

# Tabernacle School

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## PARENT AND STUDENT HANDBOOK



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## GENERAL INFORMATION

### MISSION STATEMENT

*Teaching in all areas of life, the Truth, as centered in the Lord Jesus of the Bible.*

Tabernacle School is committed to excellence in an atmosphere of high-quality caring. We desire to honor the Lord Jesus in every pursuit in an environment where faith in Jesus Christ and academics coexist harmoniously. At Tabernacle we recognize and nurture the unique giftedness and diversity of each child. Through our LIVE and GIFT programs, we build Godly character into the lives of our students while maintaining respect for their diversity.

### VISION STATEMENT

The vision of Tabernacle School is to impact children with the message of Jesus Christ within an elementary and junior high school. We desire to instill in our students a sense of worth and competence. It is our vision to create a school spirit that will emphasize the unique giftedness of all students and mold their characters in wisdom and truth.

Our core values are as follows:

- **TRUTH-CENTERED:** Committed to teaching in all areas of life, the Truth, as centered in the Lord Jesus of the Bible. John 1:14
- **EVANGELICALLY FOCUSED:** Passionate about knowing the Lord Jesus and making Him known. Teaching and mentoring children to develop a Christ-centered life. Matthew 28:18-20
- **EXCELLENCE BASED:** Vitally engaged in producing academic achievers with an emphasis on each student's unique God-given gifts.
- **RELATIONALLY ENGAGED:** Dedicated to loving and nurturing students, and mentoring them in foundational character traits. Training students to be self-disciplined and encouraging their leadership abilities. Matthew 15:5-6
- **GLOBALLY CHALLENGED:** Involved in expanding our ministry to children around the world with the message of the Lord Jesus Christ. Matthew 28:18-20

### NON-DISCRIMINATION STATEMENT

Tabernacle School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Tabernacle does not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

### SEXUAL IDENTITY AND CONDUCT POLICY

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's "biological sex" is a rejection of the image of God within that person.

In conformity with these beliefs and to further our school's mission, Tabernacle School has instituted the following policies:

1. Students at Tabernacle are to dress in conformity with their biological sex.
2. Students at Tabernacle are to use locker rooms and bathrooms in conformity with their biological sex.
3. Students at Tabernacle are to use the pronouns of their biological sex.

## STATEMENT OF EDUCATIONAL PURPOSE

Children today need an education that prepares them to think clearly, to act responsibly, and to live ethically. At Tabernacle, we desire to give our students a competitive edge in an increasingly complex society. Our unique approach to education is based upon fifty-one years of sound academics and respect for individual giftedness. Our objective is to have a school honoring the Lord Jesus in every area. We strive to provide an education that is effective in forming and expressing the life of the Lord Jesus in its students. We thoughtfully and intentionally build programs and curriculum to accomplish this task. Tabernacle School strives to motivate and impact its students toward Godliness.

## STATEMENT OF EDUCATIONAL PHILOSOPHY

The all-encompassing goal of our school is to lead the student into a pattern of life and receptiveness towards the Lord Jesus of the Bible. It is our objective to teach children to love, trust, and follow the Lord Jesus. It is our responsibility to mentor our children in Jesus by living out the Spirit of Jesus in our own lives.

## GIFT PROGRAM

We are made in the image and likeness of God and each individual is incredibly unique. We believe that intelligence should be considered as multidimensional. Our Gift program gives self-confidence to all students, recognizing them at least once during the year for their accomplishments in a particular area.

1. ***Linguistic* – Having the ability to use words effectively.** A student with this gift will show great skill with written and/or spoken language. Political leaders, legal experts, and writers have developed this ability to a high degree.
2. ***Logical-Mathematical* – Having the ability to reason well.** A child with this ability is interested in patterns and relationships among things and loves puzzles and brainteasers. Computer and financial specialists are especially gifted logically and mathematically.
3. ***Musical* – Having a keen ear and sense of rhythm.** Musically gifted children frequently sing, hum, or whistle because they possess an innate sensitivity toward the musical elements of melody, tone, and rhythm. Many professional musicians first demonstrated musical potential at a very early age.
4. ***Spatial* – Having the ability to perceive and transform things visually.** Children who are spatially oriented think in three-dimensional terms. They not only “see” things clearly in the mind’s eye, but they can manipulate them in their imaginations. These children are future artists, designers, surgeons, mechanics, and scientific theorists.

5. **Kinesthetic – Having grace or agility, using one’s body in a highly skilled way.** Kinesthetically gifted children are gifted with fine motor skills used for sewing, crafts, typing, drawing, and fixing machinery. Future athletes, dancers, swimmers, and sometimes inventors or actors are among this group.
6. **Interpersonal – Being gifted at understanding others.** Children gifted with interpersonal skills have the ability to empathize and understand other people. They have the uncanny sense of saying or doing the right thing at just the right time. People in service professions such as teachers, therapists, and counselors exhibit this gift.
7. **Intrapersonal – Having deep insight into oneself.** Children who recognize their own strengths and weaknesses are gifted with intrapersonal skills. When these skills become highly developed, one is able to detect and to symbolize complex and highly differentiated sets of feelings. Poets are good representatives of this group.
8. **Moral Intelligence – Having a desire to live ethically.** Children who have a heart attitude and desire to conscientiously seek truth and justice are gifted with moral skills. They are able to delay self-gratification and make good decisions. Moral intelligence is the foundation upon which the seven gifts must be nurtured and developed.
9. **Leadership – Having the ability to take people where they would not go alone.** The key to leadership is to be a servant to others. It is necessary to be compassionate and loving. These children are future CEO’s, diplomat’s paramedics, founders of rescue missions, politicians, doctors, and missionaries.
10. **Creationist – Having the faith to comprehend and love God’s creation.** Children with this ability see God’s creation as a gift to mankind to prove His existence. This gifted child is outside most of the time, and would love to be a farmer, scientist, geologist, veterinarian, oceanographer, astronomer, or paleontologist.

