



**“They will soar on wings like eagles; they will run and not grow weary,  
they will walk and not be faint.” Isaiah 40:31b**

# **Twin Oaks Christian School**

## **Middle School Handbook and Curriculum Guide**

### **2011-2012**

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**“Twin Oaks Christian School is committed to glorifying God by assisting  
Christian parents in training their covenant children while providing  
excellence in education from a Biblical and Reformed view.”**

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# **Part I - Twin Oaks Christian School**

## **Mission Statement**

Twin Oaks Christian School is committed to glorifying God by assisting Christian parents in training their covenant children, while providing excellence in education from a Biblical and Reformed view.

## **Purpose and Goals**

The Christian school exists as an extension of a godly home in helping to fulfill the covenantal responsibilities of Christian parents and provide learning in the academic disciplines in a distinctively Christian manner and context. Twin Oaks Christian School seeks to educate the whole child spiritually, intellectually, emotionally, socially and physically. Covenant children attend the Christian school to explore the God-created universe and all its facets as governed by the written Word of God.

This institution is committed to excellence in education, i.e., both the competent imparting of the various areas of knowledge and the integration of this knowledge within the framework of the Reformed faith.

Simultaneously, Twin Oaks Christian School does not attempt to do the work of the Church in evangelism. Doctrines of the Reformed faith as evidenced in the Westminster Confession of Faith are utilized in all academic areas of the school. Parents are encouraged to utilize such material as a basis for discussing the personal faith and spiritual growth of their child in the context of their particular denominational setting.

The school does not utilize government programs or accept funding from government sources. Since the school is parochial, under the auspices of a Reformed and Presbyterian congregation, it shall maintain the Reformed faith in observing both the boundaries and latitude in theological doctrine.

Twin Oaks Christian School provides a program of instruction for preschool through 8<sup>th</sup> grade. While the Middle School students are an integral part of the entire school, we do recognize the unique needs of this age and therefore have developed a Middle School Parent Handbook to better communicate our program for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade to parents and students. There are some differences in our program for 6<sup>th</sup> grade but the teachers for these three grades work together as a team and many of the procedures are similar. As our students mature we want to give them additional responsibilities and privileges. At Twin Oaks Christian School, we are committed to the character development that will nurture leadership, self discipline and responsibility in our students.

## **School Membership and Accreditation**

Twin Oaks Christian School is a member school in Christian Schools International (C.S.I.) based in Grand Rapids, Michigan. C.S.I. is a service organization, serving over 400 Christian schools across the United States and Canada. It is committed to the Reformed view, distinctive in theology and education. TOCS is accredited by Christian Schools International. This accreditation is recognized by the State of Missouri.

## **Faculty and Staff**

All faculty and staff of Twin Oaks Christian School profess Christ as their Savior and Lord and must evidence maturity as Disciples of Christ. Full-time faculty and staff members must be members in good standing at a church that is in agreement with the Reformed creeds. Part-time faculty and staff members must be members in good standing of an evangelical church. Teaching staff are professional teachers trained in their areas of instruction. Faculty and staff are encouraged to continue their own professional growth. Opportunities are provided to pursue further education both through formal and informal educational resources.

## **School Board**

The members of the Twin Oaks Christian School Board are appointed by the Session (Ruling Elders) of the Twin Oaks Presbyterian Church. The TOCS School Board meets monthly. Anyone may attend a school board meeting. If a parent wishes to address the School Board, the parent may do so by following this procedure:

1. Submit a written request to an officer of the board or to the administrator 7 days prior to the board meeting.
2. The request should include topic and what they would ask the board to consider.
3. The individual is given up to 10 minutes to address the board with time following for board members to ask questions for clarification as necessary.
4. If the matter is the responsibility of a standing committee, the request is directed to the appropriate committee. The committee will consider the request and present a recommendation at a future board meeting. If the matter is not the responsibility of a standing committee, then the executive committee may consider it or a temporary committee may be appointed to make a recommendation to the board at a future board meeting.
5. The board will reply to the parents in a timely manner communicating the response of the board to the concern.

## **Facilities**

Twin Oaks Christian School operates out of a multipurpose facility. Sharing space with other ministries requires coordination, cooperation and respect to avoid damage and/or loss of equipment, property or materials, and most of all, relationships within the school – church community. Special meetings at the school building by school groups must have prior permission secured **in writing** through the administrative assistant to the Head of School.

## **Notice of Non-Discriminatory Policy**

Twin Oaks Christian School admits students of any sex, race, color, or 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 sex, race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and athletic and other administered programs except where necessitated by specific religious beliefs held by the institution and its controlling body.

## Part II - Finances

The financial support of Twin Oaks Christian School is gained in one of three ways:

1. Tuition payments
2. Gifts received from interested friends of the school
3. Fund-raising projects through Partners in Education (PIE)
4. Development Committee projects

We do not receive government support at Twin Oaks Christian School and your financial support is encouraged to sustain and strengthen our educational ministry.

### Tuition and Fees

Tuition is due the first day of every month. A \$15.00 late fee is charged to your account if the payment is not received within thirty days of the due date. Tuition is established annually by the School Board and is communicated in writing to all families. Fees, such as Student Activity Fees, Application Fees and Sport Teams Fees, are established annually by the School Board and are communicated in writing to all families, and are in addition to School Tuition.

### Payment Plan

Tuition may be paid per one of several schedules: Prepaid prior to the start of school for the entire school year, Paid per semester with payment received prior to the start of the fall or spring semester, Paid Quarterly or Paid Monthly. Coupon books are issued for those families who choose to pay on a Quarterly or Monthly basis.

Families that choose to enroll their child at Twin Oaks Christian School enter into a covenant with the school not only to partner with Twin Oaks Christian School in educating their child, but also to follow through with fulfilling financial responsibilities in a timely manner.

### Financial Assistance

A limited amount of financial aid is available based upon family need. Financial Aid Application forms are available upon request from the school office. Requests should be made by May 15<sup>th</sup> for the following school year. Consideration of a late request will be made if financial circumstances change. The finance committee very carefully and prayerfully considers each application.

### Designated Gifts

Twin Oaks Christian School welcomes designated giving. These funds may be designated or gifts for general education. Providing tuition assistance funds helps to insure a quality Christian education for more children.

### Book Fines

Twin Oaks Christian School provides all textbooks for students in 6<sup>th</sup> through 8<sup>th</sup> grade. Book fines will be administered when a book has been abused and will need to be rebound or replaced. Fines will be assessed based on the age of the book and condition of the book when the student receives it. **BOOK FINES MUST BE PAID BEFORE FINAL REPORT CARDS CAN BE MAILED.**

## Transcripts

It is the policy of the school that transcripts of student records are sent, free of charge, upon request, **ONCE ALL FINANCIAL OBLIGATIONS TO TWIN OAKS CHRISTIAN SCHOOL HAVE BEEN MET IN FULL.**

## Extended Day Care

Students in the Middle School have options for supervised care after the school day ends up to 6:00 p.m. Sixth grade students will go to the designated middle school teacher at 3:30 p.m. Seventh and Eighth grade students will go to the designated middle school teacher at 4:00 p.m.

Before that time, 7<sup>th</sup> and 8<sup>th</sup> grade students may be by their lockers, in the gym, on the school playground in groups of two or more or working with a teacher. The cost for extended care is \$3.50 per hour. A \$25 late fee will be administered for every child that is not picked up by 6:00 pm.

## Part III - Academic Nature of Twin Oaks Christian School

God has called our students to develop their abilities in preparation for service. Preparing our students for the future God has planned for them is our primary goal. To accomplish this we place a strong emphasis on core areas of study while opening up a young person's vistas by offering a wide range of exploratory classes. Our academic program is directed toward meeting the needs of all of our students, challenging some while making accommodations for others whose gifts may lie in other areas.

### Core Classes

Twin Oaks offers core classes in Math, Science, Bible, Social Studies, and Language Arts. Our classes are offered in a Block System format. Each student spends 85 minutes in the block each day. The block classes are combined as follows: Math/Science, Bible/Social Studies and Language Arts. These blocks along with lunch cover  $\frac{3}{4}$  of the day. An additional block is for exploratory classes for 7<sup>th</sup> and 8<sup>th</sup> grade which change quarterly. The 6<sup>th</sup> grade classes have "specials" which include: Music, PE, Spanish, and Art. These same classes continue throughout the school year.

