



The Child's Primary

SCHOOL

A learning community since 1983

Parent / Student Handbook

2020-2021

Dear TCPS Families,

This handbook will be a useful reference to you throughout the 2020-21 school year. It has been designed to be a resource to you and as such, your suggestions and comments on its contents are valuable to us. We encourage your comments, both for proposed changes and aspects you find most helpful in this year's handbook; email me (dkim@tcps.org) or call with your ideas.

In response to COVID-19 safety recommendations, there are many changes to this handbook that address changes to protocols and procedures for this school year. These are highlighted in yellow. We may make updates throughout the year to the handbook as needed.

Our Campus Reopening and COVID Prevention Plan is a separate document containing additional important information and detailed safety procedures that will be shared with our community prior to returning to campus.

While we are planning to be back on campus, there may be times when we need to switch to remote learning with very little notice if there are positive cases within the school or by mandate from local or state health officials. For this school year, it may be beneficial for families to consider emergency child care or contingency plans when switching to remote learning may be required. Your flexibility and patience is greatly valued as we navigate this year.

Thank you. We are looking forward to another wonderful school year!

Donny Kim, Head of School
The Child's Primary School
(858) 576-2120

TCPS

Parent / Student Handbook

2020-2021

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I. TCPS ORGANIZATION

Board of Directors

The Child's Primary School (TCPS) is a non-profit corporation governed by a Board of Directors. The Board is responsible for:

- Ensuring adherence to the mission, values, and philosophy of TCPS
- Developing and implementing a long term strategic plan to promote the future success of TCPS
- Hiring, managing, and establishing compensation for the Head of School
- Providing financial oversight for the school through approving the budget, establishing annual tuition rates, and appropriately managing the school's capital assets
- Developing, reviewing and maintaining the necessary policies to ensure the school operates in compliance with applicable legal standards and to minimize the school's exposure to legal action

The Board meets bi-monthly. Parents may contact the Board President regarding specific issues or with requests to be added to a meeting's agenda.

Head of School: Donny Kim

The Head of School oversees all of the day-to-day operations of TCPS and is responsible for the implementation of policies set by the Board of Directors as well as annual goals and objectives, and the financial, program, and administrative management of the school.

The TCPS Library

TCPS is very proud of its library. At a time when funding for libraries has been reduced and students are leaving high school with little knowledge of research skills, the TCPS library stands out as an exception to the rule. There are approximately 7,000 volumes in the collections, including a large number of Caldecott and Newbery Award winners and hundreds of curriculum-related non-fiction books. Thanks to the generosity of the Karl R. Price Memorial Fund, the library converted to an electronic system several years ago. This system provides for many more things than can be listed here: a scanning system to check books in and out, an OPAC (On-line Public Access Catalog) for the book collection, and an individualized account system for students and staff. A part-time librarian and volunteers staff the library on a regular basis to help the students hone information skills and to suggest reading materials appropriate to each student's needs and interests. Books are frequently donated to the library by students, parents, and friends of the school. The more reading material available to students, the better their reading skills will become.

Extended Day Program Overview

The purpose of an extended day program is to provide quality care for students. TCPS offers a safe, caring and nurturing environment. Ideally, childhood should offer a time for carefree play, creativity and fantasy with opportunities to join in outdoor games, crafts, homework, and theme-related projects. **In response to healthy and safety recommendations, students in daycare will be required to stay in their designated class space with their grade cohort and limited play areas. For 2020-21, staggered drop off times by grade will replace before school child care to facilitate our screening process and physical distancing protocols.**

The Office

The TCPS Main Office will have modified hours during 2020-21 that may change depending on local health conditions. Office staff will be available by email (administrator@tcps.org) and phone messages to our school (858-576-2120) will be responded to each day to assist students and parents. It serves as the school's business office and communications center. It is where permanent student records are maintained, tuition and Extended Day payments are accepted, campus visitors and parent volunteers sign in and receive identification badges, messages are relayed, voice mail is forwarded and deliveries are received. The sign-in/sign-out sheet for students leaving campus before the end of the school day is located in the Main Office. Copies of activity flyers and the Tuesday Notice are available there. The Main Office is where first aid is administered and medication authorized by parents is dispensed. It is the reception center for families seeking information about the school. **At this time, we are asking parents to greatly limit visitations to the inside of the main office.**

II. PHILOSOPHY STATEMENTS

Mission Statement

Our mission at TCPS is to create an engaged educational community that inspires generations of students with the passion to learn. TCPS is committed to fostering a balance of academic excellence and interpersonal skills, while empowering students to become learners, leaders, thinkers, and creative problem solvers.

The School

The Child's Primary School is a Kindergarten through Eighth Grade independent private educational program within a consistent and supportive environment that fosters confident curious learners. Founders Margaret C. Price and Sherry Risch founded the school in San Diego, California in 1983. Small class sizes have been designed to allow for active, engaging learning experiences and individual attention.

Philosophy

Certain fundamental principles guide our program:

- Learning is an exciting and lifelong process.
- Each person is unique and complex. Ethnic, cultural and individual differences are respected and add to the richness of life.
- Students are entitled to a learning environment which is safe, nurturing, and non-prejudicial, and which allows them to work to their full potential.