## LIVE PROGRAM

### Learning Important Values Everyday

Character building is important work within the life of the school. The conscience is the soul’s voice and warning system. The conscience holds all of us accountable to the highest standard we have been taught about right and wrong. We send children to the office for being good! We emphasize the following character traits:

#### 1. Responsible

Expresses love, industrious, truthful, productive, self-disciplined, determined, persistent, ambitious, wise, servant hearted, resistant to sin

#### 2. Respectful

Thinking like Jesus, polite, obedient, a leader, accepting, rule keeping, encouraging, quiet, admission, honoring

#### 3. Compassionate

Caring, gentle, empathetic, understanding, discrete, attentive, friendly, forgiving, passionate, and selfless

#### 4. Cooperative

Obedient, attentive, flexible, peaceful, fair, joyful, thankful, positive, faithful, patient

#### 5. Courageous

Determined, loving, receptive, disciplined, thinking skills, vigilant, thoughtful, brave, decisive, trustworthy, controlled, reliable, focused

**EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR's)**

Our Goal at Tabernacle School is that every student will become a(n)

1. Faithful Follower of Jesus Christ (who, as age appropriate,)
  - After accepting the Lord Jesus Christ as personal Savior, demonstrates an on-going, deepening love relationship with the Lord as evidenced by a Christ-centered life displaying the personal attributes of Jesus.
  - Develops a Biblical worldview, which results in a proper perspective of God as Heavenly Father and produces a growing trust in Him as Provider, Sustainer, and Controller of life.
  - Shows evidence of a conscience sensitive to God's commandments by knowing and applying God's Word to all aspects of life.
2. Life-Long Learner (who as age appropriate,)
  - Is accountable for exerting personal effort toward his/her educational responsibility to be self-controlled and productive in the classroom and his/her commitment to life-long learning.
  - Recognizes and develops his/her unique gifts by setting short-term and life-long personal goals which honor God, the creator and giver of gifts.
  - Demonstrates leadership skills, which are evidenced by living ethically and morally pure before both God and man while cultivating mental discipline and discernment as an involved citizen of the society.
3. Citizen of Character (who, as age appropriate,)
  - Demonstrates respectful and responsive behavior towards others, with the right heart attitude.
  - Exhibits responsible conduct in word and action, employing resourcefulness in accomplishing educational and life objectives.
  - Works receptively with a diversity of people in a variety of frameworks with a resolute approach to learning.
4. Academic Achiever (who, as age appropriate,)
  - Reads with good comprehension and writes with clear expression, meaningful vocabulary, and organization of thought.
  - Applies critical thinking and problem solving skills to all types of learning and life situations.
  - Communicates effectively with others by listening attentively and speaking clearly with confidence.
  - Exercises a variety of methods, strategies, and tools, including technology, to conduct research, evaluate information, and make responsible decisions in light of Biblical truths.

## TABERNACLE SCHOOL FAMILY

In accordance with our mission statement, philosophy of education, and expected school wide learning results (ESLR's), we want to encourage Tabernacle families to look to the example of our Lord and Savior, Jesus Christ, in our relationships with one another. As a school community we are committed to maintaining an atmosphere, which reflects our life in Christ and ultimately gives Him praise and glory. The acquisition of knowledge (academics) goes hand in hand with becoming a mature individual in values and lifestyle with Scripture as a foundation (character). Rooted in God's character and law, Biblical truths and principles are universal-unchanged by time, circumstances, culture, or human interpretation. Social guidelines and administrative and academic procedures are intended to promote order and consistency. While we realize that these may not totally reflect the personal preference of each student or family, they enable our school community to function in harmony and under the Lordship of Christ.

- A. Accountability – As is true in most organizations, an administrative structure has been put in place to help maintain an orderly community. The purpose of this administrative structure is not to frustrate or thwart an open-door policy, but to improve communication and attention to our students and families. The responsibility and accountability of upholding policies is to be shared by all members within the community (Matthew 18:15-20). An example of the principle of accountability is for students and families to communicate directly with a student's teacher when questions arise regarding curriculum, educational goals, and in-class procedures.
- B. Integrity – Individual integrity means adherence to the moral and ethical standards set forth in Scripture. The Holy Spirit, living within believers, helps us in our weaknesses enabling us to live above reproach, being pure and honest, and abiding by the standards one has agreed to uphold (I Peter 1:13-15; II Peter 1:3-8). It is expected that students will conduct themselves in an orderly, courteous manner with prompt and respectful obedience to all school personnel and fellow students. We insist on honesty, fair play, and sportsmanlike conduct under all conditions.
- C. Consideration – This simply means putting the interests of others before your own (Phil. 2:3-4) and respecting the property of both individuals and school. Building a community takes hard work, time and willingness. We need to lay aside dislikes, prejudices, and petty differences, and focus on communicating with each other on an ongoing basis. We realize that there is a wide variety of opinion within the Christian community regarding movies, television, music, dancing, dress, etc. In exercising discretion and consideration of others in the area of music, we do not allow students to bring any electronic media to school or on school authorized trips. As pertains to dress, all students are expected to dress neatly, modestly, and appropriately for the occasion. We recognize that adhering to the Tabernacle dress code may involve temporarily setting aside personal preference in consideration of the larger school community.