The school provides a Resource program for students with learning disabilities and the **SOAR** (Student Opportunity for Advanced Research) program for students with exceptional ability in a particular area. These two programs combined with the academic and exploratory schedule provide a well-rounded academic setting at Twin Oaks Christian School.

## **The Learning Center (TLC)**

The focus of the Twin Oaks Christian School resource program (The Learning Center) is the following:

1. Identify those students with learning disabilities or other learning needs
2. Provide remedial support for students that are diagnosed through
  - Curricular Skills development
  - Study skills building, time management, organizational skill building
  - Accommodations and modifications of program as needed
  - Self Advocacy Skill development
3. Provide Reading Skills support- SPIRE, Assessments, Small group remediation

The Learning Center has a specific "Intake Process" which can be accessed through the classroom teacher or through the Director of the program. They will:

- Identify factors that indicate a student is "at risk"
- Submit "Intake Process" form to Director of TLC
- Hold an informal meeting arranged with teacher, Director, and Consultant
- The Consultant will observe student in the classroom to determine if there are factors meriting further testing

A formal meeting with parents to discuss data, the need for further testing, the type of testing, scope of testing, and determination of who will perform the testing will follow. After testing, a meeting with parents and the individual that conducted the test will occur.

This final step is the development of a written Resource Education Plan ("REP") for the student who qualifies for special educational assistance.

For more information call the Director of the program through the school office or set up a meeting with the Director.

## **Exploratory and Specialty Classes**

The purpose of the Exploratory and Specialty Classes are to expose students to many different opportunities for learning in the areas of the fine arts, practical skills for life and life-long physical fitness. The objective of an Exploratory or Specialty Class is to help students recognize different areas of interest and giftedness that they may elect to pursue in high school and beyond. These classes provide a safe place to explore such possibilities and are one of the areas where we can offer diverse exposure to each student in an attempt to broaden the student's horizon.

## **Chapel and Devotions**

Devotions, Bible reading, discussions, and prayer are a daily part of the school life for all classes at TOCS. In addition, chapel is held once a week. This is a time of worship and praise which includes prayer, singing, Scripture reading and a message from God's Word. All students are required to attend chapel with their classes and conduct themselves in a way that is befitting to the worship of God.

Once a month during Chapel time, the 7<sup>th</sup> and 8<sup>th</sup> grade students will study the Theme curriculum for the school year. This is a Bible-based study. The curriculum stresses the focus material for that year. These concepts are portrayed through skits, stories, discussion questions, and worksheets filled out by the students.

## Service Projects

It is the belief of Twin Oaks Christian School that following the Biblical command of serving others should be part of its educational goals. It is the desire of the staff to help students develop a vision for helping others and becoming aware of the needs in their communities. Service projects provide the opportunity for students to get outside of themselves and open their horizons. They aid in learning to be the servant and have a servant's heart that the Lord Jesus Christ modeled for us.

The 6<sup>th</sup> grade class serves the school and the church in unique ways. The students provide assistance to teachers in the Care Groups. This can be anything from helping with the craft, working one-on-one with the children, or being a special friend to a younger child. In addition, the 6<sup>th</sup> grade students are in charge of Field Day for Twin Oaks. They plan the theme, the games, the food that will be served, and the prizes that will be awarded. Just as important is the care of the building. The 6<sup>th</sup> grade class sets aside time during the second semester to help with the cleaning of the church.

As Christ sent his disciples to Jerusalem, Judea, and to the uttermost parts of the world, so we at Twin Oaks Christian School desire to send our 7<sup>th</sup> grade class to Valley Park (Jerusalem) and our 8<sup>th</sup> grade class to the Inner City of St. Louis (Judea) to be of help to the needy in these areas. The students perform a variety of tasks including raking leaves, moving materials for those who are unable to do so for themselves, painting, cleaning up yard waste, sweeping, collecting food, distributing school supplies, helping to set up a Christmas store for those in need, and any project needed to help others that they are capable of accomplishing.

Three to four times a year, the classes travel to various **places** in the area to serve people in need. Careful planning goes into the scheduling of these opportunities so as not to diminish academics. However, as it is our desire to develop the "whole child", Twin Oaks Christian School views this as an opportunity to educate our children about the world around us and realize it is not just about "me."

## Instructional Materials

Materials and textbooks used at Twin Oaks are selected by the Staff and the Education Committee. After careful research and study, the teaching Staff at Twin Oaks recommends curriculum changes to the Education Committee. The Education Committee, consisting of staff, administrators and parents, researches staff recommendations and develops curriculum proposals to present to the School Board for approval. Once it passes the Education Committee, the recommendation is taken to the School Board for consideration. Sources for instructional materials include both Christian and secular publishing companies. The worldview portrayed is considered carefully in the selection process and, at times, materials will contain information that is not in agreement with a Biblical worldview. We do believe that these materials can be used within the framework of a Christian classroom where the classroom teacher will assist the students with the evaluation of the content in the light of the Scriptures. We believe this is appropriate and consistent with the following:

- God in His grace and goodness reveals truth to all men, Christian and non-Christian through general revelations. Thus, a non-Christian author may have much truth to share with the reader, whether that reader is a Christian or not.

- One of the goals of a Christian Education is to prepare students to be discerning observers and participants in their culture. This can be achieved by a careful analysis of selected products of the culture in films, books, speeches, events, and people.

## **Library Selection Policy**

### **I. PHILOSOPHY AND POLICY OF TWIN OAKS CHRISTIAN SCHOOL LIBRARY**

The library is an integral part of Twin Oaks Christian School. Its primary purpose is to support the mission and philosophy of the school. The library is designed to assist in educating our students in a Christian world and life view, according to the truth of God's Word, and in equipping them to be disciples of Christ, impacting His world.

The purpose of materials in the collection is threefold:

1. The first, as mentioned above, is to support the mission and philosophy of the school.
2. The second is to promote, supplement, and enhance the curriculum of the school.
3. The third is to encourage a love of reading and development of reading skills by providing students with a wide range of materials in a multitude of subject areas.

The term "materials" is not limited to books, but may also include items such as magazines, encyclopedias, computer software, videos and DVDs.

### **II. RESPONSIBILITY FOR SELECTION OF LIBRARY BOOKS**

- A. The TOCS School Board delegates the responsibility for daily operations of the school library to the Principal.
- B. The Principal delegates the responsibility for selection of library materials to the TOCS Librarian.
- C. The Librarian encourages suggestions for selection of materials from the staff, students, and other parties. As much as possible, faculty requests will be honored. However, the final authority for selection will reside with the Librarian.
- D. TOCS recognizes that parents may have different opinions concerning appropriateness of materials, therefore the librarian encourages parents to actively discuss reading material with each of their children. Some may decide to avoid certain titles; while others will need to respect the restrictions placed by the librarian on specific materials and communicate that respect to their children.

### **III. CRITERIA FOR SELECTION OF MATERIALS**

- A. Standard book and material selection tools will be used as guides, especially those designed for elementary schools (e.g., Library Materials Guide by Christian Schools International, School Library Journal, Booklist, Horn Book, Center for Children's Books, etc.).
- B. A sufficient quantity and quality of materials will be obtained to support and enhance the curriculum.

- C. Selection will be based upon the needs of students as determined by their varied backgrounds, reading abilities, maturity levels, and interests.
- D. Availability of materials from other facilities may be a factor in selection.
- E. Consideration of literary quality, factual accuracy, readability, format, price, lasting importance, or current value will be used in determining what materials will be placed in the collection. A selection need not excel in each of the above mentioned areas.
- F. In order to encourage students to become intelligent Christian young people, an effort will be made to present both sides of an issue with an emphasis on the Christian approach to life. The Librarian will select books which will help to make young people sensitive to good and evil in the complexities of modern life, without enticing them to experiment in evil. There will be an emphasis on students exercising discernment which will be useful for decisions throughout life.

#### IV. DONATIONS OF MATERIALS

Donations are accepted with the understanding that the Librarian will select those materials which are suitable for and needed in the collection. The remaining items may be returned to the donor (at his request) or donated to other libraries or non-profit organizations.

