

**Tidings of Peace Christian School**



# **Parent & Student Handbook**

*Giving hope for a brighter future through Christian education.*

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The Tidings of Peace Christian School is a vision and ministry effort of the Tidings of Peace Mennonite Church to partner with parents as they fulfill their God-given responsibility to “teach their children.”

We accomplish this goal by presenting both academic instruction and eternal values to the children who are students here.

## **Statement of Faith**

We believe and teach:

- That the Bible is the holy, inspired Word of GOD and is without error in its origin.
- That there is one GOD, manifesting Himself as a godhead consisting of Father, Son, and Holy Ghost.
- That Jesus Christ as Emmanuel is “God come in the flesh.” We believe that He lived a sinless life, died on the cross to take away the sins of all who call out to Him for forgiveness, and is coming again to take all who live a godly life “unto the end” to be with Him forever in heaven.
- That no man is good enough to go to heaven and must, through faith, call upon the name of the Lord Jesus Christ to receive the free gift of eternal life.
- That all who receive the gift of eternal life become “new creatures” in Christ and will live a life separated from the world, bringing forth good works to the glory of GOD.
- That without holiness, no man shall see God.

## **Our Vision**

Giving hope for a brighter future through Christian Education.

## **Our Mission**

Every member of our team will model joyful and vibrant Christianity to our students, their families, and the broader community through:

- **Prayer** – Recognizing my need and seeking God’s help to succeed in life.
- **Encouragement** – Praising each individual’s God-given talents.
- **Academics** – Excelling in understanding God and His creation
- **Character** – Allowing the mind of Christ to transform my heart and actions.
- **Eternity** – Living out a never-ending relationship with God.

## **School Goals and Objectives**

Our goals include:

- Growing a knowledge of the Bible.
- Teaching the fear of GOD.
- Teaching the worship of the one true GOD.
- Leading students to a personal relationship with Christ.
- Teaching Christ-like character.
- Teaching stewardship of life.
- Becoming dedicated to excellence.
- Becoming focused, global servants.
- Empowering students to fulfill their potential.
- Serving the community.

## **Enrollment**

Enrollment at this school is a privilege and not a right.

While we expect God's Holy Spirit to reform all of us day by day, we are not a reform school. Tidings of Peace requires that every student be teachable and demonstrate behavior that is appropriate and not destructive.

Every child is enrolled on a 30-day probationary basis. At the end of the 30 days, the staff may elect to have a parent-teacher conference to discuss behavior and jointly decide if this school is the best option for the child.

## **Steps for Enrollment:**

1. Visit the school for a tour and receive an application and handbook.
2. Parents and children must read through the entire Parent and Student Handbook.
3. Parents shall return the application.
4. Administrator will review the application and request an additional interview with parents and if the child is 12 or older, with the child as well.
5. Written notice of acceptance will be sent to parents.
6. Payment of enrollment fee (\$50) is required to complete enrollment.

### Please note:

- New students are accepted during the first and second marking periods.
- Deadline for enrolling for first marking period is the last Friday in July; for the second marking period, the second Friday in October.
- A child must be five years old by August 30, and pass a kindergarten readiness test in order to be enrolled in kindergarten.
- A child must be six years old by August 30, in order to be eligible for enrollment in first grade.

- If the classrooms are full, parents may opt to have their child placed on a waiting list for possible consideration in the future.
- Students are accepted by the administrator.
- A student is expelled only by action of the board.

## **Admissions Policy**

While we don't discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, as a private, Christian school we give consideration in admission as follows:

- Current families enrolled in our school.
- Church-attending Christian families living in York City.
- Families attending the Tidings of Peace Mennonite Church.
- Other families living in York City.
- Church-attending Christian families living outside the city.





# Parent Section

**“...So much of the learning that matters takes place outside the school setting...the attitudes and habits that make school learning possible: patience, persistence, self-esteem, reading for fun, the love of learning ...trying hard...honesty, respect for the other person and [his/her] property, fundamental decency...”**

**- William Raspberry**

As previously stated, it is our desire to partner with parents as they fulfill their responsibility to “teach their children.” In this partnership, we receive the privilege of taking some of that responsibility upon ourselves.

In doing this, we also want to acknowledge that ultimately, parents have the greater responsibility. This means that our place is the place of a servant to the parents of each family. This also means that what happens here at school will be either enhanced or limited by what occurs in the home and by the level of parental involvement in the education of the child. The following are our expectations concerning parental involvement.

## **Communication**

One of our goals in our partnership with parents is to communicate effectively. Good communication is essential to avoid misunderstandings and to work together successfully. If your child comes home and complains about a staff member or disciplinary action, it would be beneficial to keep the following in mind:

- Give the school the benefit of the doubt.
- Be aware that the child may be emotionally biased and not have all the facts.
- Realize that a school needs to enforce rules without favoritism.

