. ACSI is an interdenominational fellowship which provides its member schools with a variety of services, e.g., legal guidance, regional teacher conventions, curriculum, and various student activities such as spelling bees, speech meets, math contests, athletic tournaments, etc.

### **Denominational Breakdown of Student Body**

Our students come from around 30 different churches representing several denominations.

## STATEMENT OF FAITH

1. We believe the Bible to be the only inspired, inerrant, and authoritative Word of God.
2. We believe there is one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the complete deity and perfect humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His ministry of intercession for His people, and in His personal return in power and glory.
4. We believe man was originally created in the image and after the likeness of God, and that through sin he fell and is therefore spiritually dead in trespasses and sin.
5. We believe in salvation by the sacrifice of Christ received by grace through faith alone.
6. We believe in the present ministry of the Holy Spirit in this world, which includes the convicting of the lost of sin, the regenerating and indwelling of all who believe, and the empowering of believers for service and godly living.
7. We believe in the bodily resurrection of the dead, the saved to the resurrection of eternal life, and the lost to the resurrection of eternal punishment.
8. We believe in the spiritual unity of all believers under the headship of Jesus Christ.

## STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Tri-County Christian School as the local Body of Christ, and to provide a biblical role model to the Tri-County Christian School families and the community, it is imperative that all persons employed by Tri-County Christian School in any capacity, or who serve as volunteers, agree to and abide by the Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Tri-County Christian School.

**Commented [WS1]:** Statement on Marriage, Gender, and Sexuality be added here.

## Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Tri-County Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Tri-County Christian School's final interpretive authority on the Bible's meaning and application.

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## Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

**Commented [WS3]:** This would be added here.

**Commented [WS4]:** I suggest this get added to page 9.



### III. ADMISSION PROCEDURES (All Grades)

Admission to Tri-County Christian School is obtained by:

1. Filling out a written application.
2. Paying a registration fee.
3. Scheduling a family interview with the administrator.
4. Passing an entrance test. (if needed and requested by administrator)

Commented [A55]: Added wording

It is essential that prospective families carefully read the specific admissions requirements listed on the next page paying special attention to the spiritual, family values and immunization/physical requirements. The school seeks to minister to all children but finds that due to its limited financial resources and staff, it is unable to serve students who have severe academic or emotional needs. Enrollment forms and information concerning current tuition rates and payment plans may be obtained by contacting the school office.

#### ANNUAL ADMISSIONS CALENDAR

February 1	Enrollment Begins
April 1-30*	Families may apply for need-based financial aid
June 15	Families are informed of the amount of financial aid awarded
July 1	First of eleven tuition payments is due
August 5	Family loses slots in classes if first tuition payment is not received.

\*Any requests for financial aid received after this date will be handled on a case-by-case basis by the financial aid committee (outside the school offices).

#### ANNUAL RE-ENROLLMENT

All students must be readmitted each year by submitting new enrollment forms and paying the annual enrollment fee. A discount off the regular registration fee is given to families re-enrolling before April 1.

TCCS reserves the right to limit enrollment to existing families during the first two weeks of February.

All applications are taken on a first-come, first-enrolled basis.

#### COMMUNICABLE DISEASE POLICY

Students admitted to Tri-County Christian School shall be protected from influences negatively affecting their well being. The school shall exclude students from classes who are currently infected with live (active) viruses from illness and diseases of communicable nature.

## KINDERGARTEN ENTRANCE REQUIREMENTS

1. Applicants must be five years of age by September 1. Under atypical circumstances there is an early entrance policy that must be adhered to. For further information please contact the Administrator.
2. Readiness test: The Brigance Kindergarten Screen is administered so as to determine a student's readiness for kindergarten.
3. Obtain all required immunizations.
4. A physical exam must be obtained within the previous 12 months prior to the first day of school.
5. Present a copy of the child's birth certificate.
6. Enrollment is not official or complete until the school office has possession of both completed registration forms and payment of registration fees.

## MANDATORY JULY TUITION PAYMENT

If a family fails to make its July 1 tuition payment by August 5, the school reserves the right to consider the family as having withdrawn from school and to assign the family's reserved classroom slot to someone else on the waiting list.

## NON-DISCRIMINATION POLICY

TCCS 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 or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and other school programs.

## PRESCHOOL ENTRANCE REQUIREMENTS

1. Applicants for three-day per week and five-day per week classes must be four years of age by September 1.
2. Applicants for two-day per week classes must be three years of age by September 1.
3. Health: All students enrolling must be potty-trained and be able to perform personal bathroom hygiene. Applicants must also present a physical exam obtained within the previous 12 months prior to the first day of school.
4. Present a copy of the child's birth certificate.
5. Immunizations: Required to be up-to-date.
6. Enrollment is not official or complete until the school office has possession of both completed registration forms and payment of registration fees.

**Commented [AS6]:** Changed wording to match Kindergarten Entrance Requirements wording

## PROBATIONAL STATUS OF NEW STUDENTS

All new students are accepted on a nine-week academic and behavioral probationary period.

## PROPER GRADE PLACEMENT

The school reserves the right to place each student in the grade level or class that is best suited to his/her individual needs, developmental maturity and scholastic abilities.

## REGISTRATION FEE REFUND

Registration fees, less testing fee (if applicable), will be refunded if a family is not accepted by the school. If a family moves more than 35 miles from Tri-County Christian School's campus before August 1, their registration fees, less \$25 will be refunded. A \$10 per student testing fee will be deducted before a refund is issued (if applicable).

## SPECIFIC ADMISSIONS REQUIREMENTS

### 1. Agreement with Tri-County Christian School's Mission/Beliefs:

All families are required to read the school's Mission Statement and Statement of Faith and understand that these statements are the foundation of the school's curricula, policies, and educational philosophy. Parents are also required to annually sign their agreement to have their children taught according to Tri-County Christian School's value system, Statement of Faith, philosophy of education, etc. All families will be asked to read and sign a statement that they agree with the Matthew 18 principle of solving conflicts. Any conflicts will be handled with the classroom teacher first. If not resolved, the teacher will contact the principal for a meeting with parents, teacher, and principal. If no resolution, the principal will contact the board president if further action is needed.

### 2. Lifestyle/Family Values:

Tri-County Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere, values, lifestyle, or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### 3. Student's Attitude and Cooperation Requirement:

All students whether they be from Christian or non-Christian homes are required to conform to and to maintain positive, cooperative, non-antagonistic attitudes towards Tri-County Christian School's biblical teachings, values, and lifestyle requirements. TCCS reserves the right to either dismiss or not re-enroll students who are antagonistic in these areas or who seek to propagate other opposing theological systems or lifestyles. Students and parents will receive a written explanation of classroom rules, grading practices, and discipline policy. Student and parents are asked to sign a form that they agree to and understand the classroom policies.