#### V. EVALUATIONS OF THE COLLECTION

Continuous evaluation of a collection is necessary to remove materials that are no longer appropriate for the collection. Many of the items removed will be due to duplication, condition, and obsolescence.

#### VI. PROCEDURES FOR RECONSIDERATION OF CHALLENGED MATERIALS

When an objection is received for material:

1. The individual should address his complaint directly to the Librarian.
2. The party will be thanked for his/her interest in the school and the library. The Librarian and the party will discuss a mutually acceptable resolution.
3. If the individual is still dissatisfied by the outcome, he/she is to contact the Principal.

### **Internet Policy**

#### **INTERNET SAFETY – PERMISSIBLE USE OF SCHOOL COMPUTERS AND USE OF SCHOOL MEANS TO ACCESS THE INTERNET – STUDENTS**

**Twin Oaks Christian School** (also referred to herein as "TOCS" or the "School") is now connected to the Internet. By being connected to the Internet, students and staff have potential access to electronic mail communication; to information via the World-Wide Web; to various research sources including certain university library catalogs, the Library of Congress, and other research data bases. The use of the term "Internet" or "network" in this policy refers to all information accessed through the School's network from the various sources as identified above and any and all information accessed using School means of access, including but not limited to wireless access to the School's network system. Access to the Internet and the School's network is part of the School's curriculum and is not a public forum for general use.

Students shall not load onto the School's network or Internet any student work or School work product (as defined in administrative procedures) without prior approval of the Head Master or his/her designee.

The School denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the School denies responsibility for any information that may be lost, damaged or altered or unavailable when using the School's network. Students and their parents shall be solely responsible for any unauthorized charges or fees resulting from a student's access to the Internet.

Authorized use of the School's network and the Internet shall be governed by administrative procedures developed by the Head of School or his or her designee. An internet usage agreement must be signed by parents and students before a student can use the internet.

## **ADMINISTRATIVE PROCEDURES**

### **A. General Use of School Computers**

1. Use of School computers by students shall be supervised and monitored by School staff and administration. Students are only allowed access to information and data on the Internet which is consistent with the school's pedagogical message and educational mission. Students are not authorized access to information which is inaccurate, illegal, indecent, obscene, constitutes child pornography, harmful to minors, inappropriate for minors, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the School's educational mission, or to enter or transmit such information. Students who attempt to access, enter, upload, install, download or transmit prohibited information shall be subject to discipline which may include expulsion, suspension or loss of all access privileges.
2. As a condition of being allowed access to the Internet and the School's computers or School means of access, students shall consent to monitoring and inspection by school staff and administration of all student use of School computers and School means of access including any and all electronic mail communications made or attempted to be made or received by students and materials accessed, uploaded, installed, downloaded or transmitted by students.
3. Students must provide their passwords to the system administrator.
4. Students shall not modify, install, upload or download software without school authorization. In particular, students shall not modify or disable, or attempt to modify or disable, any filtering or blocking software installed in School computers or the School's computer system.
5. Students shall not use the School's computer network or School means of access to the Internet for any illegal activities, including, but not limited to, "hacking", copyright and license violations and unauthorized access to or unauthorized use of data bases.
6. Students shall not load onto the network or Internet their own student work or School work product without prior approval from the Head Master or his/her designee. Examples of materials constituting School work product include, but are not limited to: curriculum used in School programs, test or examination materials used in School programs, Division or Department Guidelines and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, School publications and brochures, school newspaper, school yearbook, School policies

and administrative regulations procedures and information published on the School's Web site.

7. Because it is impracticable for the School to monitor the School's computer network for improper or illegal activity at all times, students and their parents shall be solely responsible for any improper or illegal activity and/or transaction resulting from the student's use of the School's computer network. The School does not condone, authorize or approve of use of the School's computer network for any activity which is not related to the school curriculum, delivery of services or co-curricular activities sponsored by the School.
8. Students shall not use the School's computer network or School means of access to the Internet for personal financial or commercial gain.
9. Use of the School's electronic mail communication, network and access to and use of the Internet on School computers is a privilege, not a right. Students who abuse the privilege by engaging in the conduct prohibited in these procedures shall be subject to discipline which may include expulsion, suspension or loss of the privilege and denial of access to the network, Internet and/or the School's computer systems.

**B. Acceptable use includes, but is not limited to, the following:**

1. Use resources and equipment for educational purposes only.
2. Use appropriate language in my documents and file names.
3. Adhere to applicable copyright laws.
4. Treat all resources and equipment with respect and careful handling.
5. Access/use only software or programs that are pre-approved.
6. Immediately talk to a teacher if I receive or mistakenly access inappropriate information.
7. Immediately report any violation of this policy.

**C. Unacceptable use includes, but is not limited to, the following:**

1. Changing names or content of existing files or computer settings.
2. Accessing another person's folder or documents.
3. Attempting to access teacher or administrator files or programs.
4. Connecting to any electronic device (laptop, game system) to the school network or equipment without pre-approval.
5. Printing anything without permission or print in color without permission.
6. Eating or drinking in the library/media center or near computers in the classroom.

**D. Unacceptable use regarding safety include, but is not limited to, the following:**

1. Corresponding with anyone through the internet or via the computer.
2. Downloading any programs, files, data or items from the internet.
3. Filling out any forms requesting personal information online.
4. Accessing or attempting to access email of any kind for any reason while at school.
5. Accessing or attempting to access social networks or messaging applications while at school.

**E. Consequences of Improper or Prohibited Use of School Computers or School Means of Access to the Internet**

Improper or prohibited use of School computers or School means of access to the Internet will result in discipline up to and including expulsion. Criminal conduct may be referred to law enforcement authorities.

## Homework

Students can expect a reasonable amount of homework in order to enhance classroom learning, prepare for future class work, and to establish character traits, such as self discipline and responsibility. Students can expect an **AVERAGE** of 10 minutes per grade level each day (for example: 60 minutes for 6<sup>th</sup> grade) There may be days when the student has no homework and other days when there is more than 10 minutes/grade level. If your child consistently has a much larger amount of homework, we recommend you discuss this with the classroom teacher. Homework is expected to be turned in on time. Students who are absent are expected to hand in all missed assignments. Students are granted two days to make up work for every day of school actually missed.

Parents can best help students with homework assignments by:

- Providing a quiet, well-lit, comfortable place to study.
- Helping the student establish a regular time to study, preferably early in the evening.
- Suggesting the most difficult subject is completed first.
- Checking student work for accuracy, neatness, and legibility.
- Monitoring the other activities of a child so that the child is not over-committed.
- Monitoring the amount of homework the child receives and observing the ability of the child to accomplish school related assignments. The **Homework Tracker** is available on line and is encouraged to be used by parents to provide feedback to teachers and administration with regards to the amount of homework being given at a grade level.

**Should a student fail to complete their homework, the teacher will contact the parent(s) via email noting the missed assignment. The student will have 2 days to turn in the assignment for partial credit. (20% off their grade earned) If it is not handed in within 2 days, the student will not receive credit for the assignment. If extenuating circumstances arise, please contact the teacher and proper arrangements will be made for the student.**

**Parents will find daily assignments in each subject area on the Twin Oaks Christian School Website under Middle School at [www.twinoakschristianschool.org](http://www.twinoakschristianschool.org).**

## Report Cards

The primary function of report cards is to maintain communication between the home and school on behalf of the educational interests of the child. The report card is to inform parents as to how their child's performance appears to the school in relation to the goals for the grade level. When supplied with this information, parents are better able to understand the educational process of their child.

Report cards are issued quarterly. They require careful consideration by parents. Progress reports are issued mid-way through all four quarters. Progress reports will be mailed to the attention of the parents.

Advancement to the next grade is dependant on successful completion of core academic classes with a passing grade or satisfactory testing in the subject area. Exceptions will be made by the Head of School in concert with parents in unusual circumstances.

## **Parent/Teacher Conferences**

Conference time for parents and teachers is scheduled following the first and third quarters. **The fall conferences are mandatory.** Due to time constraints, conferences are planned on a ten minute schedule. If more time is needed, a personal conference may be scheduled with any teacher. Conferences are optional at the end of the third quarter and may be scheduled at the request of parent, teacher, or assistant head. Other meetings may be held throughout the year as the need may arise.