- D. **Dignity and Worth of Individuals** – The foundation of a community and our school family is a belief in the worth and dignity of individuals. Having been created in the image of God automatically gives us worth, and therefore, makes us worthy of respect. It also bestows upon us the responsibility to respect others and be tolerant of their unique personal expression. This personal expression must be within community parameters and not infringe upon the rights of others. At Tabernacle, we have a rich cultural environment, which includes people from many races and countries. Students are encouraged to take advantage of this diverse environment for the distinct purpose of learning about people and cultures different from their own.
- E. **Encouragement** – Believers are called to a ministry of encouraging one another with the ultimate goal of maturity in Christ (Heb. 10:24-25; Eph. 4:11-13). Encouragement in its fullest sense would include unselfish living, accountability, recognition and affirmation of gifts and abilities, and discipline for the purpose of restoring people into right relationships with God and each other. We accept each student as an individual with individual needs and will encourage all students through our LIVE and GIFT programs.
- F. **Safety and Security** – To ensure the safety of individuals and our school families, regulations to maintain a secure and safe environment have been made. At times, individual privileges must be set aside for the benefit of the community at large. It is our desire that members of our school community follow established safety guidelines and are actively involved in maintaining a safe and secure environment. For these reasons, all students must always inform a teacher when going to the restroom, lunchroom, or to and from classrooms/locations on campus when not changing classes at specified times.

While not every life situation is specifically mentioned above, these six principles generally address every circumstance and can be applied to the daily decision making process in attitude and behavior. As we focus on the Lord Jesus Christ and allow our lives to be governed by such principles, our school family will be one, which is nurturing and God-honoring.

(Adapted from Moody Bible Institute)

## **CONFLICTS**

We try to resolve disagreements in a Biblical manner. Specifically, should a parent have a concern about a teacher, the parent should meet privately with the teacher to seek a resolution in a spirit of reconciliation. Should further discussion be required, the parent should meet with the teacher AND the principal to seek resolution.

## **STUDENT RESPONSIBILITIES/CONDUCT**

Our purpose at Tabernacle School is to partner with parents in the teaching and nurturing of children. We pray that the person of Jesus Christ will live in the hearts of every child here at Tabernacle and be real to them. Throughout their school day, we seek to instruct them not only



in academics but also in how to walk with the Lord and turn to Him for daily needs. This includes having the proper respect for authority, developing appropriate attitudes, and learning ways to communicate with peers, teachers, administration, and others.

It is expected that every student at Tabernacle will conduct himself in an orderly, courteous manner with prompt and respectful obedience to all school personnel and fellow students. We insist on honesty, kindness, fair play, and sportsmanlike conduct under all conditions.

**It is the student's responsibility to know and obey school rules and regulations.** Students will punctually and regularly attend assigned school classes and be prepared to work in class with needed materials and assignments. We ask Tabernacle students to contribute to a positive learning environment through acceptable behavior, and to respect the rights and property of others. Students are not to lie, cheat, or steal. Appropriate language should be used at all times.

Tabernacle School has a zero-tolerance policy, which is detailed below. Please read it carefully as you will be responsible for understanding its content. Other actions which will not be tolerated include continued willful disobedience or open persistent defiance of the authority of school personnel. No one may harass, threaten, abuse or assault anyone at any time. Each student will keep hands, feet, and objects to himself/herself.

Each student is accepted as an individual with individual needs. Every effort is made to develop those attitudes and habits of behavior that will be conducive to a compatible relationship with teachers, parents, and fellow students. Each teacher establishes an in-class discipline plan based upon the school-wide philosophy of discipline. All grade levels have the same four basic classroom rules: Sit Quietly, Face the Front, Stay in Your Seat, and Smile. Whether teachers use color cards, checks on the board, etc., the in-class discipline plan is a progressive and logical set of consequences based upon the student's choices. Most discipline is easily handled at this level. However, when a student's conduct (attitude or behavior) does not correspond to the school's standards, disciplinary procedures will be undertaken in order to correct the student. These procedures may include sending the student to a mentor staff member, lunch detention, a conduct referral, parent/teacher /administrator meetings, suspension, or expulsion.

## **ZERO TOLERANCE POLICY**

Tabernacle School is committed to providing the students with a safe and nurturing learning environment. We have a zero-tolerance policy with regard to the following issues:

- The possession of or offering for sale of illegal drugs, hallucinogenic substances, or related paraphernalia and/or positioning oneself as possessing and using drugs
- The possession of alcohol, firearms, lethal weapons, or anything intended to be used as such
- The expression of violent, threatening behavior and/or statements of violent intent
- The possession of obscene material
- Any activity of an illegal nature

Because Tabernacle has the solemn responsibility to educate the future leaders and parents of America, the administration reserves the right to take whatever action is necessary for the good of the students and the school.

## **SCHOOL OFFICE HOURS**

The school office hours are from 7:30 a.m. to 4:00 p.m. unless the school is closed. Please refer to your school calendar (appendix) for these dates.

## **ATTENDANCE POLICIES**

Regular attendance and classroom participation are essential to the education process. The missing of presentation, discussion, demonstration, or laboratory exercises for any reason is detrimental to class goals and the learning process. Students jeopardize their academic success by absences. A doctor's note will be required for students who have excessive tardies and/or absences. Parents of students who have 20 or more unexcused tardies or absences will be required to meet with the administration to address the child's truancy. Excessive absences and/or tardies may cause the school administration to consider grade retention.