### 4. Birth Certificate

All entering new students must provide a copy of his/her birth certificate.

**Commented [AS7]:** Added in.  
All following items were moved down a number.

### 5. Immunization and Physicals:

All entering students must provide proof of having received required immunizations. In addition, state law requires that children entering preschool, kindergarten, and sixth grade

must have a physical exam. New students coming from another state as well as homeschoolers are also required to have a physical. Documentation should be submitted to the office by the first day of school. If documentation is not received by October 15 the student will be excluded from school, according to state law, until documentation is received. In addition, all students entering kindergarten, second and sixth grades will be required to have an oral health examination before May 15 of that school year. All children entering kindergarten are required to have a comprehensive eye exam performed by a qualified eye doctor (such as optometrists or ophthalmologists).

**6. Family Interview:**

All new parents/guardians are required to be interviewed by the Administrator.

**Commented [AS8]:** Changed to reflect parent/guardian rather than just parent

**7. Entrance Testing/Screening: (Grades K-8)**

Some prospective students, kindergarten through eighth grade are given entrance tests to determine grade placement and to determine if the school will be able to meet the student's academic needs. There is a \$10 per student testing fee for prospective students. This fee must be paid at the time of testing. Students from TCCS's preschool are usually screened for developmental maturity before they are accepted into kindergarten.

## **IV. ACADEMIC PROGRAM**

### **ACADEMIC OBJECTIVES**

TCCS's academic goal for each individual student is that he/she experiences success while working up to his/her God-given capabilities. The school strives to preserve each child's self image while effectively educating his/her mind. The school thus aims to place each child at a level of instruction that will allow him/her to experience this success without undue frustration and stress. Grade placement may be determined through entrance testing

### **ACADEMIC STANDARDS**

Tri-County Christian School aims for its students to achieve above national grade levels. This is necessary because the national grade level across America has been lowered substantially over the past four decades. Presently, a majority of students in Tri-County Christian School score an average of twelve to eighteen months above the national norm on standardized national achievement tests. In an average year approximately 75% of TCCS students score above national grade level. The school feels this is a desirable goal since our children will live in a society in which the mastery of basic skills will be essential to their vocational success.

### **ACCELERATED MATH TRACK**

On the middle school level, Tri-County Christian School offers flexible math tracks. This allows accelerated students to skip either 5th or 6th grade math, enabling them to take Algebra II in 8th grade.

### **ATHLETICS – See Section XIII**

### **BOOKS AND SUPPLIES**

The book rental fee covers the cost of most required textbooks and workbooks. Pen, pencils, homework planners, notebooks, crayons, glue, etc., are to be supplied by the parents. Students are responsible to pay for any excessive wear or damage to the textbooks they have on loan from TCCS. The school provides each 1<sup>st</sup> Grade student and any new students in grades 2-8 with a NIV Study Bible.

### **CONFERENCES WITH TEACHERS**

Regular parent/teacher conferences are scheduled twice annually for all grades Preschool-8<sup>th</sup>. If parents desire conferences at other times, they should contact teachers before 8:30 a.m. or after 3:20 p.m. to set up a conference. Whenever problems arise, parents should always follow the principles of Matthew 18 and personally confer with their child's teacher before having any discussion with other parents, teachers, the administrator or a board member. In the event that the parent is dissatisfied with the teacher's response, the teacher would set up an appointment for parent and teacher to meet together with the administrator.

## **CUMULATIVE FILE REVIEW RIGHTS**

State law gives parents full rights to review the contents of their children's academic cumulative files. Parents are required to present a written request to the school 24 hours in advance. Parents may request that any non-academic material of a derogatory nature be removed from their child's file.

## **CURRICULUM OVERVIEW**

Emphasis is placed upon the students' masteries of academic fundamentals and upon their spiritual development for service in the Kingdom of God. The school uses traditional textbooks published by various leading publishers, both Christian and non-Christian. These publishers include A Beka, Bob Jones, Scott Foresman, Glencoe, Holt, Rinehart & Winston, MacMillan, Saxon, ACSI's Purposeful Design, and Summit Ministries. The school's curriculum is designed for the average and above average student. It places strong emphasis on the basic skills of reading, writing, and math, as well as on moral and spiritual values. Starting in kindergarten, phonics are used as the basis of all reading and spelling instruction. TCCS's basic curriculum covers the following subject areas: Science, Social Studies, History, Spelling, Math, Reading, Physical Education, Bible, Music, and Language.

## **DISCIPLINE IN CLASSROOMS**

Tri-County Christian School uses various adaptations of the Assertive Discipline system to maintain quiet and orderly classrooms. This highly effective and widely used disciplinary system requires complete cooperation between teacher and parent through the utilization of frequent notes and phone calls in response to chronic misbehavior. Corporal punishment is not used at any grade level. Refer to Section IX in this handbook for an in-depth discussion of school rules and discipline procedures. Student and parents are asked to sign a form that they agree to and understand the classroom policies.

## **EXTRA-CURRICULAR ACTIVITIES**

TCCS offers students a wide range of extra-curricular activities. Besides several basketball teams, students also have opportunities to participate in various spelling bees, speech meets, writing contests, math competitions, spirit week, Christmas programs, etc. Students who participate in after school extra-curricular activities must have a parental permission slip on file in the school office.

## **FACULTY QUALIFICATIONS**

Tri-County Christian School believes that children learn as much from their teacher's attitudes and role modeling as from planned classroom instruction. In light of this conviction, members of the school's faculty are selected for both spiritual maturity and professional ability. All full time teachers in grades Preschool-8 hold professional teaching credentials

## FIELD TRIPS

One of the most profitable experiences a student can have is a well-planned field trip. Teachers schedule field trips when appropriate and with an educational goal in mind. Students must have a permission slip, signed by a parent, before being permitted to go on field trips. Seatbelts must be worn by all passengers while on any school-related activity. Students are expected to abide by all regular school rules and the school's dress code while on field trips. They must have their teacher's permission to take radios, tape/CD players or hand-held games on field trips. Volunteer parent drivers are necessary since the school does not own a bus. Drivers who volunteer to drive on school events need to be aware that the school's insurance does not cover them in the event of an accident. All volunteer drivers are asked to provide the office with documentation showing that they carry adequate insurance on their vehicles and a current driver's license.