Parent/Teacher conferences are held so that parents can see each of their child's teachers. Therefore the teachers are not in their classrooms, but are assembled in close proximity to each other to save parents time in locating the teachers of their children. Privacy is still maintained.

## **Field Trips and Class Retreats**

St. Louis has so many different opportunities for learning outside the classroom to enhance the knowledge of our students. Each time students are taken off campus, careful thought is given to meeting goals and objectives which will enhance their learning. While field trips do provide opportunities for social growth, these trips are planned primarily for educational purposes and experiences that are better served outside the classroom.

### **6<sup>th</sup> Grade:**

The 6<sup>th</sup> grade class participates in a two-day retreat in September with a canoe trip on the Meramec River and an overnight stay at Camp Trinity. The retreat is a time to grow relationships and learn about the great outdoors that God has so bountifully given to us.

In conjunction with their Bible/History curriculum, 6<sup>th</sup> graders travel to the Basilica of St. Louis and the Art Museum; a later trip to the Science Center provides hands-on experience.

### **7<sup>th</sup> Grade:**

The 7<sup>th</sup> grade class begins the school year with a retreat to Meramec State Park for two days. The time is used to set the tone for the school year, build unity as a class, and encourage growth in their faith. We have a guided tour of Fisher cave and spend some time on an activity such as canoeing or having a Zipline experience. Students also participate in team building activities including camp fires/singing/roasting marshmallows etc., cooking breakfast together and spending time in devotions.

The 7<sup>th</sup> grade class also visits Weldon Springs in the Fall after finishing a science unit in Ecology. This is a perfect opportunity for students to see first-hand the proper way to dispose of hazardous waste. The students engage in hands-on activities that solidify the knowledge they have acquired during the unit. In the Spring, the 7<sup>th</sup> grade visits the Missouri History Museum. Here they become better acquainted with their states' history.

### **8<sup>th</sup> Grade:**

The 8<sup>th</sup> grade class travels to Greensfelder Park for a day at the beginning of the year to climb the Alpine Tower. This builds self confidence and an "I can" attitude in each student as classmates cheer them on while they make their climb up the 500 foot challenge. A trip to Washington D.C. in the spring culminates students' studies in American History.

## Social Activities

The social needs of 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students are changing from elementary school years. Twin Oaks Christian School aspires to maintain a highly relational environment for students, parents, and faculty. One method to attain this objective, as well as reinforce Biblical guidelines for developing sound relationships, is to provide carefully planned social events. We deliberately plan times for students to interact before and after school, at lunch and between classes. While the 6<sup>th</sup> grade has its social events during school hours, the 7<sup>th</sup> and 8<sup>th</sup> grades have social events planned by the teachers and parents which take place during after-school hours. We encourage group activities that broaden students' experiences and provide opportunities to practice social behaviors that are taught while in school. These activities include, but are not limited to, the following:

### 6<sup>th</sup> Grade:

October: Greek Festival  
November: City Museum  
December: Christmas Party  
February: Medieval Feast with a Knighting Ceremony  
March: Bowling  
May: Yearbook Signing Party

Note: There are other social events throughout the year that are organized by parents and sponsored and at least partially funded by the school.

### 7<sup>th</sup> Grade:

September: Combined Social for the 7<sup>th</sup> and 8<sup>th</sup> Grade  
October: Combined social for 7<sup>th</sup>/ 8<sup>th</sup> grade: Fall Social (usually a Hayride)  
December: Progressive Dinner and Christmas Lights  
February: Ice Skating  
Spring: Hang Outs  
May: Year End Social

### 8<sup>th</sup> Grade:

September: Combined Social for the 7<sup>th</sup> and 8<sup>th</sup> Grade  
October: Combined social for 7<sup>th</sup>/ 8<sup>th</sup> grade: Fall Social (usually a Hayride)  
December: Dinner and the Fox Theatre  
February: Winter Social  
May: Year End Social

## Interscholastic Athletics:

TOCS offers opportunities for students to participate in organized team sports throughout the year. Team Sports offered in the Middle School consist of:

Fall: Boys and Girls Soccer, Girls Volleyball  
Winter: Boys and Girls Basketball, Girls Cheerleading  
Spring: Boys and Girls Golf, Boys Baseball, Girls Softball,

We rely on parent volunteers for coaches. We require a participation fee upon enrollment to provide for uniforms, officials and league fees. All uniforms from previously played sports must be turned in before a child will be issued a uniform for the next sport.

## Part IV – School Day and Attendance Policy

### Start and End Times

**The school day starts at 8:20 AM. It is necessary for students to arrive with adequate time to be prepared and be in their classroom before 8:20 AM.** Students should not arrive on campus before 7:30 AM unless the student has a specific job that starts before this time (Ex: Chapel Band practice). Sixth, 7<sup>th</sup>, and 8<sup>th</sup> grade students may go to their designated locker area or to their homeroom classrooms.

**The school day ends at 3:00 PM.** Students are dismissed at 3:00 from car pool. Students should be picked up at the car pool line unless there is a specific need for students to leave before 2:45 PM. They will be called out of class. **Students will not be called out of class between 2:45 PM and 3:00 PM.** After school 7<sup>th</sup> and 8<sup>th</sup> grade students may be picked up in carpool at the "Sally Port" (the northwest entrance to the Sanctuary which has a covered drive through). Students may stay for help with a teacher or wait for their ride in a classroom, in the gym (if available) or in the school library (if a teacher is present). **No student will be allowed to wait by the Church Office after school for his or her ride home.** Unless there is a special activity they are attending, students should leave campus by 4:00 PM. In the event that a parent is unable to provide transportation for their student at the end of the day or is unable to arrange alternate transportation on behalf of their student, they should contact the Head of School. (See "Aftercare" section for further details.)

### Areas That Are Off Limits

Before, during and after school, students may not be in the following areas: The Sanctuary, Narthex, Mail/Copy Room, North Link, Church Library, Church Office, Fellowship Hall or just roaming the halls. We ask that students be considerate by restraining the volume of their conversations when near the church offices so that they do not disturb those working in that area. **Students are to use the stairs leading to the school office or by the playground area. Students are not to use the elevator or the wide spiral staircase while at Twin Oaks during the school day.**

### School Lunch

Students eat in the lunchroom under teacher/teacher aide supervision. Children may bring their lunch to school or purchase a hot lunch. The school offers hot lunch on Monday through Friday. Lunches are ordered on a monthly basis. Each month your child will be given a hot lunch order form. Please take note of the date that the hot lunch forms are due back to school. There is a \$10.00 late fee for forms that come in after the due date. Your child may order milk or bottled water by filling out a form for the year, or may bring his or her own beverage. Hot lunch does not include a beverage.

Parents are invited to eat lunch with their children. Tables have been designated for this purpose. This is an opportunity for you and your child to have a special time together. Additional friends should not be included.

### Tardy Policy

Tardiness is considered a detriment to the effectiveness of a student's performance and training in responsibility. We expect our students to be on time. Each day we begin with devotions at 8:20 AM in the classroom. Students arriving late will have to wait until 8:30 AM. to

enter the classroom. It is important that students are present at the beginning of the day as their tardiness causes them to miss instruction. Please make every effort to have your child at school before 8:15 AM so that he or she can be ready for class.

The following consequences will be applied to excessive tardies:

- Parents will be notified when a student has received their third tardy during a quarter.
- On the 3<sup>rd</sup> tardy, the student will receive a 15 minute detention. The parent will receive an email form advising them of the tardy which the parent will fill out informing the teacher when they can serve the detention.
- The 4<sup>th</sup> tardy will include a 30 minute detention and a phone call home to the parents.
- Parents will be notified when a student has 5 tardies. At that time the student will lose one percent from the quarter grade for the class for every time he or she is tardy for the remainder of the quarter.
- The detention period will consist of the student addressing or performing activities as defined by the teacher and deemed appropriate by the teacher to the nature of the offense or scope of classroom work that was adversely impacted by the student's behavior.