Educational Environment

TCPS offers a curriculum that is consistent and cumulative, beginning with the kindergarten program and culminating in graduation at the end of grade eight. This success-oriented program is designed to be supportive and challenging, and to focus on teaching the student how to learn. Students feel safe to take risks in an atmosphere that nurtures their self-esteem and teaches responsibility for their own actions. Inherent in the TCPS program is a celebration of the wonders of life and the excitement of learning. In-depth learning is encouraged, allowing for an exploration of both the abstract (theoretical) and concrete (hands-on) aspects of a subject. In addition to the acquisition of excellent academic skills, TCPS promotes the learning of life skills (such as communication and problem solving) and developing positive interpersonal relationships.

The Child's Primary School believes that a school should have a role in a family's life, not just the student's academic life. Therefore, the student's whole family is welcomed and considered an important addition to the school. Each and every decision - whether it be in regard to curriculum, fundraising, or admission policy - is guided by our basic values and philosophy... the child is primary.

Holidays and Special Events

Holidays and Special Events are times that bring families together. There are also a number of other special events during, which bring families together and contribute to a sense of community; certain events may be virtual or postponed this year. It is recognized that in a diverse culture, all holidays are not universally celebrated. The role of educators here at TCPS is to expose and teach students about different cultures and their customs. As an example, Thanksgiving at TCPS is a time of sharing and fellowship for students and staff. The holiday is traditionally celebrated with a big Thanksgiving Feast prepared by the students. The students make table decorations, place cards, costumes and food. This event is tied into the curriculum for each class. Out of abundance of caution, TCPS anticipates physical distancing and health protocols may still be required and does not plan to hold our annual Feast celebration in 2020-21. The Jogathon and Gala /Auction are two major fundraisers and community FUNraisers. As well as raising money to support the school's mission, they are full of fun as families get together as a community.

Each year the school works on a special Big Event. It is an opportunity for the whole school community to come together as learners. The students and staff love to keep the preparations a surprise. It is a time where the students will meet in cross-age groups to research, learn and create together. On the day of The Big Event students are excited to share this major project, which always underscores that "children can and do!"

Unofficial School Activities

There may be unofficial school activities, which enrich the school environment and build a sense of community. At all of these events, parents are completely responsible for the safety of their families. Staff may be attending and helping with these events; however, they are not responsible for student supervision. These programs are voluntary - students will not be penalized for not participating. Parents may call the office if they are unsure about the official status of an activity.

III. GENERAL INFORMATION & PROCEDURES

Hours

Normally, our school hours are 8:30 AM - 2:30 PM for kindergarten and 8:30 AM - 3:00 PM for Grades 1 - 8. We may be following a different start and end time for instruction based on changes needed during the 2020-21 school year. Our program begins promptly at 8:30 AM with a focus to teach students to be responsible and develop good work habits -- including punctuality. Those first precious minutes of the day are critical minutes, which require students to utilize and strengthen their organizational skills. Homework is collected, announcements are made, and instructions are given. A sixth grader once calculated that if a student was only 10 minutes late every day, he or she would miss more than 28 hours of school in a year! Our schedule in 2020-21 during remote learning will reflect periods of synchronous instruction and offline independent work and our instructional hours may be altered as needed.

The Extended Day program in 2020-21 will operate after school (15 minutes after dismissal times, starting at 2:45 through 4:30PM) and is billed to each family according to use at the end of each month. This 4:30PM end time will be evaluated throughout the year and may be shortened for health and safety reasons.

Personal Belongings

This school year, out of abundance of caution – lockers will not be used. Each student has a locker or bin where personal belongings may be kept. TCPS students are expected to respect the privacy and personal property of all others in the school environment. No student should touch anything in another student's bin without the owner's permission.

Students are not permitted to bring to school: gum, pocket knives or weapons of any kind. Generally, students are not to bring money to school. When a student does bring money for a particular purchase (e.g. Student Store, book fair), he/she is responsible for that money.

Toys- any items not directly related to school - are not to be brought to school. Students who bring toys will be asked to leave them with a teacher or bring them to the Main Office to be kept until the end of the school day. The school has been very thoughtful in it's choice of activities for our environment. It is important that everyone adheres to this policy because students are very conscious if someone else is allowed to do something that they are not allowed to do. If your child is convinced that a particular item would be great for a special school activity, the child must check with the classroom teacher before bringing it to school. Playground equipment (such as balls, baseball mitts, jump ropes) may be brought.

Electronic Devices and E-media Policy

The Child's Primary School believes that instructional time is precious and must be protected from unnecessary disruptions. We also recognize that students and parents utilize various electronic devices. The challenges arise when these devices are used in ways that interfere with the learning process or with TCPS' philosophy/values.

In order to balance these factors, TCPS maintains the following policy regarding electronic devices at school:

1. Students may have electronic devices in their possession while at school.
2. Students using TCPS devices may not download or install programs or apps without prior school approval.
3. During the instructional day, between the hours of 8:30am and 3:00pm, **students need to ask a teacher in advance** for permission to use their device. Students are prohibited from playing video games during instructional hours unless approved by their teachers to complement the curriculum. Devices should not be visible or used without permission for a specific task.
4. **Before and after school hours**, students should not use the devices in a way that **creates disruptions or interferes** with other students. Activities that may interfere include, but are not limited to:
 - Communicating (by voice, by text, or by video)
 - Accessing entertainment (e.g. listening to music, watching videos, playing games, etc.).
5. At all times while on school property or at a school event students should not use the devices in a way that would conflict with TCPS' philosophy/values. This includes, but is not limited to:
 - Bullying, harassing, slandering, coercing, etc.
 - Accessing inappropriate or graphic materials;
 - Sharing inappropriate materials;
 - Recording sound, photos or videos of other individuals without their knowledge or consent.