## GRADING SCALE

Kindergarten - Even though no letter grades are given, they will receive report cards. The following evaluations will be used: "5" for excellent, "4" for good, "3" for average, "2" for needs improvement, and "1" for not yet introduced.

### Grades 1 through 8:

A+	100	C	80-82
A	95-99	C-	75-79
A-	93-94	D+	73-74
B+	90-92	D	71-72
B	88-89	D-	69-70
B-	85-87	F	0-68
C+	83-84		

It is important that children be encouraged to work to the best of their abilities, but parents must remember that all students can not be expected to receive A's or B's.

## HOMEWORK GUIDELINES

TCCS believes that homework is an integral part of the school program and that homework should reinforce skills and concepts learned in class. Homework teaches students to work independently as well as prepare students for upcoming class topics. Homework also develops study habits which are essential for success in later grades.

Students in grades 1-5 are usually not assigned specific homework on weekends. Exceptions to this policy would occur when a student chooses to do work on long-term assignments such as book reports, science projects etc., or when a child is in need of remedial work. The following guidelines govern nightly homework assignments:

Grades 1-2	10-30 minutes
Grade 3	10-45 minutes
Grades 4-5	30-60 minutes
Grades 6-8	30-90 minutes

If a student fails to complete regular classroom assignments he/she may be required to complete that work as homework. Time spent completing such work does not apply to the suggested homework time limit. The above guidelines are of a general nature and are aimed at the average student. Slow working or weaker students will usually exceed these guidelines.

## **JUNIOR HIGH HOMEWORK POLICY**

All homework must be completed the following day unless otherwise stated by the teacher. Students missing school for illness or other excused absences will be given the number of days absent plus one to turn in all homework assignments (for example, if a student misses three days he or she will have four days after returning to finish all assignments). Any student leaving for an extended vacation should get assignments from all teachers BEFORE leaving. Teachers should be notified one week prior to the student's absence. Upon returning students will be given an additional two days to complete assignments.

All late assignments will be given an automatic 10% grade deduction per day.

## **JUNIOR HIGH GPA (Grade Point Average)**

Students in grades 6–8 receive letter grades in Music and P.E. that are used in calculating their Grade Point Averages when determining honor rolls.

## **HONOR ROLL POLICY**

A student is eligible for the A honor roll if they have an A **average** for their core subjects and “special” subjects: music, etc. The same criteria would be applicable for the B honor roll.

All course work would receive a percent grade. All “specials” would be combined for a percent that would be averaged with the other core subjects.

## **MAKE-UP WORK POLICY**

Make-up work should be completed in a reasonable time after the student returns to school. It will sometimes be done at recess, after school, at home, or during special classes at the discretion of the teacher. Students are given the number of days absent plus one day to complete homework due to illness.

## **BACK-TO-SCHOOL ORIENTATIONS**

Back-to-School orientations for all grades are held each fall. Preschool and kindergarten students are asked to attend special daytime student orientations where students are introduced to their teachers, tour the school campus, and are shown their classrooms.

## **PARENT VOLUNTEERS**

The school needs and welcomes parent volunteers to participate in various activities such as field trips, parties, and other special events. Please contact your child's teacher if you are able to help. See Field Trips on page 16 for specific driver requirements.

## **PARTIES AT SCHOOL**

Tri County participates in three parties during the school year for elementary grades. The autumn party is held at the end of October, Christmas party in December and Valentine's Party in February. We do not hold private parties for children.

## **PRIVATE PARTIES AND VALENTINE CARDS**

Each school year across America children's feelings are crushed when they are "left out" of the private party invitation circuit. At TCCS we would ask that families consider the feelings of the left out children by doing one of the following:

1. Either mail invitations to selected friends, or
2. Invite all the students of your child's gender (i.e., all the boys, all the girls).

We would ask that private parties be planned so that no one or two students are left out while the rest of the class is invited. This principle also applies to Valentine's Day. It expresses the greatest "true" love when valentines are given to everyone in the group. Let's show the compassion of Christ.

## **RELIGIOUS INSTRUCTION AND CHAPEL**

Bible instruction is integrated in each classroom throughout the day. Students also receive formal religious instruction at each grade level. This includes prayer and teaching from the Bible. It may also include singing of hymns and choruses, Scripture memorization, Bible games, etc. An effort is made to lead every student to accept Christ as his/her personal Savior. Students from many denominations attend Tri-County Christian School. It is not the school's purpose to weaken their denominational ties but rather to provide them with a basic understanding of the fundamental principles of successful Christian living and of the basic events, characters, and doctrines of the Bible. Once a week, in lieu of Bible classes, chapels are held. Parents are invited to attend these chapel services. Tri-County Christian School uses the NIV Bible in all Bible classes.

**Note: Bible/religious studies are not optional.**

Students' continuation at TCCS requires that they diligently apply themselves in these classes.

## **REPORT CARDS**

Report cards are issued four times per year, at the conclusion of each 9-week grading period. In addition, all students in 1-8 are issued a midterm report for the 1st marking period. From that point on, midterm reports are only issued as needed for individual students except in grades 1, 6, 7 and 8 where midterms are issued each grading period.

## **RETENTION POLICY**

Whenever the school feels the retention of a student is necessary, a conference will be scheduled with the parents, classroom teacher, and administrator. The desired goal of this conference is to gain parental consent for retention. We recognize this consent is a vital component for the retention to be effective. Generally, the school will not retain a student without parental consent. However, in some instances in which the school believes that promotion would be educationally detrimental to a student, the school reserves the right to retain a student if he/she plans to

continue as a student at TCCS. A student may not fail more than one core subject in order to move on to the next grade level.

## **SERVICE PROJECTS**

As part of its mission, Tri-County Christian School seeks to train students for service to their community. Each classroom chooses a community service project which involves students in either ministering to various groups in the Freeport area or carrying out work projects.

## **VISITING CLASSROOMS**

Parents are encouraged to visit their child's class from time to time but the school does ask them to observe the following procedures.

1. Please pre-arrange a mutually agreed upon time with the teacher.
2. Remember that a short visit does not give a full picture of what occurs throughout the whole school day.
3. Keep the visit fairly short since a parent's presence in the classroom may intimidate other children in the class.
4. Arrange a later conference time to discuss any concerns which may have risen from their visit.

## **VOLUNTEERS**

Volunteers are a huge part of what makes Tri-County Christian School possible. TCCS families are asked to be a part of our Family Volunteer Program. The purpose of the program is to reduce the operating costs of the school (keep tuition costs down), by providing volunteer opportunities to our families. Having essential tasks performed on a volunteer basis prevents us from having to pay staff for additional hours in order to accomplish these tasks.