## **Student Absences**

Twin Oaks Christian School centers its educational process on classroom instruction. Therefore it is expected that students attend and participate in all classes. However, the school recognizes that some absences are inevitable. If a student is to be absent from school, it is the parent's responsibility to notify the school office before 8:30 AM on the day of the absence and reason for the absence. If a student is absent, he or she is responsible for obtaining and completing all assignments missed. Students will have 2 days to make up work for every day they miss. After 3 consecutive days of absence the student will give their homeroom teacher an explanatory note from the parents. If the student misses 5 consecutive days of school in a quarter, a doctor's explanation is required.

All middle school students will be limited to a total of 10 days excused absences per semester. Any absence in excess of the allotted absences per term will be considered unexcused. Unexcused absences will result in a one percent-per-day reduction in the quarter grade in each course. Students will be required to make up missed work according to the direction of the appropriate teacher. In the case of severe and/or prolonged illness (for example, when hospitalization is required), exceptions to the maximum absence policy may be made at the discretion of the Head of School. It will be the responsibility of the parents for providing their child with the necessary services to insure that their student meets the learning goals of a particular class within a given time frame. Long term absences will be dealt with on an individual basis.

Parents/students will find homework assignments on the Twin Oaks Christian School website under the Middle School section. The website is found at [www.twinoakschristianschool.org](http://www.twinoakschristianschool.org).

If there are worksheets or explanations of assignments that cannot be transferred electronically, the sheets will be in a plastic slot outside of the student's homeroom with their name on the paper. Parents or students may pick up books from their lockers. This information will be available on the website after 2:30 P.M. daily. The school will be open between 2:30 and 6:00 P.M. in order to allow parents to pick up the necessary materials for their students. If

the parents are not able to retrieve the worksheets, the student will be responsible to pick up their homework from the plastic pocket the morning they return to school.

## **School Reach Information**

A phone program has been implemented called "School Reach". The School Reach program, which is a computerized telephone program, for rapid telephone contact will be activated to call all parents and inform them of changes to the school day or times of dismissal. This allows the school to call each family and provide a recorded message with early cancellations, snow days and general information.

## **Early Dismissal**

Signing out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, the procedure below should be followed:

- A signed, dated note, written by a parent or guardian, stating the reason for the early dismissal and the time the child should be excused from class should be brought to school in the morning. The note is to be given to the child's teacher before class begins.
- When you come to sign out your child from school, the office will call him out of class.
- **All students must be signed out and met at the school office by the responsible adult/guardian.**

## **Announcement to Close School Before School Starts**

In case of emergency closing, such information will be announced over the radio on KMOX and KSIV and on television on KSDK, Channel 5 and Fox 2 News. Every effort will be made to notify the stations of our decision as early as possible. It will also be on our website, along with an updated school voicemail message. A School Reach phone blast will also be sent out.

Some of our families are located in outlying areas where driving conditions are even more difficult than those most of us experience. Please use your discretion and do not attempt to come to school if conditions are too hazardous in your area.

## **Operating on a "Snow Schedule"**

If a Snow Schedule is announced, school begins at 9:30 a.m. Dismissal will be at 3:00 p.m.

## **Emergency School Closing/Closing Early After School Has Started**

Occasionally, emergency conditions make it necessary to close school or to operate on a different schedule. In most cases, this will be due to snowfall or icy conditions, which make roads impassable or unsafe. The decision to close school will rest with the administration, and will be coordinated with Westminster Christian Academy if possible. On the days when weather conditions worsen after school begins, please listen to your radio and/or television for a possible school closing. The School Reach program will also be activated to call all parents and inform them of changes to the school day or times of dismissal. In your judgment, if the driving is becoming hazardous during a school day and you would like to retrieve your child before 3:00 PM, please feel free to do so.

## Visitors to School

**ALL PARENTS OR VISITORS** must sign in at the office. There they will receive a visitor nametag they are to wear **at all times** during their visit. This is for the safety and security of all the students. **NEVER GO DIRECTLY TO A CLASSROOM.** The office staff will call your child to the office for you or leave a message for a teacher. Please respect and honor these guidelines.

Students interested in attending Twin Oaks Christian School may shadow a student and attend academic classes. Such arrangements are to be made with the school office prior to the visit. Other non-TOCS students will not be allowed to shadow TOCS students nor attend classes with them.

**Visitors who wish to visit the school or with a student during the lunch period may do so under the above guidelines.**

## Carpool

Students in 7<sup>th</sup> and 8<sup>th</sup> grade will be picked up at the Sally Port on the northwest corner of the church from 3:05-3:20 PM. Students should exit the building from doors by the church office. 6<sup>th</sup> grade will continue to use the carpool line and remain with carpool supervision until 3:30 PM. Don't forget, only 7<sup>th</sup> and 8<sup>th</sup> graders may wait at the Sally Port. No siblings should wait with their older brother or sister at the Sally Port.

## Part V - Communication

### School Office Hours

During the academic year, the office is open from 8:00 a.m. to 4:00 p.m. when school is in session. During the summer months office hours are from 8:00 AM to 3:00 PM Tuesday through Thursday, exclusive of vacations. The office will be closed Monday and Friday.

The telephone number for TOCS is 636-861-1901. The office manager's email address is [tocsoffice@twinoaksschool.org](mailto:tocsoffice@twinoaksschool.org) and our fax number is 636-861-2084.

- The use of the telephone by students is discouraged. In an emergency situation, students are permitted to use the telephone in the office or in the classroom if the teacher has given the student permission. **Arrangements for after school should be made prior to the school day.**
- Before 8:00 AM and after 3:30 PM middle school students may use cell phones or pagers to communicate only with parents or guardians. All cell phones must be off and out of sight during the hours of 8:00 AM-3:30 PM. If you need to contact your child, please feel free to contact the school office and leave a message. The office will notify the student of the message. If you need to talk to the student immediately, they will be given a pass to the office to call you. If it is not an emergency, the message will be left at their locker for them to retrieve between classes. If a student is found violating the phone policy, it will be confiscated and the parent will need to retrieve it from the Head of School.
- Parents are requested to call the office to contact the teacher should any question arise concerning a classroom situation or a class event. The Head of School should be contacted concerning a matter of school policy or a school-wide event.

- Teachers may be contacted during the school day by phoning the school office. Your call will be transferred to a voice mailbox for that teacher. Teachers will respond to your voicemail as soon as they are free from classroom responsibilities. Teachers may be contacted via email during the day, and are often more readily available in this manner due to scheduling.
- NOTE: Conferences with parents are always most beneficial when a scheduled time has been arranged with the teacher. Please keep in mind; we do not encourage an unscheduled, spontaneous conference.

## Monthly Newsletter

On the last Friday of each month, a newsletter from the school office will be sent home with information and the calendar for the upcoming month. The deadline to submit an article for the school newsletter is the third Tuesday of the month before noon. All articles need to be sent to the office to the attention of our school office manager.

## Daily Homework

Middle School Teachers will put the daily and long term assignments on the Middle School Website by 2:30 p.m. every day.

## Grade Level Weekly Email Update

Parents will be reminded of socials, service projects, and other special reminders via email each week.

## Email Blast

The main office will send out a blast to the school community updating the parents concerning upcoming events.

## Literature Distribution

No distribution of literature, (whether educational, political, or religious, or announcements of coming events, etc.) may be made without prior approval from our school office manager. **Our school directory is not permitted to be used for solicitation or mass mailing purposes.**

## Change of Address/Telephone Number/Contact Information

It is the parent's responsibility to inform the school office in writing for the following changes:

- A change of address or telephone number
- A change in place of employment
- A change in the child's health

The emergency telephone numbers you give the office on the blue pupil information cards are our only means of locating you if your child has an accident or becomes ill at school. It is **extremely important that you keep us informed of any changes in emergency numbers.**

## Email Etiquette

The advent of technology provides new and immediate ways to communicate. Email, text messages, and instant messaging have become, for many, their primary means of communication. Respectful and appropriate communication in any of these media will be expected to follow the guidelines listed below.