1. All children should attend school each day unless they are ill or there is an emergency that prevents them from doing so.
2. School starts at 8:10 a.m. for 6<sup>th</sup> through 8<sup>th</sup> grades, 8:20 a.m. for 1<sup>st</sup> through 5<sup>th</sup> grades, 9:00 a.m. for Preschool 3's and Jr. Kindergarten, and 8:30 a.m. for TK and Kindergarten.
3. Vacations during the school year are strongly discouraged.
4. Medical or dental appointments should be made after school, if possible. Otherwise, the last part of the day is best.
5. Please do not plan to take your children out of school early on a regular basis unless special arrangements have been made with the administrator.
6. Children who come to school late **must** report to the office for a pass to class.
7. Children who return from an absence should bring a note explaining the absence and give it to the teacher. Please send a note even if you have phoned the office. Absences over 3 days require a doctor's excuse.
8. If a child is absent, please call or email the office by 9 a.m. If you need to get a child's homework, please call early **(by 11 a.m.)** so that the teacher can send it to the office for 3:30 p.m. pick-up time. Please call 925-685-9169.

**DISMISSAL TIMES/STUDENT SIGN-OUT**

Jr. Kindergarten will be dismissed at 3:30 p.m. TK and Kindergarten will be dismissed at 2:40 p.m. Daycare time will begin at 3:00 p.m. for TK and kindergarten students. Grades 1<sup>st</sup> and 2<sup>nd</sup> will be dismissed at 3:00 p.m. Grades 3<sup>rd</sup> through 5<sup>th</sup> will be dismissed at 3:15 p.m. Grades 6<sup>th</sup> through 8<sup>th</sup> will be dismissed at 2:30 p.m. Pick-up time for younger siblings will be at the oldest child's time of dismissal. For safety reasons, please do not arrive early. A parent who wishes to pick-up his/her child prior to the end of the school day will need to stop in the front office to do so. Please do not go to your child's classroom. It is necessary that the authorized adult sign the child out.

**CLOSED CAMPUS**

Tabernacle School is a closed campus. Upon arriving at school, students are to remain on the grounds until properly dismissed from school and released to the care of the appropriate parent/guardian/adult as designated on the pickup list. A student will be considered truant if he/she "cuts" a class or school or leaves school early without permission. If this occurs, parents will be contacted and immediate disciplinary action up to and including suspension will occur.

**VISITORS ON CAMPUS/VOLUNTEERS**

All visitors on campus must stop by the front office to sign in and receive a visitor pass. All individuals without a pass will be sent to the office to sign in. Please do not bring your pets on campus. All parents that will be volunteering in classrooms must be fingerprinted and provide a current TB test result (parties and field trips are the exceptions). Forms are available in the front office.

**PUBLIC PROGRAMS**

Our public programs contribute greatly toward the overall training of your children. Please note the dates of these programs now. All students of the grade level(s) performing are expected to participate. The only legitimate excuse for non-participation is, of course, sickness.

**CALENDAR**

Your school calendar should be posted at home (see website link). We are not always able to remind you of dates. Please check your Tuesday envelope and our website for reminders, changes, and other important information.

## **SCHOOL PICTURES AND YEARBOOK**

School Portraits will be taken in the fall and graduation (Kindergarten and 8<sup>th</sup> Grade only). Please watch for the notices that your student will bring home. Purchase of these photos is entirely optional. If your child is not here on the graduation photo day, there is a possibility your child's photo will not be in the yearbook. If you take a photo at the Lifetouch studio, you must notify the front office that this has been done so we can receive a copy.

## **SUPPLIES & TEXTBOOKS**

Supply lists are on our website ([tabernacle.school](http://tabernacle.school)). Additional supply lists are available in the front office.

Students are required to take care of each textbook checked out to them. Hardbound books need to be covered. In accordance with Tabernacle policy, we reserve the right to withhold a student's records and transcripts until loaned materials are returned, or fees are paid in full for lost materials and/or damage to equipment, furniture or facilities. This may include, but is not limited to lost textbooks or library books, damage to iPads, desks, lab equipment, lockers, or buildings/grounds.

## **DAYCARE POLICIES**

Tabernacle daycare is available to any enrolled student age 2 years 9 months to a graduated eighth grader (through July after graduation). Summer daycare has a separate dress code. During the school year, students must remain in school dress code until picked up unless permission has been given for a sports activity only. Discipline issues which occur during daycare hours are handled by our daycare director, but may affect school activities and become part of the discipline record.

Daycare hours are from 6:45 a.m. to 6:00 p.m. Cereal and milk is available for those arriving before 7:30 a.m. at a cost of \$1.00 (cash only please).

Beginning at 8:00 a.m., our daycare students will be outside supervised by teachers. Those arriving before 7:55 a.m. will be billed at hourly daycare rates (\$8.00 per hour) unless enrolled in full-time daycare. Students arriving before school starts must be in the playground area (weather permitting). Students are not to wait in the front of the classroom prior to this time and are not permitted to be on campus without supervision.

After school, every child must check-in with a daycare teacher upon dismissal. A parent signature is required prior to a daycare child leaving the school premises. If a parent fails to check out his/her child by the 6:00 p.m. checkout time, they will be assessed an additional \$10.00 penalty fee. Late fees after 6:00 p.m. will be on a per minute basis.

Drop-in daycare is available to all who may need this service at \$8/hour. Drop-in daycare and related additional costs will be accumulated throughout the month and invoiced at month end, payable to Tabernacle School through FACTS.

### **FULL-TIME DAYCARE**

Full-time daycare will continue as last year. Payments should be made on FACTS. Full-time daycare is a five-day week, 12-month program. Daycare other than full-time daycare is considered drop-in daycare (see drop-in daycare). A \$10.00 late fee will be assessed for failure to sign your child(ren) out of daycare. Late fees after 6:30 p.m. will be charged on a per minute basis.