In permitting the possession of personal electronic devices, TCPS administration and staff assume no liability for the loss or damage of the devices or their misuse by another person. The school will not investigate or be responsible for loss or theft of any electronic devices.

If a student uses an electronic device inappropriately then staff will address the issue with the student. In some cases this may entail reviewing the rules and why the activity is not appropriate. If, however, staff determine that the behavior is severe or repeated the student will be instructed to deliver the device to the Head of School for the remainder of the day. If the behavior is deemed to be significant the parents will be contacted and appropriate action taken.

A student who violates this policy may be prohibited from possessing a personal electronic device at school and may be subject to other disciplinary measures as outlined in the discipline section of the TCPS Parent Handbook.

Dress Code

TCPS students are active learners; students should dress comfortably. The school does not have a school uniform; however, students are expected to dress appropriately for a K-8 learning environment. TCPS teaches students to use critical thinking and evaluation skills in all areas of life.

- No overly tight clothing, no sagging pants
- No bare backs or midriffs, no halter or tube tops
- No underwear (bra straps or boxers) should be showing
- No clothing with inappropriate designs or messages
- Any dyed hair can only be normal hair colors
- No "gang" associated attire
- Closed-toe shoes are strongly recommended
- Shorts, skirts or dresses must cover the top half of the thigh.

If a student is wearing inappropriate attire he/she will be privately warned, parents will be communicated with, and a change of clothes will be required and offered if available. **A good rule of thumb: if a student has a question about a particular piece of clothing, it should probably not be worn to school.**

Please label your child's personal belongings, especially sweaters, jackets, and sweatshirts. Every year, a great deal of clothing, all unmarked and unclaimed, is accumulated. Several times during the school year, these items are donated to charity. Labels will help ensure that clothing, lunch boxes, binders, etc. are returned to the rightful owner.

Food

- Mid-morning, students are given time to eat a snack which they bring from home.
- Students are responsible to bring their own lunches and snacks. Kindergarten, Grade 1 and Grade 2 have lunch at 11:30 AM, Grades 3 - 5 at 12:00 Noon, and Grades 6 - 8 at 12:30 PM. **The school will have individually wrapped snacks available to students during the afternoon Extended Day Program, however, we encourage families to pack snacks for their student.** Please do not include glass containers when packing lunches and snacks. There is no refrigeration or microwave available for student use.
- This year, TCPS will not offer an optional catered lunch program.
- Due to safety protocols and concerns about sharing, at this time we are not allowing students to share special birthday snacks with classmates.

Illnesses - **Please refer to TCPS' Campus Reopening Plan for specific COVID-19 safety protocols and procedures regarding symptom screening, isolation and quarantine.**

Diseases are easily spread among children; as a community, families are asked to feel responsible to the other members of the school community and keep sick children at home. **We know that students may have chronic conditions such as a cough, runny nose or allergy related symptoms, however, safety protocols require that individuals exhibiting COVID symptoms participate in remote learning unless a chronic illness is documented by a healthcare provider.** If a student is running a fever or is unable to function in the classroom, the student will be removed from the classroom, brought to the office, and parents will be contacted to pick up their child. **The school does not have the capability to care for sick children.** If the office is unable to reach the parents, emergency references will be contacted to come and pick up the child as soon as possible. **If a student is sent home with any COVID symptoms, parents/guardians are asked to contact the student's healthcare provider for instructions. The student may return 10 days after symptom(s) first appeared, symptoms are improving and fever free (under 100 degrees) with no fever reducing medication for 24 hours OR 3 days after symptoms are fully resolved with a negative COVID test.**

Medication

All medication must be stored and administered in the Main Office. Students who require medication (antibiotics, cough drops, ointments, etc.) during the school day, should bring it to the Main Office with written instructions including:

- permission for TCPS staff to dispense the medication
- the times of day and dosage to be given
- the period of time for which the instructions apply
- any side effects to look for

Vitamins, supplements and cough drops are considered medications and must also be stored and administered in the Main Office.

If a student needs medication on a frequent/regular basis (asthma inhaler, Tylenol, etc.), this information must be reported to the school by updating the student's medical information via the online [Family Portal](#) and by notifying the Main Office.

Gifts

At TCPS, our teachers are loved and appreciated. However, organized gift giving on teacher birthdays, holidays and the end of the school year is strongly discouraged. Organized class gifts include, but are not limited to, gift certificates, classroom supplies and student art projects.

TCPS families are more than welcome to give tokens of appreciation to staff on an individual basis. If the decision to give gifts is made, please remember that each child has several teachers, not just one.

Extended Day Program

Due to health protocols, TCPS will not have extended care in the mornings and will have a staggered morning drop off by grade schedule - see drop off section for details. Students who are not picked up within 15 minutes of their designated dismissal time are automatically checked into the Extended Day Program.

All students who have been checked into the Extended Day Program must be signed out by an authorized adult.