- Be concise and to the point.
- Take a second look before you send a message
- Email is not a place to discuss confidential information. Please call or make an appointment.
- It is advisable to avoid sending email when you are angry.
- Email is indeed etched in stone. Your email is not anonymous. While you may have intended for only "one person" to read your email, it can and may be read by others.
- Using all capital letters in email is generally perceived as "shouting".
- Please do not use email to say anything in any way you would not say in person
- Email is not always the best way to communicate. Often, a phone call or meeting in person is preferable. Intonation cannot be read.

## **Lost and Found**

Please label all clothing, lunchboxes, supplies, or other personal property. This expedites the search for the rightful owner. All items found should be brought to the Lost and Found in the middle school office. Lost items that are not claimed by the end of each quarter will be given away. Please do not bring valuable items to school. (i-phones, money, gift cards, jewelry, etc.)

## **Interpersonal Difficulties (Complaint Policy)**

Twin Oaks Christian School is a Christian community. Its educational commitment is to develop, not only Christian minds, but also Christian hearts. In doing this, the school must not only teach the truth, it must also live the truth by the power of the Holy Spirit.

Wherever relationships are close in a fallen world, there is the real potential for problems between people. The majority of these problems are the result of a lack of communication. The Godly way to deal with interpersonal difficulties is clearly presented in Scripture and outlined in Matthew 18:15-17. If a problem does arise between you and a faculty member, please handle it accordingly:

- All questions, problems, issues should be brought first to the teacher. The parties directly involved should arrange a private meeting to seek a God-honoring resolution.
- Should a resolution fail to be reached, it should then be brought by both parent and teacher to the Head of School in order to explore resolution options.
- Finally, but only when all prior steps have been used, the problem will be submitted in writing to the Twin Oaks Christian School Board. It is then placed on the agenda of the Board's next meeting and a timely response will be returned.

# **Part VI - School Rules and Discipline**

## **Overview**

In order to provide a suitable educational environment for all students in the classroom and throughout the school, and to enhance the effective moral training of all students, TOCS adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God (Ephesians 6:1-4). Our authority as a school has been delegated to us by the parents who have placed their children in our school. It is, therefore, the responsibility of the teacher to maintain discipline in the classroom, for the well-being of the individual student and the group as a whole.

2. Discipline should have a goal of restoration (Galatians 6:1) for the offender, just as God desires to restore us to fellowship with Him. Similarly, the offender must be made to realize the consequences of their actions in appropriate manners so as to recognize the need to repent and correct their behavior so as to affirm the grace of forgiveness and restoration.

Classrooms and the school campus in general must be places where students can learn and teachers can teach in a safe environment.

The faculty and administration strive to develop and maintain positive relationships with each student and family of TOCS. Learning involves the whole child, and a child who makes a mistake must be dealt with in a loving, caring and forgiving manner. The repentant child must be forgiven and given an opportunity to start anew. This kind of caring makes changes in behavior and self discipline possible. It also models for our students how they are to treat one another.

It is essential that the faculty and administration have the understanding and whole-hearted support of all parents in the area of behavior and discipline. Parents are encouraged to contact the school with questions whenever children report that something questionable has taken place at school.

For the safety of the students and staff, and to protect the learning environment of the school, students who do not respond to correction may be required to withdraw or be expelled. The actions of a few cannot be allowed to detract from the opportunities for many.

With this in mind, the following goals, rules and procedures are applicable to our students.

## Goals

1. To develop spiritual maturity under guidance of the Holy Spirit
2. To prepare a student for a life of obedience to the Lord Jesus Christ
3. To apply biblical principles in handling daily life situations
4. To provide a consistent pattern of expectations for students
5. To prepare a student to respect authority at all levels, thus becoming a better citizen of the Kingdom
6. To develop a sense of responsibility and a sense of respect for the rights and feelings of others
7. To respect the property of others and the school
8. To develop effective relationships with teachers, students, administrators, parents and all members of the school community

Discipline is always an attempt to guide students and to help them correct inappropriate behavior. The **student** has these responsibilities:

1. To have a knowledge of the written behavioral policies and consequences
2. To cooperate with faculty/staff and to avoid deliberately disrupting class work or causing disorder to the school activity
3. To demonstrate punctuality in getting to class on time and being accountable to take proper materials to class, being ready to begin the class period at the appropriate inception time
4. To succeed to the best of his/her ability (Matthew 25:15)

5. To be honest in all they do, to maintain and present only their own work in class assignments, tests, and other academic pursuits. As well, to be honest and truthful to all manner of relationships within the school community
6. To demonstrate obedience and a respectful attitude at all school related events:
  - a. Towards students, teachers, administrators and other people
  - b. Towards property of the school, church and other people (1 Peter 2:13)
7. To make a commitment to live within the rules and regulations that are necessary for us to function together each day in a God-honoring manner.

## **General Rules**

The following general rules and consequences have been developed by the faculty to help students develop self-discipline so that God will be glorified by what is said and done at Twin Oaks Christian School and to allow learning to take place without disturbance. This discipline policy will reflect general rules of behavior and conduct that apply to all grade levels, as well as specific guidelines that are more age/grade level appropriate where necessary or more applicable.

### **Rules:**

1. RESPECT for God and His Word
2. RESPECT for those in authority
3. RESPECT for my classmates
4. RESPECT for my body and my God-given talents
5. RESPECT for the learning process and the classroom environment
6. RESPECT for my school and personal property, and the property of others

### **Cooperation and Electronics Policy:**

It is important that parents, staff and students work together to maintain a strong, educational environment. Classroom and school behaviors must reflect the following:

1. We have a "hands to yourself" policy – refrain from putting your hands on others and other inappropriate contact.
2. Your behavior must be safe for you and others. Therefore, there is a no running in the hallways, as well as any other conduct, which may be dangerous to your safety or to that of others.
3. No electronic devices, games, I-Pods, I-Touches, handheld PCs, pagers, or cell phones can be powered "ON" or visible during the hours of 8:00 AM and 3:30 PM. Twin Oaks reserves the right to restrict the use of these devices if, at any time, they are used to display inappropriate content or cause unwholesome conversation to result. **Cell phones may only be used to contact parents or guardian.** A cell phone will not be used to contact friends by calling or texting at any time the student is on the school premises. If a student violates any part of this rule, the device will be confiscated by a teacher or staff person. The device must be retrieved by a parent from the Head of School, as appropriate for the student's grade level, as it will not be returned directly to the student.
4. No internet usage is allowed to be accessed via student electronics at any time while on school grounds. Internet usage will be allowed in the computer lab, under supervision, and after students and parents have signed the internet usage agreement policy.
5. If you cause a problem, there will be appropriate consequences. (Because students and problems are different and unique, the consequences may be different for certain behaviors, based upon a student's situation, circumstance or maturity level. Certain

behaviors and incidents, as outlined later in this section, will result in similar disciplinary steps, regardless of these differences, due to the severity of such actions and occurrences.)

6. If you cause a problem, you must be part of the solution.
7. Bottom Line: **Students** are **responsible** for their actions.

**Electronics Policy:**

	6 <sup>th</sup>	7 <sup>th</sup> and 8 <sup>th</sup>
Electronics During the Day:	<b>The 6th grade students <u>are not</u> allowed to bring cell phones, I-pods, electronic games or pagers to school.</b> We do not want these to be a distraction during the day. Please save these items for use at other times.	<b>The 7th and 8th grade students <u>are not</u> allowed to bring cell phones or pagers to class.</b> If you need to contact your child, feel free to call the school office and leave a message. The office will notify the student of the message. If you need to talk to the student immediately, the teacher will give them a pass to the office to call you. If it is not an emergency, the message will be left at their locker for them to retrieve between classes. No electronic games or I-pods will be allowed after 8:00 am and before 3:30 pm.
Electronics After School:		Cell phones may be used after school ONLY for the purpose of contacting parents. Electronic games or I-pods may be used before or after school, but during the school day these items should be left in your locker. However, we recommend not bringing items of great value as most lockers are not locked during the school day.

**Parents: Please regularly monitor the content of your child’s electronic devices. The school reserves the right to regulate material students may bring onto the campus and/or share with other students.**

**Consequences:**

Appropriate consequences for misbehavior help students learn from their mistakes and develop self-discipline. Consequences may include the loss of privilege and free time, detention, contact of parents, in-school suspension, out of school suspension, or expulsion. Students who are involved in discipline that results in any form of suspension are further excluded from participation in any extracurricular activities as an active participant, member of a group or team, and from attending as a spectator any such event of the school during that suspension period, beginning on the first day of such suspension period and ending on the first full school day following such suspension.