### **PERSONAL ITEMS**

Mark your child's name in **ALL** P.E. clothing, jackets, sweaters, purses, book bags, and lunch boxes, etc. Lost and unclaimed items are periodically placed outside for identification and, if not claimed, are donated to charity. Tabernacle School is not responsible for lost or stolen property.

### **ELECTRONICS/CELL PHONES/VALUABLES**

Please do not allow your child to bring toys or other valuables to school or to daycare. The only exception to this rule is on "show & tell" day or if special permission has been given for a particular educational assignment. If toys are brought to school, the teacher will hold them until the end of the day. Electronic reading devices are allowed in classrooms only—no games or music to be used. While cell phones are not illegal to have on school campus, if a student is found to be using his/her cell phone without permission or it goes off in class, we will have it retained by the teacher until a parent retrieves it. More than three warnings will result in disallowing the use of the cell phone by that student. We are not responsible for items of any value that are brought from home. Any electronic device that has Internet access not allowed. Smart watches are not allowed. Tabernacle reserves the right to inspect content on all devices that are brought onto our campus.

### **BICYCLES/SKATEBOARDS/ROLLER BLADES/SKATES**

Bicycles may be parked and locked in the rack near the back gate (students provide own locks). The school is not responsible for their security. Skateboards, roller blades, and skates are not allowed to be used on school property.

## DRESS REQUIREMENTS AND PERSONAL APPEARANCE

All students are expected to be neat, clean, modest, and appropriately dressed. Please refer to our Guidelines For Student Wear (see appendix) for appropriate dress along with detailed information on style, etc. Athletic footwear is required at all times. Extreme hairstyles are to be avoided by both boys and girls; boys' hair is to be **neatly trimmed and no longer than the top of the collar**. **If your child is asked to cut his hair, you have one week to comply without discipline action taken.** Earrings on boys are inappropriate and will be covered. These standards apply at school and all school-sponsored activities, unless specific permission for exceptions is obtained in advance. Final decisions in the interpretation of the dress standards reside with the school Administration.

Our dress code will be strictly enforced with random checks throughout the school year. If a child comes to school wearing clothing that is not within the stated guidelines, a referral letter will be sent home via FACTS stating the dress code violation. The most important details regarding the dress code:

- Moderation - Not extreme in style or fashion (Phil. 4:5)
- Modesty – Clothing of the right size, not tight fitting or revealing, nor overly large (I Tim. 2:9)
- Neatness – orderly and clean (I Cor. 14:40), It is not appropriate for under garments to show.
- Solid is the key word with all uniform clothing and the only logo allowed is the Tabernacle Tiger.
- Preschool 3's and Junior Kindergarten students are allowed to come in free dress. They must wear athletic type of shoes.

## NON-UNIFORM DAY

A non-uniform day, which may be earned or awarded, is regarded as a privilege and, therefore, the students are expected to dress appropriately according to our "free dress" guidelines (see appendix). Students are still expected to dress moderately, modestly, and neatly.

## HEALTH FORMS/IMMUNIZATIONS

The Department of Health requires record of a health test on file for all first grade students; forms will be available at the orientation meeting or in the office for those who have not yet completed this requirement. All 3's, JK, TK and kindergarten students must have the immunization form completed before the first day of school. Effective July 1, 2011, all children entering the 7<sup>th</sup> and 8<sup>th</sup> grades are required to have a Tdap booster (whooping cough) prior to the first day of school. We are mandated to follow the State of California requirements. Tabernacle School cannot enroll a student without the required immunizations.

## ILLNESS

1. All children who come to school are expected to participate in all activities, including recesses.
2. Parents must come for a sick child or send someone if they are unable to pick up the child within **one hour**.

If a child complains of not feeling well at school, the teacher cannot ignore the child's statements. If going to the bathroom or some other change of activity does not take care of the problem, the child must be sent to the office. Office personnel may take the child's temperature, have him/her lie down for a while, or call the parents. If a child is running a high fever, parents must come immediately. If the seriousness of the child's health is in question, office personnel will phone parents and describe what has already been done to help. The child may speak with the parents. The responsibility is then placed on the parents to determine whether or not the child should be picked up.

There is no room where sick children can be isolated and cared for. If the child is judged not well enough to return to class, he/she must be picked up. If a child becomes obviously ill, parents will be instructed to pick up the child. **Children must be fever free for 24 hours before returning to school.**

## MEDICATIONS

Please note that students are not allowed to medicate themselves, nor are they allowed to keep medications with them (including inhalers). If your child needs to take prescribed or over-the-counter medications (**for any reason**), he/she must have an "Authorization for Medication to be Given During School Hours" form filled out by both the parent and physician. **The parents must supply these medications.**

The administration of medication to students by school staff may be done only in exceptional circumstances of ongoing health conditions. If the time of the dosage is flexible, parents should make arrangements to provide the medication to their son/daughter outside of the school day. INHALERS are included in the medication policy.

## MESSAGES

If you need to get in touch with your child or a teacher during school hours, please email or telephone the school office and leave the message with the school secretary. Please do not interrupt the class to leave your message. The teacher will be happy to contact you and set up an appointment when it is convenient. You may also e-mail your child's teacher and he/she will do his/her best to get back to you by the end of the day.

We ask that you do not detain or interrupt teachers from their daily duties before and after school as well. Please do not telephone teachers at home for daily homework assignments. This information is given at school and made available on FACTS. Help us train your child to be responsible in this area.

## **DELIVERIES TO STUDENTS**

Should you need to deliver anything to your child during the school day, please drop it off at the Student Care or front office. Please do not deliver anything directly to your child's classroom. It is disruptive to the teacher and the class. As a matter of routine, please instruct your child to check at the office to pick-up any forgotten items (including lunches).