An authorized adult is a student's parent or an individual named by the parent as authorized to pick up in the online Family Portal system for the current school year.

The after-school Extended Day Program ends at 4:30 PM. This 4:30PM end time will be evaluated throughout the year and may be shortened if needed for health and safety reasons. Parents picking up students after 2:45PM (Kindergarten-Grade 2), 3PM (Grades 3-5) and after 3:15 PM (Grades 6 - 8) are to sign out via the Sign In/Sign Out notebook and notify the Extended Day staff that they are taking their children.

The Extended Day Program is an extension of the school day for TCPS students. Those students who do not attend school during the day may not take advantage of that day's Extended Daycare.

TCPS is responsible for the care and safety of all students on campus between the hours of **8:00 AM and 4:30 PM**. For this reason, parents are billed for daycare for all students, regardless of whether the parent is present or not, including those in after-school classes. The after-school programs of TCPS are part of the Extended Day programs and, due to licensing parameters, are available only to those students who are enrolled in the school's full day program.

Daycare is not included in enrichment class fees. Since Extended Daycare staff is still responsible for the safety and supervision of children, even while they are in after school programs offered by outside vendors, daycare fees will be charged during the time the student is in the after school program. Students are not to go to classrooms before or after regular school hours unless accompanied by a teacher or parent.

Middle School Extended Day Privileges

Before school: middle school grade students will have a set arrival time and are asked to only arrive within this window. However, only if a middle school student has a sibling in grades K-5, these families may drop off at the designated time of the younger sibling. In this case only will a middle school student be allowed to arrive earlier with their K-5 sibling, and they will be required to report directly to their classrooms.

After school: At 3:00 PM dismissal, middle school students who are staying for the Extended Day Program will be required to remain in their class designated space; they will not be directly supervised but checked on routinely by the Daycare staff. They can utilize this time to work on homework and projects. Middle school students leaving the campus after 3:15 PM must be signed out via the sign-in/sign-out notebook by an authorized adult.

Rainy Day Policy

On rainy mornings, families are asked to plan accordingly for screenings and protocols that will still be in place during inclement weather. Physical distancing will be requested waiting to be screened before entering campus.

For rainy days, families are asked to pick up as close to dismissal as possible because of limited indoors spaces to maintain cohort protocols.

Excessive Heat Days

TCPS is planning to utilize outdoor classrooms as much as practicable. There may be days where excessive heat may affect our ability to provide a safe and effective learning environment under these conditions. While we are hoping for very few, if any, days like this, we are preparing for this possibility. For days in which the heat is excessive, TCPS may require students to move to a remote learning scenario for those days to provide the safest environment for our students and staff. We will try to provide as much advance notice as possible.

School Meetings

TCPS believes it is very important for the students to feel a part of the whole school - part of a "family" that helps one another and works and plays together. This concept is reinforced by periodic meetings of the whole school. These whole-school meetings are used as a time for announcements, group singing, special resource visitors, discussions about school concerns or problems, presentations by classes (poetry recitations, short plays, reader's theater...), and more! Parents are always welcome to attend. During 2020-21, whole school meetings and assemblies will be virtual or conducted outside following health and safety protocols.

Security

When parents complete the Authorized Pick Up Information during online enrollment at the beginning of the year, they list the adults authorized to pick up their child from the facility. Staff adheres RIGIDLY to the authorized list. Even if the student identifies the person, staff members DO NOT release students to anyone not on the list. TCPS feels certain that all parents will appreciate that the I.D. of a person picking up a child will be checked if a staff member does not recognize that person. If a person not on the list comes to pick up a student, that person will be escorted to the Main Office where staff will contact the student's parent.

Parents are able to amend the list of authorized adults for pick up by logging into the Family Portal and choosing the Transportation Form under WebForms-Family Demographic Information.

For one time, non-regular instances, parents may provide advance written notice (emails accepted) to the Main Office if that person is not previously authorized and listed in the Family Portal system. This includes other school parents. All notes regarding a student being picked up after school, at a different time, or by a different person, etc., are to be directed to the Main Office. The office staff is then responsible for providing this information to Extended Day staff or anyone else concerned. For the safety of the students, support of this policy is appreciated.

During this school year, visitors and volunteers will be allowed in very limited cases. All visitors to the TCPS campus, including parent volunteers, must have an appointment, be screened and sign in at the Main Office upon arrival and receive a "Visitor" or "Volunteer" badge. Visitors must sign out and return their badges when departing the site. Students leaving the campus before the scheduled dismissal time must be signed out by a parent or authorized adult on the appropriate form in the Main Office. Students must be signed in by a parent or authorized adult if they return to campus.

Pet Policy

In order to maintain the safety of our students and staff, we do not permit dogs, with the exception of certified service dogs, on campus during school hours or at school sponsored-events where students are present.

Locked campus - Gates and Buzzer system

All gates around the school and the Main Office door are locked Monday through Friday from 8:30 AM to 2:30 PM. This is for the safety and security of the students and staff. During these locked campus hours, access is through the Main Office where all visitors will be "buzzed" in through the front door once visually identified. It is anticipated that the Main Office will be staffed at all times; however, patience is kindly appreciated if there is a brief delay to be let in. All visitors to the campus must sign in and obtain a "visitor" or "volunteer" badge before proceeding to the classrooms or playground.