Individual teachers will consistently apply posted guidelines within their classrooms. Inappropriate behavior will be dealt with primarily in this setting. Teachers will refer recurring or serious problems to the Head of School based upon grade level of responsibility for further disciplinary action. If a student does not respond to the efforts of the teacher and the Head

of School, the student may be suspended by the administrator for up to three (3) days. During an in-school suspension, all school work must be completed within the suspension period for academic credit to be given. During an out of school suspension, all school work must be completed but no academic credit will be given.

Prohibited disobedience or misconduct shall include any behavior which is a breach of Christian conduct that has an adverse effect upon the student's testimony or the testimony of the school. It shall include, but not be limited to, the following types of conduct, whether or not such conduct occurs on or off school property and such other conduct as may be designated from time to time by policy of the School Board:

1. Insubordination to school personnel or others in authority, including failure to follow directions. This shall include such things as chewing gum in class, passing notes, class disruption or speaking out of turn or without permission, failing to follow the instructions of a teacher or aide, throwing objects of any type, eating in class, lying, cheating or presenting the work of another as that of one's own effort.
2. Possession, use, or distribution of, or any attempt to use or distribute any illegal or controlled substance, including alcohol and drugs or any look-alike substance.
3. Intimidation or threat of such, or any attempt or action of any sort indicating a threat or intent to intimidate, school personnel, students or other persons.
4. Fighting with, or any assault of, school personnel or students.
5. Intentional damage to, destruction of, or any attempt to damage, destroy, deface or otherwise harm school property or the property of school personnel, students, or other persons. This shall include improperly obtaining or being in the possession of the property of others. (Parents will be financially responsible for any damages or loss of property that is the responsibility of their student)
6. Verbal abuse of school personnel, students or other persons.
7. Use of profane words or gestures, whether verbal, written or posted in any media form.
8. Any action, whether actually occurring, attempted, or threatened in any manner, which would endanger the physical or psychological well-being of school personnel, students or other persons, such as:
  - a. Improper release of a school fire alarm or tampering with fire extinguishers or other emergency equipment.
  - b. Starting, or any attempt to start, a fire on school property.
  - c. Setting off, or any attempt to set off, any explosive device on school property, including the use of any fireworks or other combustible material.
  - d. Possession of, use or display of a weapon or any reasonable facsimile. This shall include, but not be limited to, any firearm of any type or size, or model or toy representation of such, any knife, regardless of blade size, or any other device or implement which may reasonably be seen to present a hazard to a person.
9. Repeated incidents of misbehavior, including refusal to comply with school rules.
10. Any other acts which directly or indirectly jeopardize the health, safety or welfare of school personnel, students or other persons.
11. Disruptive behavior.
12. Leaving school property without permission of the teacher or authority in charge of supervision.
13. Any other act or conduct that is inconsistent with the religious teachings of the school.

The following misbehaviors shall result in an automatic suspension from school for up to three days and the consideration of expulsion from the school by the School Board:

1. The possession, sale or use of alcohol, drugs, or related substances including look-alike drugs or paraphernalia regardless of where or when such activity takes place.

2. The possession or use of any weapon or look-alike weapon (as described earlier) on school property or during school sponsored events regardless of the location of the event.
3. The threat to do harm, or physically attack, any sexual or verbal harassment (including crank calls, texting or cyber stalking in any fashion or form) of any person regardless of where or when such activity takes place.

## **Disciplinary Action Alternatives**

Disciplinary alternatives can be, but are not limited to, the following: parent conferences, noon or recess detention, work detail, non-participation in extra-curricular activities (including suspension from a team for a defined or indefinite period, or removal from a team), paddling (in the presence of the parent(s)), probation, suspension and expulsion. Prior to use of paddling, probation, suspension or expulsion, parents will be called by the HOS to discuss both the offense and the punishment.

Parents should recognize that disciplinary issues are a private matter between the student, their family, and the school. Only parties who are directly involved in a disciplinary situation will be included or addressed on that issue. Conversations, publication, or canvassing in any manner or method is strongly discouraged, as the privacy of the matter for any student or family involved is paramount to the School. Assumptions and "guesswork" as to the "why's and wherefore's" of a given situation or decision may often cause a greater harm than benefit to all parties. The School will not disclose information that is not absolutely necessary for the protection and welfare of the students of the school, its personnel, and its school community at large, in order to maintain the privacy and protection of those directly involved.

## **Suspension**

Suspension provides a student and his/her family an opportunity to correct a behavior problem. If improvement to written and agreed upon behavioral goals is not attained and maintained after a period of suspension, the family will be advised by the Board to withdraw the student from the school.

Reasons for suspension, in addition to those set forth earlier, include:

1. Continued, deliberate disobedience
2. A rebellious spirit with is unchanged after counseling and conferencing with parents
3. A continued negative attitude and disruptive influence upon other students
4. Committing a serious breach of Christian conduct that has an adverse effect upon the student's testimony or the testimony of the school
5. Failure of the parents to cooperate with the policies of the school

Students who are involved in discipline that results in any form of suspension are further excluded from participation in any extracurricular activities as an active participant, member of a group or team, and from attending as a spectator any such event of the school during that suspension period, beginning on the first day of such suspension period and ending on the first full school day following such suspension.

Any student who has been suspended for any reason will automatically be placed on a 90 day behavioral probation period. This period will last for a period of ninety (90) days from the date of the student's first return to school following the suspension period. The student and parents must meet with the HOS and agree to the conditions of this behavioral probation period before returning to the classroom. Students who fail to fulfill the conditions of their

behavioral probation period may be expelled from TOCS. A student who receives a second suspension will be expelled from the school.

## **Expulsion**

The School Board may expel any student, as it deems appropriate, if for any reason it determines that the expulsion is in the best interest of the school. This may include removal by expulsion due to actions of the parents which are, in the opinion of the School Board, detrimental to the school, its administration, staff or other students.

## **Student Incompatibility**

As a ministry of Twin Oaks Presbyterian Church, Twin Oaks Christian School desires to meet the needs of each student; however, it is not necessarily a school for every student. Continued disruptive behavior, persistent disobedience to rules, or failure to exert an effort to achieve will result in specific evaluation by each teacher. Based on these evaluations, the HOS may place the student on a three-week probationary period. Prior to the first day of this period, the HOS will hold a conference with the parents regarding the evaluation results and the desired improvement plan which must be attained during the three-week period. Should the student fail to achieve the desired attainments outlined in the report, the student will be dismissed from the school.

## **Summary of Discipline**

-First Offense: In School suspension for 1 day

-Second Offense: In school suspension for 2 days

-Third Offense: Out of School suspension for 1-3 days. Student will be on a 90 day behavioral probation period. At the end of the 90 day plan, progress of the student will be assessed and continuation in school determined. If it is determined that the student will continue at TOCS, the student will go back to step three.

-Fourth Offense: Expulsion from school. This will occur without a tuition refund for the remainder of the term.

## **Student Dress Code**

### **Student Dress:**

Twin Oaks Christian School is committed to Biblical training in all aspects of the development in the lives of our students. We want our students to recognize their special place as Covenant Children, set apart for God's glory and called to serve Him. TOCS students are taught how to discern Christian and non-Christian influences; to understand what constitutes appropriate dress, language, and behavior; and how to be "salt and light" in the world. We recognize and honor the uniqueness of each child and value learning not simply for the grades they achieve, but as means to help each child become the person God has ordained.

The nature of schooling, our climate, culture and Scriptural principles allow for a variety of suitable school attire and for flexibility in what it means to be "well-groomed." The appropriate dress expectations at TOCS consider safe play, modesty, distraction from learning, appropriateness for school, and age of students. It is the objective of this dress code policy to facilitate the development of a positive Christian sense of self worth in our students, a high regard for learning and an act of honoring God in all things.