## **PARTY INVITATIONS**

Please be sensitive to the feelings of others. Invitations may not be given out at school; however, if you bring invitations to the school office in stamped envelopes, we will address and mail them for you.

## **FIELD TRIPS/SPORTS DRIVERS**

Our educational program at any grade level may include special excursions and trips for students. These trips will be to places of historical, industrial, civic interest, or places of similar nature. Only students from the participating class may attend the field trip. Field trips are designed to coincide with the curriculum. A friend or sibling is not allowed to attend another grade's field trip because of liability and missed work from his/her own class, etc. **Any parent who chooses not to let their student go on a field trip must keep them at home.** Parents pay for each child's field trips, including charges for bus usage (if bus is provided). In order to drive students to field trips and/or sporting events, you must provide proof of insurance coverage with limit amounts shown, valid driver's license, and a completed Tabernacle Insurance Form. Your account will be billed following the field trip(s) in which your child(ren) participate.

## **OUTDOOR EDUCATION**

Each spring, the 6<sup>th</sup> and 4<sup>th</sup> grade students have an opportunity to spend time at an outdoor education camp. The camp stresses daily Bible studies, team building and leadership skills, while enhancing our science and California history curriculum. Announcements regarding the exact dates and costs will be sent home to parents. Students and parents must be in good standing with the school to attend these events.



**WASHINGTON, DC**

At the end of their eighth grade year, the students have the opportunity to go to Washington, DC for five days. This trip to our nation's capitol is a once-in-a-lifetime, culminating event for our graduating students. Parents may also attend, although space is limited and reserved first for students. Students and parents must be in good standing with the school to attend this event. Accounts must be current to attend. A preliminary meeting is held in September each year, so watch for the announcement as to date and time!

**EMERGENCY PREPAREDNESS**

Tabernacle School has developed an emergency preparedness plan in the event of a disaster. This would include disasters such as fire, flood, earthquake, chemical spill or power outage, and lock downs in the event of a campus emergency. The school realizes that a severe disaster could possibly present a time of crisis for each student and family. The entire school staff is apprised of the steps to be taken in the event of such a disaster and will provide for all students to be retained at the school and cared for until dismissed into the care of a parent or responsible adult on his/her emergency form. Earthquake and fire drills are practiced on a regular basis. Emergency food and water is kept on campus. If your child has food allergies, you may bring in a special emergency kit labeled with the child's name on the outside.

**TELEPHONES**

Telephones will not be available to your child during school hours except in case of an emergency; please do not ask your child to call you regarding transportation home, making after school social appointments, to find out where you are, etc. Students may call if they should return late after a game or field trip. Also, we ask that students make after school arrangements prior to coming to school. Students may not use their personal cell phones to contact parents. They must call from the front office. Students caught using their cell phones will receive a demerit and have their phone taken away. A parent must pick it up from the office.

Students may not call home for a P.E. excuse. All P.E. excuses must be hand written or emailed to the front office staff.

**TUESDAY COMMUNICATION ENVELOPE**

Expect your child(ren) (grades preschool – 5th) to bring home a large white envelope with important information each week. Every student will be issued one envelope at the beginning of the school year. Lost envelopes may be replaced at the cost of \$1.00. You need to sign and return this envelope by each Thursday. Please do not put your tuition, daycare, or lunch payments in this envelope. These monies should be applied to your FACTS account.

## PARENT/TEACHER CONFERENCES

Parents are encouraged to confer with their child's teacher regularly. A formal Parent/Teacher Conference will be scheduled in the fall and again at the end of the year (the latter specifically to review achievement test scores). Other conferences may be requested by either parents or teachers whenever necessary. Please contact the teacher via e-mail or through the school office to schedule an appointment.

## ACADEMIC HONESTY POLICY

Tabernacle School expects students to be honest in their academic work. Academic dishonesty is viewed as a serious ethical issue and a violation of the principles of justice and personal responsibility inherent in the school's ideals as expressed in its statements of Mission, Vision, Philosophy, Goals and Objectives.

Cheating involves taking information from another source and presenting it as one's own information. Thus, it involves both the components of stealing and lying. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation. Classes should always be reminded by the teacher of the consequences of cheating. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

If it has been determined that a student has indeed cheated, the following actions will be taken:

1. Homework: The student will receive a grade of "zero" for the assignment. Other than assignments, which are determined to be "cooperative assignments," this includes a student who copies another student's homework, or a student who allows others to copy his/her work.
2. Cheating on a Quiz or Examination: The student will receive a grade of "zero" for the quiz or examination.
3. Plagiarism: "The use of quotations within a paper is a way of representing the continuity of research within a field and introducing the ideas of others by referring directly to their works...By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgement whenever one is indebted to another for wither words or ideas...Failure to give credit is plagiarism." (Cf. Kate L. Turabian, *A manual for Writers of Term Papers, Theses, and Dissertations*, Sections 5.1 and 5.2) The student will receive a grade of "zero" on any assignment that is plagiarized.

Repeat offenses and behaviors not included in this list will be assessed on an individual basis by the administration and personnel involved. Cheating of any kind may result in the loss of academic honors.

## **HOMEWORK POLICY**

Tabernacle believes that meaningful homework is a necessary part of each student's educational program and that it should be related to the educational philosophy and goals of the school. Homework is a purposeful extension of the school day, which provides the student with additional opportunities for the development, and reinforcement of the school's instructional objectives.

Assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress. Character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Care must be taken though, not to take away from the family by too much homework. Family communication and togetherness must be a priority.