ARRIVAL (Drop off) and DISMISSAL (Pick-up) – Parking Lot Safety Procedures

PARKING LOT SAFETY

During the school day (8:00 AM – 4:30 PM), parents may park in the parking lot directly in front of the school to drop off and pick up their children. To support our safety protocols, we ask parents to be mindful of dropping off and picking up within the scheduled windows for their student's grade.

Please be aware that this year parking is limited during arrival and dismissal. Available parking: Front lot off of Mt. Acadia and street parking. For foot traffic only this year - Please note that the gate off Mt. Ararat will open at 2:55 PM and promptly close at 3:15 PM.

Please always park vehicles in legal parking spots, avoiding red painted curb zones, church designated spots, and blue handicapped spaces (unless displaying an authorized placard). Please do not park within the driving lanes to allow for safe traffic flow. ***We ask that parents be mindful and respectful to our residential neighbors and keep access to private driveways open at all times.***

DROP OFF - MORNING ARRIVAL

To accommodate safety protocols in the mornings, a staggered schedule will be conducted to facilitate screenings and minimize the number of families arriving and promote increased physical distancing. We ask your cooperation to only drop off your child within their designated drop off time by grade, unless they have a younger sibling with an earlier drop off time. Parents dropping off students are asked to adhere to the designated staggered arrival times for their student, maintain physical distancing from others and allow time for screening.

Students arriving at school will be screened at the gate and will then go directly to their classrooms where their teacher will be on duty.

Designated Arrival Times:

Grades Kinder through 2 – Arrive 8:00 to 8:15am

Grades 3 through 5 – Arrive 8:15 to 8:30am

Grades 6 through 8 – Arrive 8:30 to 8:45am

PICK UP - AFTERNOON DISMISSAL

Afternoon staggered dismissal by grade takes place on the playground behind the school to promote safety and reduce traffic congestion during dismissal. Teachers will bring each student to the designated pick-up area when an authorized pick up person has arrived. Parents or authorized guardians must park and check out their student with the staff member with the master student list. Students will not be released unescorted.

Designated Dismissal Times:

Grades Kinder through 2 – Dismissal 2:30pm

Grades 3 through 5 – Dismissal 2:45pm

Grades 6 through 8 – Dismissal 3:00pm

After 3:15PM, parents or authorized adults must enter the campus through the Main Office to check out students.

Students who remain on campus 15 minutes after their designated pickup time will be checked into the Extended Day Program. **Daycare charges will begin as follows: 2:45 PM for Kindergarten – Grade 2; 3:00 PM for Grades 3 – 5; and 3:15 PM for Grades 6 - 8.**

IV. ACADEMIC & STUDENT-RELATED POLICIES

Homework

At TCPS, one of the main goals in the assignment of homework is to encourage and develop responsibility for taking home an assignment, completing it, and returning it to school. It is not the parent's job to make sure homework is remembered; neither are parents expected to spend time helping with the assignments. Homework usually is something the student should be able to do independently. The teachers engage their students in discussions about when and where they do their homework at home and brainstorm ways to remember to bring homework back to school.

Homework Guidelines:

During Remote Learning periods, homework frequency and duration may be adjusted.

Kindergarten: Once per week, assigned on Tuesdays. Homework is short practice that directly reflects a skill taught in class. Although parent support is always encouraged, homework is leveled for student independence. Kindergarteners begin to take responsibility of their homework and Homework Folder and it's a fun way to reinforce class work at home.

Grade 1: Two to three nights per week. The homework activity should take approximately 10-15 minutes.

Grade 2: Three to four nights per week. The homework activity should take approximately 15-20 minutes.

Grade 3: Three to four nights per week. The homework activity should take approximately 20 minutes.

Grade 4: Three to four nights per week. The homework activity should take approximately 30-40 minutes.

Grade 5: Three to four nights per week. The homework activity should take approximately 40 minutes.

Grade 6: Four nights per week. The homework activity should take approximately 20 minutes per subject.

Grades 7/8: Four nights per week. The homework activity should take approximately 20 minutes per subject.

Incomplete/Late Work Policy

TCPS stresses the importance of developing responsibility for turning in assignments. Our policy is to emphasize the importance of good organizational and planning skills so that assignments are turned in on time. Teachers spend time in the classroom teaching planning strategies for completing long-term assignments.

A student may not graduate to the next grade level if a major assignment is incomplete or if there is a significant number of missed assignments.

Late Assignments or Incomplete Work in Middle School

20% will be deducted from the final score for all late work.

An assignment missing from the previous week is due the following Monday. If it is turned in after that, it will not receive credit. This policy is designed to:

- reinforce daily practice that supports learning the subject
- help work within a deadline

Homework Passes

It is recognized that circumstances occasionally arise that make homework difficult to complete.

In Grades 4 - 5, students receive 2 homework passes per semester to be used for nightly homework in all core subjects.

For Grades 6 - 8, all subject teachers offer 2 nightly homework passes per semester.

These passes enable students to turn in an assignment late (e.g. by the following Monday for an assignment due on Friday) with no penalty. Homework passes do not apply to long-term homework or projects. Teachers issue passes at the beginning of the semester and students are responsible to hold on to them and turn them in when they wish to use them.