Immediately taking the child's side without having all the facts makes the school's efforts to educate or discipline your child less effective. Please contact the proper staff or administration to get their perspective.

Children tend to present only the information that makes them look better, which in the process, places the school or staff in a bad light. The school is open to ways it can improve, and sometimes adjustments can be made based on your input and communication.

## **Communication Folder**

Parents will be informed of school events and other important announcements through the weekly Parent Communication Folder. This folder will be given to the oldest child in each family. The parent shall take out the enclosed papers and sign the folder for the child to return the next school day.

# Tuition

We recognize that there is a high cost to private education that may be unaffordable for many families. We have designed our tuition, community service discounts, and financial aid to make it possible for any family to attend Tidings of Peace Christian School as long as they contribute the minimum monthly amount.

- Each summer, the school board will update the cost of education per student. This amount will be published on our website and on Simple Tuition Solutions, our tuition management system. Tuition covers all normal school activities.
- The majority of families qualify for significant need-based financial aid.
- Multiple student discounts are given to families with two or more children.

## Financial Aid and Discounts

All parents who wish to apply for financial aid to reduce the cost of tuition may do so on Simple Tuition Solutions, our tuition management system.

- Multi-child discounts
  - ◇ 1st enrolled child - tuition rate after the financial aid is applied
  - ◇ 2nd enrolled child - 30% discount from cost of education and financial aid applied
  - ◇ 3rd+ enrolled child - 40% discount from cost of education and financial aid applied

- Discounts cannot exceed the minimum yearly tuition rates listed below.
  - ◇ 1 enrolled child - \$2,205
  - ◇ 2 enrolled children - \$2,295
  - ◇ 3+ enrolled children - \$2,385
- In addition to the financial aid and the discounts mentioned above, we also offer a community service discount. This discount applies a \$20 credit for every hour of community service that is recorded up to 90 hours in one school year.

## **Tuition Delinquencies**

Families will receive tuition invoices via email from Simple Tuition Solutions and regular text message reminders about tuition and community service from the school office. If families fall behind in tuition payments, it is their responsibility to contact Mr. Burkholder, Administrator, at [tburkholder@tidingsofpeace.org](mailto:tburkholder@tidingsofpeace.org) or 717-843-4562 ext. 212 to create a plan to bring their account up-to-date.

- Community service hours are due by the fifth of every month, or the next business day if the fifth is on the weekend, in order to be credited for that month. Hours may be turned in ahead of time but cannot be submitted retroactively.
- Tuition is due by the tenth of every month or the next business day if the tenth is on the weekend.

- If families fall behind one tuition payment, they will be given a grace period of ten days. During this time, families are encouraged to either make this payment or contact the administrator to discuss payment options.
- At the end of the ten-day period, a paper invoice and a reminder to pay or contact the administrator will be sent home.
- If families fall behind two tuition payments, their children will be sent home and will be unable to return until at least one payment has been made. Absences due to delinquent tuition will be counted as illegal absences. If no payment or contact with the administrator has been made after three school days, the student(s) will be subject to withdrawal and truancy.

# **Arrival and Dismissal Procedures**

In order to ensure the safety of our school community, the following procedures must be carefully followed when students are arriving or being dismissed.

## **Transportation Options**

Tidings of Peace Christian School does not provide transportation to students. Individual staff members are free to make temporary arrangements to provide transportation at their discretion, but these arrangements must be viewed as temporary only.

## **School Bus**

School bus transportation is a privilege provided by the district in which the student resides. Parents/Guardians are responsible to contact their district's transportation department to determine eligibility, and provide them with their address and needs.

The district's administrator will inform the family if the student qualifies for their free district busing.

Once eligibility is confirmed, the parent/guardian must submit a transportation request form to the transportation department and submit a copy to the school office.

Transportation request forms need to be submitted annually, regardless of whether or not the student rode the bus the previous year. Failure to meet the deadline to submit bus transportation request forms may result in a delay in rostering the student.

Each district has its own discipline policies and can refuse transportation to those students who fail to follow those policies. Parents/guardians may contact the school office to obtain the district's contact information if they have any question regarding eligibility or discipline policies.

Students who ride a bus home are not permitted to take a friend home with them on the bus. Other arrangements will need to be made. Changes in transportation should be communicated to both the bus company and TOPCS before 2:30 PM.

## **Car Line**

Parents/guardians are responsible for transportation to and from school and should make sure their children arrive at school and are picked up on time. Any changes to a student's pickup schedule must be communicated to the school office before 2:30 PM.