**Dress Requirements:**

Girls may wear dresses, blouses, skirts, slacks, jeans, and shorts. **Dresses, skirts and shorts are to be longer than mid-thigh and modest in appearance when seated. This rule applies to multilayer outfits.** Sleeveless shirts are allowed for girls but not tank tops, spaghetti strap shirts, halters, or tube tops. Clothing must cover midriff, underwear, and any cleavage at all times, including when leaning over or raising the arms. We suggest younger girls wear shorts or tights under dresses for P.E. days and for active play. Spandex and bicycle shorts are encouraged under dresses and skirts, but not as outer wear. Shorts or slacks should not have any wording on their backside.

Boys may wear shirts with collars, tasteful T-shirts, slacks, jeans, and shorts. Shorts must be mid-thigh. Clothing must cover midriff and underwear. Tank tops or muscle shirts are not to be worn alone. Tee shirts or an over shirt need to be worn with them. **The hair length on boys should be cut above the eyebrows, no lower than the bottom of the earlobes, and should not touch the collar.**

**ALL STUDENTS:**

Shorts may be worn in the fall until November 1<sup>st</sup> and in the spring beginning April 1<sup>st</sup>. Students do go outside during the day and are required to wear appropriate outerwear such as a jacket or sweatshirt when temperatures are below 50 degrees. Outerwear is kept in the hallway. Hats may be worn on the playground but are kept with outerwear in the hallway. No clogs or open back shoes are to be worn by students in grades K-3. **Footwear is to be worn at all times.**

**Please note the following:**

- Slogans and graphics on all clothing should not detract from our Christian witness.
- **Shorts must be longer than mid-thigh when the student is seated and modest in appearance. This rule applies to multilayer outfits.** No spandex, bicycle shorts, or form fitting yoga/athletic pants should be worn as outer clothing.
- Shoes should be conducive to play. Students must wear athletic shoes that do not leave marks on the gymnasium floor.
- No hair paint, face paint, tattoos, or other distractions are allowed.
- No body piercing except for girls on earlobes.
- **Jeans or pants with holes or tears are not to be worn to school.**

The school reserves the right of decisions on what constitutes "proper dress." As new styles and clothing patterns develop, the school will make adjustments consistent with the intent of this policy. It is the objective of this dress code policy to facilitate the development of a positive Christian sense of self worth in our students and a high regard for learning and for school.

**Please remember that all sweaters, coats, hats, mittens, thermos bottles, lunch boxes, school supplies, etc., SHOULD BE WELL-MARKED WITH THE STUDENT'S NAME AND GRADE.** The school is not responsible for personal property left in the buildings, or on the school premises.

**We ask that parents support the school in the matter of dress by insuring that their children are dressed appropriately for school and school functions.**

## Lockers

Middle School students are assigned a locker at the beginning of the school year to store their books and personal items (please do not bring valuable items to school). Lockers are considered personal space, so entering another person's locker without their express permission is considered trespassing and will be dealt with accordingly. Students are responsible for the condition and contents of their lockers at all times. Lockers may not be "traded or switched" without a reason and approval from the assistant head. A combination lock is provided by Twin Oaks Christian School. Other locks are not permitted. Lockers should be locked at the end of each day as the building is used by others. Twin Oaks Christian School reserves the right to inspect the locker and its contents at any time.

**Students are allowed to decorate their lockers on the inside only. A name tag is the only decoration on the outside of the locker.** Students must use magnets only on the inside of their lockers. Do not use tape or any other form of adhesive.

Lockers should not contain any of the following as decoration:

1. Photos or posters that are primarily sexual in nature; no nudity, partial nudity, or suggested nudity shall be permitted.
2. Decorations which suggest or glorify violence or the occult, or which are coarse or obscene.
3. Decorations or slogans that are blasphemous or anti-Christian.
4. Alcohol or tobacco ads or symbols involving use of alcohol/tobacco/controlled substances.

(These same standards apply to notebooks and clothing)

If a teacher feels that your locker displays inappropriate materials, he or she will speak with you directly. If the two of you cannot agree, you should consult with another faculty member or the Head of School. Lockers will be inspected on a regular basis. If a student needs help in organizing his or her locker, this will be done until he or she can maintain an organized locker.

## Part VII - Health Issues

### Immunization Regulations

TOCS is required by the State of Missouri to insure that all students enrolled are current with appropriate immunizations. Immunizations must be current and the school office must have record that each child is current with recommended immunizations. We keep this record on file for the State of Missouri. It is not necessary to fill out a new card each year, but let the office know in writing if an additional immunization was administered and your child's record will be updated.

### Illness

We share your concern for your child's health and for the health of others. Keeping this in mind, we recommend the following:

- If your child appears sick, please keep him or her at home. It is important not to expose other children to your child's illness.
- If your child has a stomach ache which lasts longer than 4 hours, they should be kept home for the remainder of the day. If vomiting, diarrhea, and/or fever occur, **keep your child home until they are free from symptoms and fever for 24 hours.**
- A cold presents the most frequent problem to parents. A child with a heavy cold and productive cough belongs home, even though there is no fever. If your child has a

suspicious rash, or if white spots are seen in the back of the throat and/or swollen glands are present, keep your child home.

- Call the office between 8:00 and 8:25 a.m. if your child will not be attending school. Notification of a contagious illness is both expected and appreciated.
- If a child becomes ill during the day, he/she may be excused to go home. A parent, or authorized person, will be notified to arrange care.
- Please be sure your child has fully recovered before returning the child to the classroom.

## **Student Injury**

The faculty and staff of Twin Oaks Christian School will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained in the child's behalf. Please remember that in the event of an accident, school personnel can give emergency care only. Parents are responsible for any additional care needed.

## **Medication**

Giving medications during the school day is discouraged. If this becomes necessary however, **please note the following:**

1. All medications must be given to the school office first thing in the morning. No medications are to remain in the classroom! This includes non-prescription medications such as Advil and Tylenol.
2. While medications may be sent to school with a child, only adults may administer medication and only with written, signed, dated authorization by a parent or guardian.

**Please read the following very carefully:**

**Parent's Medication Checklist: The school office must have ALL of the following information in order to administer medications:**

- **Students name**
- **Date (This is very important)**
- **Name of medication**
- **Doctor's name**
- **Exact dosage**
- **Time medication is to be administered**
- **Duration of time medication is to be given**
- **Signature of the parent**

## **Private Counseling**

Mr. John Cordray and Ms. Martha Hyland are available for professional counseling during school hours and after school hours on a fee for service basis. The normal procedure to seek counseling is to set up a time to meet with John or Martha and discuss your concerns. You may call Cordray Counseling at (314) 252-8959 or visit their website at [www.cordraycounseling.com](http://www.cordraycounseling.com). A written informed consent document must be signed by parents before a counselor meets with any student, unless there is an emergency. If a counselor needs to meet with a student without parental consent, the counselor will contact

the parents as soon as possible. If you have questions, contact the school office. (This service is not included in the school tuition.)

## **Your Privacy at TOCS**

When you begin the process of enrollment at TOCS, we ask you to complete lots of forms. With each student in your family, you fill out more forms. For each activity, we have your fill out – you guessed it, more forms!

You have a right to know what we do with all that data. You have a right to know how we keep it safe.

Family and Student records are maintained in locked file cabinets. Family data, such as employment and financial records of tuition payments and assistance, are maintained under computer security and are password protected. Backups of data are maintained for safety purposes on hard media, and this media is stored off site in a lockbox. Student records, such as grades, progress reports, issues and events records, disciplinary records, and any special assessment records or test results, are maintained in our Records Management System on our servers. This system is password protected. No records are stored on any Internet servers, and all of our computers are fire walled against any outside inquiries. Medical record cards are maintained in the office in a locked cabinet for quick reference in the event of an emergency.

TOCS respects the confidentiality of your records. Only school administrators and teachers directly involved with your student or your family will have any access to any of your records, and then such access will be limited by school administrators to only the information necessary to address the situation or issue. Financial records are never shared with school staff beyond the school administrators, the financial secretary, and the Finance Committee of the school board when necessary.

We maintain student records for a period of seven years beyond their tenure with TOCS. Transcripts are available to you or your designate per our written policy on transcripts. Student records and immunization information may be subject to disclosure pursuant to a court order or state law, but no such disclosure to a third party will occur without prior notice to the student's parent/guardian.