Student Textbooks

All TCPS students use some non-consumable textbooks. Books are assigned to students for the current school year and need to be returned to the school at the end of the year in good condition. At the beginning of the year, the student and teacher examine books, noting any damage, and then the book becomes the responsibility of the student.

Students are required to cover any books that they will be taking between school and home. A fine may be assessed when damage goes beyond the ordinary wear and tear. When a textbook has been lost, it will be the student's responsibility to

pay for the book. Invoices for damaged and/or lost textbooks will be sent out at the end of the school year or when a student leaves TCPS.

Students may purchase personal copies of textbooks as second copies to write in or highlight. Requests should be given to the Main Office staff.

Grading

Teachers give the utmost effort to grade work in a timely and accurate manner. Class work and homework assignments are corrected, reviewed and returned on a daily or weekly basis. Projects of a larger nature may take a few weeks to be carefully reviewed and returned to students.

In Grades 6 – 8, students will receive percentage scores for class assignments, tests, and papers/projects. These percentage scores will coincide with the standard grading values of:

- 90% - 100% - regarded as "A" work
- 80% - 89% - regarded as "B" work
- 70% - 79% - regarded as "C" work
- 60% - 69% - regarded as "D" work
- 59% and below is regarded as failing work

Occasionally, parents may desire further clarification of a grade. In this instance, it is important to contact the teacher and ask for a conference to better understand how the individual or overall performance score was reached. All teachers in Grades 6 - 8 (including Science, Spanish, and P.E.) may have individual determinants for scores: class work, tests, special projects, participation and their respective weights.

If a parent chooses to challenge a grade after the first step of a parent/teacher conference, the next step would be to speak to the Head of School, who is authorized by The Board of Directors to make such academic decisions.

If a student (K - 5) fails a required subject for the year:

- She/he may be required to complete an approved course of study in the summer. This required work could be fulfilled by working with a tutor or by taking a summer school class.
- She/he may not be accepted at TCPS for the following year.

If a student in 6th or 7th grade has below a 70% average for a required subject for the year:

- She/he may be required to take a summer school class or work with a tutor.
- TCPS may recommend an alternative program for the following year.

If a student in 6th or 7th grade has below a 60% average for a required subject for the year:

- She/he may not be accepted at TCPS for the following year.

If a student in 8th grade has below a 60% average for a required subject for the year:

- He/she may not graduate.

Note: Both semester grades will be averaged to determine the year's grade.

Academic Honesty

TCPS encourages an environment of respect, responsibility, caring, and honesty; we work to promote an atmosphere that encourages fairness, good citizenship and integrity.

Academic honesty expects that students will do their own class work and homework, relying on teachers/parents for support and guidance. Cheating on assignments, quizzes, tests or projects will not be tolerated. If instances of cheating occur, there will be consequences, and parents will be informed.

Plagiarism - the knowing use of someone else's words, thoughts, or written material as one's own - falls under the category of cheating. There are times when a student wishes to use the work or thought of others; this is acceptable if the source of the material is acknowledged and the author is credited within the assignment. This is of the utmost importance when students are using materials from encyclopedias and other reference/resource materials. The best rule to follow is that if there is doubt, talk to the teacher in advance. Individual questions about what or how to cite should be directed to the teacher giving the assignment.

Library Checkout Privileges

Library Checkout procedures may be altered for the 2020-21 school year. In order to promote the goal of developing lifelong learners, K - 5 students are able to check out up to four books at a time for a period of two weeks and Middle School students in Grades 6 - 8 can check out up to six books for a period of three weeks. All students may renew books (particularly useful for research projects!) as long as they do not have any overdue books that have not been checked in. There are no fines for late books; however students will not be able to check out any more books if they have overdue books. There is a minimum charge of \$15.00 to replace a lost or damaged book. A Library Card Agreement sent home with each student at the beginning of the school year has more details.

Make-Up Work Due to Absences

TCPS appreciates that many planned absences offer special family time together and wonderful enrichment experiences. Students are encouraged to share their travels and activities with their schoolmates; such experiences can enrich the program here at TCPS. On the other hand, parents are asked to select these experiences thoughtfully. The TCPS curriculum has been carefully planned and consistent attendance is essential for the student to receive maximum benefit. This is especially true because active involvement and hands-on experiences are such an integral part of TCPS. Students are expected to complete assignments missed due to any absence. For planned absences, parents need to give the teacher one week's notice. This allows time for important assignments to be compiled so that the student has them available to work on while gone and ready to turn in completed upon return to school. These assignments may require parental involvement or assistance especially in the lower grades. When students are sick and absent from school, it is their responsibility, upon their return, to request missed assignments. It is their responsibility to complete and turn in all missed work no later than the Monday following their return. Work may not be accepted for a grade after the Monday following a student's return. When students are absent for tests, they must be prepared to take the test on the day they return to school. Depending on class and teacher schedules, the teacher may arrange for a later test- taking date. Students will not know this in advance, so they must be prepared.

Selling/Soliciting on School Grounds

Students are not permitted to sell items for non-TCPS sponsored organizations on school grounds.

V. DISCIPLINE

Discipline Philosophy

At TCPS, issues of discipline are considered to be opportunities for learning, and when incidents occur time is taken to problem-solve difficulties. In this way, students learn the skills of communication, problem solving, and compromise, and learn to accept responsibility for their own behavior. At TCPS, parents and staff cooperate as a team to guide its students. This is one reason TCPS is such a special learning environment. Every year staff, students and parents reaffirm what is needed to ensure that TCPS is a safe, enjoyable learning environment.