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher or is the completion of work not finished in class. These assignments are of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

1. Practice: Most common-given to help students master specific skills; limited to material presented in class.
2. Preparation: Given to prepare students to gain maximum benefit from subsequent lessons.
3. Extension: Given to determine if students can transfer a skill or concept to another situation.
4. Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning is not just a classroom activity.

It is the responsibility of the parent(s) to see that the student has an organized and complete assignment notebook. Be sure the student is provided with a quiet, secluded study place. Check ventilation, lighting, heat, etc. Keep distractions of any sort to a minimum. Television and radio should be off, no phone calls during study time. The hours reserved for study should be planned and followed as consistently as possible to be effective. Parents should monitor work being done, making certain the student is working independently. The majority of elementary school children need this accountability.

An average student should expect to do a certain amount of focused homework and/or independent reading (an essential part of becoming a successful student) every night (especially math). Most 6<sup>th</sup> through 8<sup>th</sup> grade students will have approximately 60 – 120 minutes per day.

## GRADING

Percentages - we use a 90% - 80% - 70% etc. system for grades.

Extra credit - each teacher may, or may not, give extra credit questions or assignments to their entire class. This type of credit is not given to only one individual or small group.

Homework (6<sup>th</sup> – 8<sup>th</sup> grades only) - All homework assignments are due by 8:10 a.m., unless otherwise stated by the teacher. After the initial training period of one quarter, NO late papers will be accepted (exceptions are made due to absences).

- \* Absences - A student with an excused absence from class has one week to turn in any missed assignments. Note: It is the **STUDENT'S RESPONSIBILITY** to contact each teacher to receive these assignments and take any required tests.
- \* Major assignments - Students are given ample time to complete any major project, therefore no late projects are accepted. Several notices go home with due dates and these projects are listed in the weekly newsletter.
- \* In-class work - When designated by the teacher, in-class work will be collected at the end of the class period. Students missing in-class work **may** not be required to make this up, however, it will not be counted against his/her grade.

Progress reports - each student (6<sup>th</sup> through 8<sup>th</sup> grades) will be given a summary in each subject, in each quarter with the report card coming at the end of approximately nine weeks. Please note: this is **not** an opportunity to make up work. Progress reports will indicate a trend in study habits, grasp of subject material, test-taking ability, etc. All grades and accompanying materials are kept at the school; teachers need to be contacted through the school concerning academic issues.

## REPORT CARDS

Report cards will be available on FACTS at the end of each quarter. The final year's report card for kindergarten through 8th grades will be sent home in your child's Tuesday envelope on the last day of school (also available on FACTS).

**VALEDICTORIAN REQUIREMENTS (8<sup>th</sup>)**

Tabernacle School uses the grades from ALL classes from both the seventh and the eighth-grade years to determine academic class rank. In order to compute who is the valedictorian (the highest-ranking member of the graduating class), we convert grades from both years into a “12” point scale. The student’s 7<sup>th</sup> and 8<sup>th</sup> grade achievement scores are factored in as well. Once we have determined who the valedictorian is, we will notify him/her within two weeks of graduation so that he/she will be able to prepare a valedictory address for the commencement exercises.

**HELP CLASSES**

We will have dedicated days (2:30 to 3:30 p.m. middle school and 3:30 to 4:00 p.m. for elementary school) in which teachers will be monitoring a help class and will be available for any extra help.

**SEXUAL HARASSMENT AND BULLYING**

Tabernacle School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment including sexual harassment and bullying.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the conditions set forth in our policy.

Bullying, another form of harassment, is a distortion of how God intended us to live in relationships emotionally, physically, spiritually, and socially. Our task is to nurture students toward that which God intended. Bullying can be physical or verbal aggression, non-verbal body language, intimidation, discrimination, social isolation or alienation. All harassment and bullying have a negative impact on the learning environment, and therefore cannot be condoned.

It is the student’s responsibility to:

1. Conduct himself/herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to our Administration.
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

This school is prepared to take action to prevent and correct any violations of our policy. Anyone who violates our policy will be subject to discipline, up to and including termination or expulsion.

## **FINANCIAL POLICIES**

### **ACCOUNTING**

All payments are to be made on FACTS. For billing questions, call (925) 685-9169. All fieldtrips, activities, sports, P.E. order forms, emergency lunches, etc., will automatically be billed to your account.

### **HOT LUNCH/SNACKS**

All lunches will be handled through Choice Lunch Catering (Monday through Thursday). We will continue to have Friday pizza fundraiser lunches. Pizza is provided by Little Caesars. Children may bring a sack lunch. Please see our website for a link to Choice Lunch. You must pre-order your child's lunch from Choice Lunch.

### **TABERNACLE WEBSITE AND SCHOOL ADVERTISEMENTS**

You may email or call the front office to communicate status changes to the school (example: address, phone, medical information, authorized pickup, daycare changes, etc.).

**Permission to Publish**—I hereby authorize and give full consent to Tabernacle School to publish and copyright all photographs in which my child or the likeness of my child appears while enrolled as a student in any and all programs of Tabernacle School. I grant permission to Tabernacle to crop photographs of my child at their discretion. I further agree that Tabernacle School may transfer or use these photographs in school brochures, newsletters, advertising, posters, displays, slide shows, videotapes, catalogs, CD-ROMs, and like publications, literature, or materials without limitations or reservations. If you do not give permission to use your child's picture, you must notify the front office in writing.

### **TUITION & LATE FEES**

Tuition and fees are outlined in the "Tuition Rate Sheet for 2022-2023". Payments are due on the 1<sup>st</sup> of each month. A late fee amount of \$15.00 will be charged following the 10-day grace period. Unpaid accounts of more than 45 days may result in disenrollment. Any personal checks returned will receive a \$25 penalty-processing fee on their account.