This program is based off of well-established programs successfully being used in other schools and has been highly successful since its start. We have seen volunteerism increase as families have had greater success in finding ways to help out and to get connected.

## **V. FINANCIAL POLICIES AND PROCEDURES**

It is hoped that families would view it as a privilege for their children to attend Tri-County Christian School. The actual cost of educating students is subsidized by the gifts of faithful donors, and by the financial sacrifices of the staff. The goal for the school is to provide adequate facilities, equipment, and instruction for the development of Christian character in the lives of those young people entrusted to its care. In order for the school to achieve these goals, parents are expected to do their part by paying all financial obligations when due and cheerfully participating in all school fundraisers.

### **FINANCIAL AID**

The school awards financial aid annually as funds are available. Aid is only available for students in full day K-8. The maximum amount awarded in these need-based financial grants is 45% of the family's total tuition. Families applying for financial aid are required to document their financial status by submitting an itemized breakdown of their monthly expenses with copies of their previous year's federal tax return. Only the three members of the Financial Aid Committee are ever made aware of the specifics of an applicant's financial situation. Financial Aid applications should be submitted to the office by April 30. The committee usually makes final financial aid decisions by June 15.

### **FUNDRAISING OBLIGATIONS**

Since the families of Tri-County Christian School are paying only a portion of the actual cost of educating their children, the school board feels that all families have a moral obligation to participate in school fundraisers. In the event that a family is unable to carry its share, the school asks that parents consider giving a cash donation equivalent to the profit their children would have earned if they had participated in the fundraiser.

### **NECESSITY OF GIFT INCOME**

Tri-County Christian School depends upon four sources of income: tuition, fees, fundraising and gifts. Since tuition only provides a portion of the total operating budget, the school depends heavily on gifts from school parents, grandparents, etc. It has been the intent of the school to keep the tuition as low as possible so that all families can afford to enroll their children. The Board of Directors would like to encourage every family to make additional gifts to the school. Every gift, whether large or small is gratefully received. We believe that God will greatly use every gift to enhance the ministry of the school. Several churches have placed Tri-County Christian School on their budget for support. We trust that other churches will follow their example.

### **ON-GOING FUNDRAISERS**

We all know the vital part fundraising plays in the life of Tri-County Christian School. Some of our fundraisers are big projects, like our auction and fall fundraiser. These fundraisers bring in the majority of our fundraising money. Tri-County Christian School also participates in some ongoing fundraisers that help us bridge "the gap" between the cost of tuition and our actual expenses.

- AmazonSmile
- Bearly Used
- Campbell's Labels for Education
- General Mills Box Tops for Education
- iGive
- Funding Factory empty inkjet and laser cartridges
- Scrip

**Commented [AS9]:** Updated the list and put in alphabetical order

## REGISTRATION FEE

There is an annual registration fee for both first time and returning children. This fee must be paid before a student is considered officially enrolled.

## TUITION PAYMENT POLICIES

- All tuition installment payments are due by the first of the month. A late charge of \$10 will be assessed for any payment received after the 15th of the month.
- If payment is not received by the end of the month, the student(s) may not be allowed to attend classes the following month until tuition is brought current.
- Transcripts, grades, and other documents may be withheld by the school until tuition is paid in full; these documents can legally only be withheld from parents, not from schools.
- A child shall not be permitted to enroll for subsequent years until all prior tuition is paid. Tuition payments should be sent to the school office in clearly labeled envelopes.
- We encourage you to make all payments by check. The returned check fee is \$15. If the check is for multiple payments (tuition, milk, books, etc.), it should be properly itemized.

## TUITION PAYMENT PLANS

Parents may choose from two different payment plans:

**Plan A:** Lump sum payment by July 15. A 2% per student discount is given.

**Plan B:** Eleven monthly installments (July through May)

## VI. DAILY SCHEDULE AND ATTENDANCE POLICIES

### SCHOOL HOURS

#### Preschool

Morning Schedule	8:30 a.m. – 11:30 a.m.
*Afternoon Schedule	12:30 p.m. – 3:00 p.m.
	*(if offered)

#### Grades Kindergarten-8

Regular Schedule	8:30 a.m. – 3:10 p.m. ( <u>Tardy after 8:35 a.m.</u> )
Half Day Schedule	8:30 a.m. – 11:40 a.m.

Students arriving before **8:15** need to report to Latchkey.

### TARDY POLICY/PROCEDURE

The TCCS school day starts at 8:30 a.m. and students are considered tardy after the 8:35 a.m. bell. Students must be in their classroom by that bell. One of the most valuable life skills that a student can learn is taking the responsibility of arriving everyday on time. The whole tone of a student's day is set in the first part of the morning.

A student arriving tardy must have a parent sign them in at the office. A tardy pass will be given for either excused or unexcused tardiness. An excused tardy is defined as bus, medical (with documentation), or weather-related issues.

Three unexcused tardies in a semester will result in contact from the school. All unexcused tardies after three in a semester will result in afterschool detentions with further unexcused tardies requiring a meeting with the school administrator.

### ABSENT POLICY/PROCEDURE

Regular attendance is an important factor in a child's adjustment to school and is imperative to good learning. Please avoid any unnecessary absences.

If your child is absent due to illness or emergency, please notify the school office between 8:10 and 8:55 a.m. Absences other than sickness or emergency will be excused only if arrangements are made in advance with the school administrator.

A student who misses more than one hour of school, morning or afternoon, will be considered to have been absent 1/2 day. If the child misses less than an hour of unexcused time, morning or afternoon, he/she will be considered tardy.

#### Excessive Absences

Students who are absent from classes more than 20% of the prescribed class days (instructional time) may be in jeopardy of not being prepared to move on to the next grade level and in need of retention. Also, any student who is absent for more than three consecutive days must return to school with a written doctor's excuse or speak with the administrator.

## **FAMILY VACATION POLICY**

In the event of a family vacation during the school year, the parents should give the teacher at least a one week notice of an extended absence. Parents who choose to take a family vacation assume responsibility for helping the child with all schoolwork missed. Students will be given the amount of days missed plus one day to complete homework while away.

## VII. HEALTH AND MEDICAL INFORMATION

### CONTAGIOUS DISEASES

Tri-County Christian School has conferred with the county health department for assistance in controlling communicable diseases. To protect all children as much as possible, the following policies will be followed.