At TCPS we:

- **treat others as we would like to be treated**
- **make good choices**
- **do our best**

The TCPS goal in this area is a student's self discipline. The following are believed to be important:

1. The immediate goal may be to stop a certain behavior, but there is always the additional goal of influencing the student's future actions.
2. Consistency of the whole staff and some standardization of consequences are essential.
3. Consequences relate directly to the behavior incident (e.g., incorrect use of equipment means not using the equipment for a period of time). The frequency and severity of an issue is always considered.
4. The student is actively involved in the process of problem-solving conflicts.
5. Students are made aware of their responsibility for their behavior and the consequences of their choices.

Expectations and Consequences

The Child's Primary School expects thoughtful action from all the members of our community.

We expect that students will respect and take care of equipment, materials, and property.

Students are responsible to replace/repair damaged property.

We expect that students will use appropriate and kind language.

Students may be required to write a note to parents stating the inappropriate or unkind language. A student who is too young to write would dictate the note.

We expect that students will speak and act honestly.

In addition to reinforcing the importance of being truthful, consequences are based on the behavior to which the untruth relates.

We expect that students will respect others' right to learn.

Students may need a time-out in the classroom or office. If it is necessary for the student to go to the office for his/her time-out, a time-out form is sent to the parents.

We expect that students will keep themselves and others safe physically.

Safety and comfort are essential in an effective educational environment.

All incidents are documented and consequences are given.

Anti-Harassment

Students are expected to treat all members of the school community with respect. Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation, severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to the Head of School. Complaints must be initiated no later than six (6) months from the date of the initial problem.

Frequent/Severe Behavior Issues

It is recognized that self-control, decision-making, and acting responsibly are learned skills. This is why time is taken to help problem-solve and guide this important learning process. The importance of providing a safe environment for students and staff is also recognized. Frequent or severe behavior incidents will lead to further actions, such as parent meetings with the School Administration, loss of Extended Day privileges, or suspension or expulsion from school.

VI. COMMUNICATION

Communication

Communication is an essential element of the TCPS environment. Students are taught the elements of good communication and are given many opportunities to practice this skill. Open exchange between parents and staff are valued and encouraged. Together, staff and parents can support students in the most positive and effective way.

Open, positive, and respectful communication is key in a school environment and is especially important to the children and the adults in the TCPS family.

TCPS prides itself in its comprehensive, effective, and caring communication.

Tuesday Notices

In order to keep parents informed of TCPS's happenings, the school publishes a notice every Tuesday. The weekly notice will contain important dates, items due back at school, and other important facts. Parents are responsible to make sure that they get a notice every week and read it.

Copies of the Tuesday Notice are:

- emailed to families of current students
- posted online in the Family Portal
- kept in a Tuesday Notice notebook in the Main Office

Teachers try to send special classroom notices on Tuesday whenever possible to reduce the number of days parents are receiving information from school.

Online Parent Portal "Family Portal" (formerly ParentsWeb)

TCPS uses an online integrated school management system called FACTS SIS (formerly RenWeb) and parents have online access to student and school information via the parent portal called Family Portal. The following link allows access to a unique Family Portal account that must be verified using the email address on file in the system:

<https://tcp-ca.client.renweb.com/pwr/>. The Family Portal gives parents access to information such as attendance, report cards, announcements, academic and event calendar, directories, enrollment documents and billing accounts and online bank ACH payments (via FACTS). Updates to student and family contact information and pickup authorizations can be made within Family Portal. Contact our office at (administrator@tcps.org) with questions regarding Family Portal.

Conferences

There are a number of scheduled meeting times with parents.

Before the first day of school, each teacher has a beginning-of-the-year conference with the parents of each of his/her students. These initial conferences are extremely valuable as they offer the teacher some information about students before school begins. They also help establish the important relationship between the parents and the teacher.

There are two other scheduled conferences: one approximately mid-year (January) and another near the end of the school year. During the end-of-the-year conference, the teacher also discusses standardized testing. These conferences are 40 minutes in length.

We truly feel that conferencing with parents, telling them how we have seen the student grow in every area of development, and very specifically what skills the student has been working on and accomplished, gives a more complete picture of the student than any report card. TCPS teachers' substantial commitment of time to the individual student's conference is a tribute to their professionalism and dedication. This thorough communication is invaluable to our students. We strongly encourage both parents to attend the conferences. Parents or teachers should feel comfortable requesting additional conferences at other times during the year.

Progress Reports

Progress Reports are written summaries that will be emailed mid-semester in October and March to help keep parents apprised of student progress. The reports are presented as percentages for Grades 5 - 8. Parents are encouraged to speak personally with a teacher if there are any questions, concerns or thoughts regarding the reports. These reports help to supplement the twice-yearly parent teacher conferences and the Semester Reports.

Semester Reports

At the end of each semester (January/June) in addition to the parent-teacher conference, the teacher fills out a report for each student. The teacher shares the content of the report during the end of the semester parent conference.

Copies of these reports are emailed to parents within two weeks of the conference.