### **PRE-TAX SPENDING**

If you are utilizing a "pre-tax" spending account through your employer and are required to provide a formal statement for your employer or administrator, please contact the business office

to make arrangements for having your forms signed. Our tax identification number is 94-3304430.

## **TAXES**

You are responsible for maintaining records for daycare expenses for the IRS. Accounting will generate a year-end statement to assist you in preparing for your taxes. If you have made payments in cash, use the cash receipt(s) given to you at the time of the transaction. When paying in cash, be certain to obtain a receipt, as no other record of your transaction may be available.

## **PAYMENT INFORMATION**

All payments are to be made on FACTS (go to our website for the link). The first time you login, you will need to use the New Parent Login button. Enter the school ID: tcs-ca and your email address and click on New Parent Login. Your password will be emailed to your email address. Once you have your password, go back to the FACTS login page and enter the school ID, your email address and password and click the Parent Login button. We must have your email address on record for you to obtain a password.

### **NOTE:**

All families must enter into a payment agreement plan with the school through FACTS. A new agreement will be implemented each school year. Payment plan options are chosen through the FACTS Family Portal Login. Agreements must be finalized before the beginning of the school year. Invoiced payments (Check or Cash only) may be dropped off in the front office. Fees for online payments are communicated at the time the agreement is created, through FACTS.

## **INSURANCE**

Parents are responsible to maintain medical and any other insurance for their child(ren) School insurance is not provided.

## **SPORTS ELIGIBILITY**

Tabernacle School is very proud of its sports and programs. We are members of the Bay Area Christian School Athlete League (BACSAL). Because of our dedicated staff and students, we are able to offer the following competitive team sports: softball (girls), flag football (boys), basketball, volleyball, and soccer for both boys and girls. Each student is required to have a sports physical prior to beginning his or her first sport.

Every student wishing to try out, participate in, and remain on a team must maintain a 2.0 grade point average (GPA) and have no "F's" on two consecutive progress reports or on the report card immediately preceding the sport (or during the sport).

In addition each student will sign a “student contract” for each sport stating their acknowledgment that all decisions made by the coaches/administration are final, including how much time a student participates in a game. Students must be present for at least the latter four periods in a school day, and dress out for PE on game days. It is understood a student may be removed from the team for attitudes, behavior, conduct, or academic difficulty.

## **SPORTS FORMS**

Any 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students participating in after school sports must have a Sports Medical Approval Form signed by a physician. Once your child receives a sports physical, they are good for 2 years. Copies are available in the front office. Also, if you are planning on driving Tabernacle players either to or from a sporting event, you must have an insurance form filled out and on file with a copy of your driver’s license and proof of insurance and limits required by our insurance carrier.

## **LOCKERS (OUTSIDE & PE) / PE UNIFORMS**

All students are issued an outside locker, as well as an inside PE locker and one lock for each (some students may share a PE locker with one other person). Care should be taken not to share locker combinations with ANYONE (including friends). A student defacing or damaging their locker will be financially responsible for the cleaning, repair, or replacement of the locker. On occasion, there may be unannounced and/or periodic locker checks of all lockers to make sure proper care and use is being maintained.

P.E. uniforms will be issued during orientation for both boys and girls. We will not accept any money during this time. Our financial office will bill you. Any orders needed after this date will require TigerWear order forms, which are available in the front office.

## **BATHROOM & HALL PRIVILEGES**

Students in Junior High are able to wait until breaks, lunchtime, and physical education to use the bathrooms. Bathrooms are not to be used for group discussions and “hanging out.”

- Exceptions: Illness and/or other personal problems associated with illness as discussed with the teacher. Any other exceptions to the above require a note from a parent/physician.

At morning break, students will be allowed to go to the lunchroom and the bathrooms. Students are not allowed in the foyer, the sanctuary, the front office, or any other classrooms unless permission has been granted by one of the Junior High Staff or Administration.

After school, students are to be signed in to daycare or waiting in the “go-home” lines.



## **STUDENT RELATIONS**

All students need to form relationships, which are pleasing to the Lord (Philippians 4:8). An important part of the maturing process is the development of proper and respectful attitudes toward members of the opposite sex. We strive to foster the development of wholesome, God-glorifying boy-girl relationships, which are appropriate to the age of the student. Therefore, all students will refrain from inappropriate conversations and displays of affection at school or at school sponsored activities. Any display of affection (i.e. handholding, kissing, etc.) deemed inappropriate by the school could result in disciplinary action.

## **SEARCH AND SEIZURE POLICY**

Tabernacle has expectations of students in the areas of conduct, integrity, responsibility, and respect. In the event that a student fails to meet these expectations by violating a school rule or where there is suspicion involving controlled substances, drug paraphernalia, weapons, or other objects that are prohibited or constitute a threat to the health, safety or welfare of the occupants of the school building, or, when there is reason to believe that a person or group of persons are in the possession of stolen articles and/or money, it may become necessary to conduct a search of the student's person, property, or school locker. The sole intent of this action is to maintain the safety and welfare of both the individual student and the school. The Administrator of school personnel conducting this search will follow these guidelines:

- The person or persons conducting said search must have a reasonable suspicion that the person, property, or PE locker being searched relates directly or indirectly to an infraction of school rules and/or standards. The term reasonable suspicion is defined as having credible sources and/or personal observations that a student is engaging in wrongful behavior.
- The search that is conducted will be no more intrusive than necessary to serve the school's legitimate needs.
- The search, and any item that is observed or seized, must be documented as to maintain the sequence of events leading up to the search and the subsequent results of the search itself. A record of all searches will be maintained by the Administration.