1. Many diseases are not easily detected during the communicable period; however, the following symptoms are often warnings or signs of a communicable disease. Children should be kept home if they display any of the following symptoms:

nausea or vomiting, sore throat, excessive runny nose, headache, fever (100° or more), earache, red or discharging eyes, chronic sneezing, skin eruptions or rashes, flushed skin or chills, swollen glands.

2. Children, who are at school when these symptoms appear, will be isolated from other students and their parents will be notified to pick them up. To protect other students from communicable diseases the school requires that students who become ill with the following communicable illnesses; measles, chicken pox, mumps, scarlet fever, hepatitis, impetigo, conjunctivitis, aids, and streptococcal sore throat, not return to school until they are definitely beyond the contagious stage and are free of all open sores or other possibly contagious symptoms. For the more serious diseases, the school reserves the right to require a written release from a physician or the health department before a student is allowed back in class.

### DISPENSATION OF MEDICATION AT SCHOOL

Medication may be administered to children at school if it is absolutely necessary for the critical health and well being of the student. **Under no circumstances may students keep medication or vitamins on their person for self-administering.**

The following guidelines must be adhered to:

1. **All medications will be kept in the office or left with your child's teacher.** Daily (once-a-day) medications will be dispensed during the noon hour according to a prearranged schedule. P.R.N. inhalers may be self-administered but will need a special permission form completed by the physician and the parent.
2. **Written physician instructions must be provided** to the school detailing the name of the drug, size of dosage, and the time when the medication is to be given.
3. **A signed parental request** from the parent or guardian of the pupil is necessary requesting that the medication be administered by the school staff. Medications should be brought to the school by the parent or guardian.
4. **Medication, in original container,** must be brought to the school appropriately labeled by the pharmacy or physician and should not exceed a one-month supply.

5. The school staff will administer Tylenol to students on the condition that (1) authorization is given on the emergency form and (2) parents are available to give verbal consent over the phone. (See following pages.)
6. Medication permission slips (doctor and parent) must be renewed each school year.
7. Please note: Cough drops, Tylenol, and non-prescription drugs are also considered medication.

### **EMERGENCY INFORMATION**

It is absolutely essential that parents keep all emergency information completely current so that they may be quickly contacted in the event of illness or injury. The school will not be held responsible for any health problems caused by its inability to contact parents due to inadequate or outdated emergency information.

### **HEAD LICE**

It is our health policy that students are not allowed in class with either live or dead lice eggs or nits in their hair. Please contact the school office for additional details.

### **ILLNESS DURING SCHOOL DAY**

If a child becomes ill during the day or exhibits a temperature of 100° or more, the school will attempt to contact the parents. If the parents cannot be reached, the school will contact the next authorized person listed on the registration form. In the event that neither can be reached, the school will employ whatever means are reasonable or necessary in its discretion for the aid of the child.

## VIII. DRESS CODE REQUIREMENTS

While recognizing that true Christianity is a matter of the heart and not the outward appearance, it is true nonetheless that a Christian's outward appearance is important. Tri-County respects individual differences but also believes that it is important that all students present a neat Christ-honoring appearance. Research in education and business has indicated that how a person dresses affects both his/her self-esteem and his/her performance.

The following guidelines have been prepared in the interest of good grooming, consistency, and modesty. They are to be followed by all students.

1. Boys and girls should be dressed neatly, tastefully, and modestly. Clothing should be clean, in good repair, and not too tight. Girls are expected to wear proper undergarments according to their stage of development.
2. **Dresses and skirts should be of modest length – no more than two inches above the knee. Girls in lower grades are asked to wear shorts under their dresses. Leggings or jeggings may be worn underneath skirts, dresses, and long sweaters/tops as long as the top reaches mid-thigh.**
3. Shirts must cover the back and midriff **at all times in ALL activities.** The collar of the shirt must be modest and not cut too low. Shirts must not be too tight or see through (this will be at the discretion of the teacher). Unacceptable shirts include: tank tops or tank sweaters, spaghetti strap tops, and clothing advertising unacceptable practices or glorifying questionable personalities.
4. **Specifics for K – 8<sup>th</sup> Grade Girls: Pants (i.e. jeans, khakis, athletic pants, and dress pants) must be worn at or above the top of the hip and have no holes or rips. A belt must be worn for pants with a loose waistline. Yoga pants are not permitted. Skinny-cut pants may be worn as long as they hold the form of a pant when held up off the body and include back pockets. Keep in mind, skin tight garments like a leggings or joggings which have little to no form when held up off the body, may only be worn with a dress, skirt, or sweaters/tops as long as the top reaches mid-thigh.**

**Specific for K – 8<sup>th</sup> Grade Boys: Pants (jeans, khakis, athletic pants, and dress pants) must be worn at or above the top of the hip and have no holes or rips. A belt must be worn for pants with a loose waistline. Sweatpants are not permitted.**

**Exceptions for Preschool Students: Sweatpants are permitted.**

5. Students may wear shorts and capris to school from April 1 through October 31. Shorts must be at fingertip length. Spandex shorts and biker shorts are not acceptable attire.
6. Shoes must be worn at all times during the school day. Sandals must have a thick strap(s) that securely hold the shoe to the foot. Flip-flops and slippers are not acceptable footwear.
7. Students' hair may not be dyed unnatural colors such as green, purple, etc. Boys' hair must be masculine in appearance and cut in such a fashion so as to not hang in their eyes or extend more than one inch over the collar of a collared shirt. Parents should consult with the administrator and reach a mutual agreement before allowing their children to get a faddish hairstyle. Hats may not be worn during school hours.
8. Earrings are not acceptable attire for boys.

9. Tattoos (including temporary) are not acceptable where visible.
10. Junior high students must have proper P.E. attire in order to participate in gym class. P.E. clothes are to be worn ONLY during the P.E. period.

The items outlined do not necessarily comprise a complete list of questionable practices in contemporary dress. On occasion there may be situations where something may have to be brought to the attention of a student and/or the family, recognizing that there is always a degree of subjectivity involved. The decision of the school must prevail. The school reserves the right to change its rules and policies as situations or individual needs arise. **Repeated violations of these principles will result in detentions and/or suspensions.**

**Commented [WS10]:** Board will determine.

## IX. STUDENT CONDUCT AND DISCIPLINE

Commented [WS11]: Board will determine.

### CAMPUS SECURITY RULES

During the school day: Students may **never** leave the school grounds without parental permission. Students may not be removed from campus by someone other than their custodial parents during the school day without prior clearance through the office. Persons lacking pre-authorization must have either (1) a written note from the parent or authorized person **or** (2) definite phone verification by the parent or authorized person. Verbal verification without a note may not be honored.