Parents are Expected to Notify the School

- When a child is absent or will be late.
- If someone not authorized as an Authorized Pickup in Family Portal is picking up a child from school (written notice, required).
- If a child is particularly upset about something at home. A parent's business trip, the death of a pet, etc., are issues the child does not leave at home when he/she comes to school. The school can best support a child - and parents - if it is aware of the situation.
- If a child relates to the parent something which upset him/her at school. Teachers will notify parents of any school incident which seems significant to a child.

VII. FEES & FINANCIAL POLICIES

School Tuition and Fees

VOLUNTEER HOURS: Families are required to volunteer 20 hours per school year. This not only creates a strong community, capitalizes on individual strengths and skills, but also supports the school's budget. A "buy-out" option of \$20 per hour (up to a maximum of \$400) is offered to families as an alternative to fulfilling the volunteer hour commitment.

There are numerous opportunities throughout the school year and during the summer to help in the classroom and on campus at TCPS. Service hours are self-reported in Family Portal for volunteering between July 1 through the next June 30. If there is a balance of volunteer hours due by May 31, the "buy out" balance at \$20/hr will be billed to your account and can be settled before June 30 by completing the remaining service hours. Due to the unusual circumstances this year, TCPS is waiving this requirement. However, we rely on volunteers and community involvement for certain events and activities and would appreciate your consideration as these opportunities become available during the year.

TUITION PAYMENT POLICY

The tuition payment policy at TCPS is outlined below. The following guidelines are taken from the enrollment agreement:

1. All tuition payments are due on the first of the month.
2. Tuition payments not received in the office or online via the FACTS/Family Portal system by the fifth of the month are considered late and will be assessed a late fee of \$20.00.
3. Returned checks are assessed a \$10.00 fee plus any bank charges. For any ACH payments returned through FACTS, a \$30 fee is charged. Returned payments if after the 5th, will be assessed the late fee as well.
4. **Emailed** notices to delinquent accounts are sent out via FACTS on the third of the month. Late charges will be posted starting on the 6th of the month. Late notice payment is due immediately upon receipt (includes tuition and late fee).
5. On the tenth of the month the Administrative Assistant will contact late tuition families.
6. Accounts that are more than 60 days past due may be submitted to an outside collection agency.

Tuition payment options

As an alternative to payments by check, online bank ACH payments can be made within the FACTS system that is accessed from [Family Portal](#). Account balance and payment history is viewable in FACTS. Parents may also choose to coordinate with their banking institution to set up "online bill pay". If payments will be mailed, please carefully follow your bank's instructions to ensure tuition payments are set up to be received by the Main Office on or before the 1st of each month to account for mailing time to avoid late fees if they are received after the 5th of each month.

To minimize handling and processing of paper checks, we ask families to strongly consider making online payments using your bank account via the Family Portal.

TUITION RECOVERY RESERVE PLAN

The Tuition Recovery Reserve is a plan that may allow families to recover some tuition should a student withdraw from TCPS after the Enrollment Agreement is signed. Payment of the Tuition Recovery Plan fee is required on all enrollment contracts. Should tuition be paid in full by August 1 payment of the Tuition Recovery Plan fee is credited towards tuition. Since parents are contractually obligated to pay the full year's tuition, this program makes it possible to recover a percentage of the tuition (subject to terms and conditions of the TCPS Tuition Recovery Reserve Plan) should the student be withdrawn.

EXTENDED DAY PROGRAM FEES

Extended Day fees are billed \$7.00 per hour in fifteen-minute increments.

***Late Pick-up Charge - If a student is picked up after the daycare period ends at 4:30 PM, the parents will be billed at the rate of \$1.00 per minute.**

PARENTS OR AUTHORIZED ADULTS MUST SIGN STUDENTS IN AND OUT OF THE BEFORE- AND AFTER-SCHOOL EXTENDED DAY PROGRAMS.

When a student is picked up, please make sure that the Extended Day staff knows and that the student is signed out in the sign-in/sign-out notebook. Students who are not signed out may be charged for the maximum time.

Fifteen minutes after each grade's dismissal will be considered a grace period and parents are not charged for that time. Students who are picked up 15 minutes after their designated dismissal time will be checked into Extended Day Program.

Daycare charges will begin as follows:

- 2:45 PM for Kindergarten through Grade 2;
- 3:00 PM for Grades 3 through 5; and
- 3:15 PM for Grades 6 through 8

Extended Day Payments:

Each month, each student's actual extended day usage will be charged to the student's account accessible via FACTS in the Family Portal.

A monthly statement will be EMAILED via the FACTS system at the beginning of the following month detailing each student's extended day usage and showing balance due upon receipt. If daycare has been used and a statement has not been received by the 10th of each month, please contact the Main office. A 15% late fee will apply for payment not received by the 5th of the following month.

If a student's Extended Day account (including late fee) is not paid in full when due, the family may lose the privilege of using the Extended Day Program as of the first day of the following month. Families with outstanding balances will receive a call from the office notifying them that their privilege to use the Extended Day Program provided by TCPS has been revoked. This privilege will be reinstated as soon as the account is paid in full. Accounts that are more than 60 days past due may be submitted to an outside collection agency. A \$10.00 administrative fee plus any bank charges will be charged for returned checks from the bank. In addition, a returned check is considered a late payment and the account will be assessed the late fee.