All students coming on campus before 8:15 a.m. or remaining after 3:30 p.m. must be supervised. Students **must be** supervised at all times while on campus. They must stay within view of supervisors.

Bicycles may be brought to school at the students' own risk and should be secured by lock and chain. Dangerous or expensive items such as knives, guns, radios, tape/CD players or hand held games are not allowed on campus. Those bringing guns or knives to school face immediate suspension and/or expulsion. Neither the school nor its staff members will be responsible for any items brought from home by the student whether for use in the classroom or at recess.

### DISCIPLINE POLICY AND PROCEDURES

1. Discipline and its application at Tri-County Christian School is grounded in Scripture (see particularly Proverbs 12:1, 13:18 & 24, 22:15; I Corinthians 13; Ephesians 5:1-4; Hebrews 12; and Revelation 3:9).
2. Discipline at Tri-County Christian School seeks the following objectives:
  - a. To develop and maintain the optimum learning environment.
  - b. To correct behavior which is disruptive or destructive to the learning environment.
  - c. To train students in positive Christ honoring behavioral patterns that will be essential to them as adult believers and citizens.
  - d. To remove, as a last resort, disruptive or rebellious students so that the learning environment may be maintained.
3. The school's policies apply to students while they are at school, in vehicles on a school-sponsored activity, on public school buses, or at a school-recognized function. Students and parents will receive a written explanation of classroom rules, grading practices, and discipline policy. Student and parents are asked to sign a form that they agree to and understand the classroom policies.
4. Actions which give evidence of disregarding school rules (disrespect, lack of courtesy, and other such misconduct) shall be handled by the teacher in such ways as he/she deems best. Situations which are habitual or flagrant will be referred to the administrator.
5. There are several levels of disciplinary action. These levels are not necessarily progressive in the administration of discipline.

- a. Consequences for inappropriate behavior will be given at the lowest level of producing tension, such as eye contact, speaking with a student, etc.
  - b. Depending upon the severity of the behavior, the age of the child, and the circumstances, consequences may include but not be limited to: missed recess, detentions, demerits, exclusion from special activities, a note to the parents, a phone call to the parents, and/or a conference with the parents, teacher and administrator.
  - c. A student may be placed on probation, suspended, or expelled if he/she does not respond to the efforts of the school for changing inappropriate behavior.
6. Probation: Decisions regarding probation status are made by the administration in consultation with the teacher(s) involved. The probationary period will last for a period of nine weeks. If at the end of the probation period there is no significant improvement, as determined by the teacher and administrator, recommendation for expulsion will be given to the Board of Directors.
  7. Suspension: The administrator has, at all times, the authority to suspend a student. The length of any suspension will be from 1-10 days. Suspensions will be reported to the parents or legal guardians immediately with a full written statement of the reason(s) for suspension.
  8. Expulsion: A student may be expelled from school upon action by the Board of Directors. The board shall meet with the administrator and teacher(s) prior to taking this action.
  9. In its disciplinary procedures, Tri-County Christian School uses no form of corporal punishment.

## **GENERAL OUTSIDE RULES**

1. While students are waiting to enter the building before school or to be picked up after school, they are to stand in a quiet, orderly fashion. They are not to be riding bikes in the parking lot, throwing balls, roughhousing, playing tag, etc.
2. Balls may not be kicked or thrown against buildings. Stones, sand, snowballs, and objects other than balls are never to be thrown on school grounds.
3. Students are not permitted to play roughhousing type of games where other students are knocked down or where one student jumps on the back of another. Any form of fighting, even play fighting, will not be tolerated.

## **GENERAL RULES OF CONDUCT**

Students shall:

1. Show respect for the rights and property of others.
2. Show respect for teachers and their authority.
3. Take proper care of school property.
4. Walk slowly and quietly in the hallways.
5. Abstain from the use of tobacco, alcohol, and narcotics both at school and away from school.
6. Abstain from the use of all forms of profanity.
7. Abstain from gum chewing while on campus, including sports practice.
8. Abstain from the use of questionable music and participating in dancing at all school related events.

## **PLAYGROUND RULES**

1. Playground equipment must be used only as it was originally designed to be used. (No standing in swings or on tables, no running up slides, no throwing jump ropes, jumping or flipping off climbing bars, etc.)
2. No bikes or skateboards are allowed on the playground.
3. Balls are not to be kicked or bounced off the walls of any building.
4. Objects are not to be thrown (sand, toys, rocks, etc.). Students are not to be handling sand, rocks or sticks.
5. Obtain permission before retrieving balls from the parking lot.
6. Practice the golden rule - Don't snatch. Share balls, etc.
7. No pushing, fighting, pulling on clothing, tackle football, or wrestling allowed. This includes "King of the Mountain".
8. No name calling, teasing, taunting or profanity shall be allowed.
9. Students are to get a drink of water and/or go to the restroom before or after recess. They may not enter the building without permission.
10. Students may never leave the playground without permission.
11. Observe written rules for four square, tetherball, etc.
12. When others are waiting, use swings for a "50" count.
13. Baseballs and/or metal cleats are not allowed on the playground. Only tennis balls may be batted.
14. Students must stay within full view of their supervisor at all times except when given permission to do otherwise.
15. No form of tag or roughhousing is allowed on the slide or other playground equipment at any time.
16. Students are discouraged from bringing toys to school except for show and tell. Toys are brought to school at the student's own risk.
17. All students, preschool through 8<sup>th</sup> grades, are required to wear shoes on the playground at all times.
18. Tree climbing is not allowed.
19. Whoever takes a ball out is responsible for bringing it in.
20. Students are to walk in line to and from the playground area. . . No running.
21. Candy and gum are not allowed.

## **PRIVILEGE TO ATTEND**

Attendance at Tri-County Christian School is a privilege and not a right. Students forfeit this privilege if they or their parents do not conform to the standards and ideals of work and life at TCCS. The school will insist on the withdrawal of a student at any time for (1) inappropriate behavior or (2) if, in the opinion of the school, he/she does not conform to the spirit of the ministry of the school, or (3) is corrupting the morals and values of other students whether inside or outside the school. The school reserves the right to interpret rules and policies as individual situations and needs arise.

## **RESPECT FOR SCHOOL BUILDINGS**

Students are expected to respect all school/church property.

## **SCHOOL POLICY RE: SEXUAL HARASSMENT AND PROCEDURE FOR REPORTING:**

It is against both biblical principles and Federal law for a student or adult staff member to sexually harass students. Legally, sexual harassment is defined as any unwanted behavior, of a sexual nature, that makes a person feel uncomfortable, unsafe or threatened.

Since sexual harassment behaviors are both biblically unacceptable and illegal they will not be tolerated on school grounds, on school buses or at any school activities.

### **Guide to Disciplinary Action:**

1. Conference between the harasser and a TCCS staff member. Both TCCS's principal and the student's parents will be notified.
2. Demerits and detentions.
3. Suspension and/or expulsion.

### **Procedure to Report Sexual Harassment:**

The student should immediately communicate to the harasser the behavior is unwanted.

1. If the behavior is repeated, or serious with the first offense, the student or parent should report it to a staff person in authority; such as a teacher or principal. The staff person will inform the principal of the report.
2. The staff person shall be asked to document the incident. Documentation should include the seriousness of the situation and a description of the steps taken to prevent reoccurrence. This report will be given to the principal.
3. An administrative investigation will follow all repeated or chronic offenses.

### **Mandated Reporting**

In Illinois teachers and school personnel are "mandated reporters". Mandated reporters are required by law to report suspected child abuse (physical abuse, physical neglect, emotional abuse, sexual abuse) to the Illinois Department of Children and Family Services.

## **X. SEVERE WEATHER CLOSINGS & DISMISSALS**

### **CANCELLATION OF SCHOOL EVENTS**

All school-related meetings, sporting events, and other activities shall be cancelled whenever classes are dismissed early due to severe/dangerous driving conditions such as snow storms, ice storms, severe cold, severe tornado warnings, etc.

### **CLOSINGS OR EARLY DISMISSALS DUE TO INCLEMENT WEATHER**

Should it become necessary to cancel, delay the start of, or dismiss school early due to inclement weather or a disaster, parents will be notified as quickly as possible through announcements on the following radio and television stations:

WFRL-AM (1570)	WEKZ-FM (93.7)	WFPS-FM (92.1)
WTVO (17)	WREX (13)	WIFR (23)

It is the usual policy of TCCS to follow the decisions of Freeport District #145 in regard to school closings, delayed starts, and early dismissals.

However, there may be exceptions when TCCS will make a decision on closing or staying open differing from Freeport District #145. Primarily in situations where Freeport District #145 would need to close school due to extreme temperatures, TCCS may decide to remain open.

In the event of delayed starts and early dismissals, students who ride district #145 buses are able to utilize their regular buses but on an adjusted schedule.

Early dismissals will be announced on the above radio and TV stations. Thus, on bad weather days it is essential that parents stay tuned to one of the above mentioned stations since it is impossible for the school to phone each individual parent to notify him/her of early dismissals.

### **POLICY REGARDING WINTER RECESSES AND WINTER CLOTHING**

Students usually go outside for recess whenever possible. Thus, the school requires that students wear warm coats, hats, and gloves to school. When snow is available, students are allowed to play in it if they bring proper snow gear to school. Sleds may only be brought to school on special pre-announced "snow play" days. No snowboards are allowed. At no time are students allowed to make snowballs and throw them at another student.



## **XI. HOME/SCHOOL COMMUNICATIONS**

### **SCHOOL PHONE NUMBERS**

Main Office (815) 233-1876

### **OFFICE HOURS**

Regular School Year 8:00 a.m. - 4:00 p.m.

Summer Hours (M/W/F) 9:00 a.m. - 1:00 p.m.

During off-hours messages may be left on the school office answering machine.  
(815) 233-1876

### **WEEKLY NEWSLETTERS**

A weekly newsletter will be sent home on Thursdays with your child. Announcements for this newsletter must be submitted to the school secretary by 8:30 a.m. Wednesday or by Tuesday morning in the event of a shortened week.

### **CONTACTING TEACHERS**

Parents are asked to only phone teachers in grades K-8 after 3:20 p.m. Every teacher has an email address. This will be provided to parents at the Back-to-School Orientation.

### **DIRECTORY OF SCHOOL FAMILIES**

Each year in the fall, a school directory is published by Tri-County Christian School. This directory includes general information regarding all school families, staff members, and board members. The directory is not to be released to anyone outside the school, nor is it to be used by anyone outside the school for the purpose of soliciting families.

### **SCHOOL YEAR CALENDAR**

Tri-County Christian School's academic year is 174 days long. Tri-County Christian School's annual school calendar adheres closely to the Freeport District #145's calendar so as to facilitate bus transportation. The occasional difference between calendars usually relates to different in-service days or District #145 dismissing at noon. Classes usually commence around August 25 and conclude around June 1 depending on the number of snow days used by the school.

The school calendar is distributed at the beginning of each school year. The school attempts to remind parents of upcoming events in its weekly announcement sheet. It is essential that the office be notified of all newly scheduled school activities so that they may be recorded on the school's master planning calendar. Please check with the office before scheduling additional events.

## **SENDING NOTES OR MONEY TO SCHOOL**

Please send all written notes or monies to school in clearly labeled envelopes. Please itemize what monies are for on the check.

## **TELEPHONE MESSAGES**

You may leave messages with the office between the hours of 8:00 a.m. until 4:00 p.m. An answering machine is on during off hours. Students and teachers will not be called out of classes except in emergencies.

## **TELEPHONE USAGE BY STUDENTS**

Student use of the school phones will be limited to emergency situations only. All arrangements for transportation, (e.g., going to a friend's house or bringing a friend home) should be made in advance.

## **XII. TRANSPORTATION**

### **BUS TRANSPORTATION**

The school does not provide bus service but Illinois State Law allows for private school students to be transported on public school buses if the student lives (a) more than one and one-half miles from Tri-County Christian School's campus and (b) on a regular scheduled public school bus route. For the past several years Tri-County Christian School students have been transported on buses from the Freeport school district. In order to meet various bus schedules, Tri-County Christian School allows students flexibility in regards to arriving late to school or getting dismissed early. Parents wishing to investigate the availability of bus service for their children must personally contact Freeport School District at the following number:

Freeport Bus Garage (815) 232-0580

### **CAR POOLS**

Whenever it is workable, many families from the out-lying areas car-pool their children back and forth to school. New families may contact the school office in late summer to either obtain the names of other families who live in their neighborhood or to place their names on a car pool list.

### **SEATBELT, AIR BAG, AND CONVERTIBLE AUTO POLICIES**

Seatbelts must be worn by all students while traveling on any school-related activity. This includes the transporting of students across town for basketball practice and games. Students less than 5'2" in height or 100 lbs. in weight are not permitted to ride in the front passenger-side seats of vehicles equipped with air bags unless they are riding with their own parents. Students may not be transported in convertibles while on any school events.

### **LIABILITY INSURANCE NOTICE**

Drivers who volunteer to drive on school events need to be aware that the school's insurance does not cover them in the event of an accident. All volunteer drivers are asked to provide the office with documentation showing that they carry adequate insurance on their vehicles and a current driver's license.



### **XIII. ATHLETICS**

Tri-County Christian School provides its fourth through eighth grade students with the opportunity to participate in extra-curricular, interscholastic sports. It should be understood by all participants and parents that classroom academics take priority over the extra-curricular, interscholastic sports program. Items related to this understanding are addressed in the separate athletic code provided to and signed by both participants and parents.

#### **ANNUAL ATHLETIC FEE**

Each athlete (including participating homeschoolers) is required to pay an annual sports fee.

#### **ATHLETIC CODE OF CONDUCT**

Athletes must sign and follow the school's Athletic Code of Conduct as a condition for playing on a TCCS team. This code, which is handed out to families each fall, details the expectations TCCS has for both players and parents.

#### **ATHLETIC PHILOSOPHY**

Christian school athletics should clearly reflect the spirit of the Lord Jesus Christ. Christian athletes have an obligation to conduct themselves at all times in a manner that is pleasing and honoring to the Lord. Competition and participation in athletic events contributes to the physical, mental and spiritual development of Christian school students. It provides students with the opportunity to test and display their skills before others. In the heat of competition players must conduct themselves as Christians in their relationships with game officials, spectators on both sides, and with opposing team players. Christian athletes should perform with a total release of their mental and physical energies to the glory of God. In Christian school athletic contests the Holy Spirit must supersede individual school and team spirit. God's Word says "If we live by the Spirit, let us also walk by the Spirit." (Gal. 5:25) Christian school crowds and players should remember that Jesus Christ is in the audience at every contest.

#### **PARENT ROLE/RESPONSIBILITIES**

Even in athletics, TCCS believes that parents have the ultimate responsibility to see that their children learn eternal values and develop healthy bodies for the glory of God. Therefore, parents must view themselves as partners with the coaches in using athletics to mold and shape godly character and faith. As partners with the coaches, TCCS parents are expected to spiritually and physically support coaches through prayer, following the Matthew 18 principle, helping set-up/take down equipment, transporting players to games, encouraging their children, and picking up their children promptly after practices. Parents are also expected to assist in fundraising activities.

#### **SPIRITUAL OBJECTIVES**

1. To provide a Christian environment for players to glorify God and to develop their athletic talents.
2. To instill in the players an attitude about sportsmanship and respect for players, coaches, fans

and officials that is consistent with biblical values.

3. To provide a Christ-like witness to the players and spectators of the other teams with whom we compete.

## **SPORTS INSURANCE**

The school does not carry sports insurance on its athletes. Parents are, therefore, fully responsible for providing medical insurance for their children who participate on any TCCS sports teams.

## **SPORTSMANSHIP REQUIREMENTS**

Players and fans should enter each contest with great enthusiasm. However, at no time will name-calling, booing, or degrading opponents and referees be tolerated of TCCS parents, fans, or athletes. If there is any conduct that is inappropriate, that individual will be asked to immediately leave the athletic event.

## **TEAM PHYSICALS**

All students participating in sports must furnish evidence that they have had a physical exam within one year prior to the date that practices begin.

## **XIV. MISCELLANEOUS INFORMATION**

### **ANNUAL RE-ENROLLMENT**

All students must be readmitted each year by submitting new enrollment forms and paying the annual enrollment fee. A discount off the regular registration fee is given to families re-enrolling before April 1. Enrollment begins February 1. TCCS reserves the right to limit enrollment to existing families during the first two weeks of February. All applications are taken on a first-come, first-enrolled basis.

### **COMMUNICABLE DISEASE POLICY**

Students admitted to Tri-County Christian School shall be protected from influences negatively affecting their well being. The school shall exclude students from classes who are currently infected with live (active) viruses from illnesses and diseases of a communicable nature.

### **DEALING WITH CONFLICTS**

The Bible in Matthew 18 gives specific instructions on how to deal with interpersonal relations. Tri-County Christian School puts into practice this Matthew 18 principle. Accordingly, if a problem develops, first go to the teacher involved and try to resolve the issue. If not resolved, the teacher will contact the principal for a meeting with parents, teacher, and principal. If no resolution, the principal will contact the board president if further action is needed.

### **HOT LUNCH PROGRAM**

Hot lunches, prepared by Freeport District #145, are available to students in grades K-8. The office will distribute instructions on procedures for ordering hot lunches with the first lunch menu. Due to the lack of facilities and microwaves, the lunch staff is not able to warm up individual lunches which students bring from home. Volunteers are needed on a daily basis to help serve these hot lunches. Please contact the office if you are able to help serve, even if it's only once per month. In addition, no soft drinks or full-size candy bars (or any candy larger than snack-size) are allowed at lunch.

### **LATCHKEY SERVICES**

Latchkey services are offered on school days. As needed, these services are available between 6:00-8:15 a.m. and 3:15-6:00 p.m. It may be possible to make occasional special arrangements for earlier or later hours with the latchkey worker if made in advance (24 hours). The afternoon session of latchkey is not available on half days of school.

Punch cards are used by the latchkey worker and must be purchased in advance. Time is charged by the ¼ hour. To find out what the current latchkey charges are, call the school office. Late fees will apply whenever students are not picked up by 6:00 p.m.

## **MILK PROGRAM**

Milk in cartons is available to all students for their lunches. Students in classes with a mid-morning snack may purchase milk for snack time. Prices and ordering instructions for lunch and milk go out with the first menu.

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## PRESCHOOL AND KINDERGARTEN QUICK REFERENCE GUIDE

Office Phone: (815) 233-1876

Preschool Hours: **A.M. Classes** 8:30-11:30 and **P.M. Classes** 12:30-3:00

Kindergarten Hours: **Half Day Classes** 8:30-11:40 and **Full Day Classes** 8:30-3:10

Admission Requirements/Procedures: See Pages 12-15

Dealing with Conflicts: See Page 42

Dress Code: See Page 28-29

Discipline Procedures Overview: See Pages 30-33

Financial Policies: See Pages 22-23

Health/Immunization Issues: See Pages 26-27

Miscellaneous: See Pages 42-43

Orientation for Parents: Held first week of school during evening hours

Orientation for Students: Held first day of school

Parent/Teacher Conferences: November and February

Parties: See Page 19

Screening for Kindergarten: See Page 13

Severe Weather Closing: See Page 34

Visitors in Classroom: See Page 21

Volunteering in Classroom: See Page 21

Transportation (Buses): See Page 38