Please follow these guidelines to help ensure that students are dropped off and picked up safely and efficiently:

- Cars should approach the school from the west on Walnut/Wallace Street and pull up in front of the school on the school side of the street. They will be on the wrong side of the street but the city has approved this.
- Do not drop off or pick up students on Eberts Lane.
- The driver should not get out of the vehicle while in the car line.
- The driver may park in a designated area if they need additional time for business at the school or for getting students in or out of the car. (The driver may be asked to park in the designated area if a second call is needed for students at dismissal.)



## Walkers/Bicycle Riders

Students may walk or bike to school as their parents/guardians allow them. Even if students walk or ride to school alone, parents hold the responsibility to ensure they arrive on time.

- **Walkers:** Walkers are those who walk alone or with a parent/guardian. Adults who are picking up walkers are to wait at the front entrance until students are dismissed to them. When walkers are dismissed, they must leave the school premises immediately. Students are not allowed to wait for a vehicle to pick them up outside of the car line.
- **Bicycle Riders:** Students riding bikes must store their bikes outside the building. Riders are responsible for providing their own locks.

## Student Drivers

Students with a valid driver's license are allowed to drive themselves to and from school. The school may require a copy of the license to keep on file. Student drivers will not be allowed to sign themselves out of school early unless permission has been given to the front office by a parent/guardian.

## **Arrival Procedures**

- The front door opens at 8:00 A.M. Walking students who arrive early will not be permitted entrance prior to 8:00 A.M. Students who arrived in a car are expected to remain in the car until the doors open at 8:00 A.M.
- Students must wait in the car until they move into the designated drop off/pickup zone.
- After dropping off students, vehicles cannot make a right turn onto Eberts Lane.

## **Dismissal Procedures**

- Please remain in the vehicle; students will be escorted to the vehicle.
- Students are dismissed as the line moves forward; you must be in the designated drop off/pick up area before your student may come out to you.
- If your child is delayed or you have other business to attend to, you will be asked to park in a designated area. After picking up students, vehicles cannot make a right turn onto Eberts Lane.

## **Authorized Pickup**

We allow only the people listed on the Authorized Pickup form submitted with the application to pick up your children. If you wish to edit the list, please request an Authorized Pickup form at the office. Student dismissal information is kept on file in the office.

If you need to have someone who is not on the list pick up your child/ren, please send written authorization or call the office to give verbal authorization.

In the event that someone who is not on the list comes for your child/ren and we have not been notified ahead of time, we will not release your child/ren until we have confirmed with you that it is ok to do so.

### **Additional Information**

- Any change to when your student will be picked up must be communicated to the office prior to 2:30 P.M. (or 11:30 A.M. on noon dismissals)
- Early pickup will be permitted only as needed for bus companies or occasionally as needed for appointments, etc., not as an ongoing arrangement.
- There is a \$5.00 late pickup fee for any student who is not picked up by 3:10 P.M.

### **Early Sign-Out and Late Arrival of Students**

If your child needs to leave school early or come late, please notify the school office to let them know at what time and who will be dropping off or picking up your child.

Late arrival and early sign-out will affect attendance as follows:

### **Late arrival**

- 8:15-10:00 | Counted as a tardy with a full day of attendance
- 10:00-11:45 | Counted as  $\frac{3}{4}$  of a day's attendance
- 11:45-1:30 | Counted as  $\frac{1}{2}$  of a day's attendance
- 1:30-3:00 | Counted as  $\frac{1}{4}$  of a day's attendance

### **Early Sign Out**

- 1:30-3:00 | Counted as a full day
- 11:45-1:30 | Counted as  $\frac{3}{4}$  of a day's attendance
- 10:00-11:45 | Counted as  $\frac{1}{2}$  of a day's attendance
- 8:15-10:00 | Counted as  $\frac{1}{4}$  of a day's attendance

## **Attendance Policy**

Since daily attendance is vital to success in school, it is important for students to come to school on time. The school day begins promptly at 8:15 A.M. and students are expected to be inside the school building at that time.

TOPCS is required by the state to track attendance, record any absences (excused or unexcused) and truancy.

Attendance is tracked with Sycamore, our school management system. Parents can access their child's attendance anytime they wish, using the parent portal.

Advance notice for planned absences must be given by filling out a form supplied by the front office. All doctor's notes must be turned in to the front office.

## **Excused Absences**

Please be advised that your child may have 10 excused absences in one school year. After 10 excused absences, you will be required to submit official documents to the school. (i.e. doctor's note)

The following are legal excuses:

- Sickness that keeps a child from doing their schoolwork.
- Sickness that keeps the child in bed all day.
- Sickness that would make other students sick.
- Sickness that makes the doctor order home rest.
- School-sponsored, teacher-chaperoned events and field trips.
- Weddings and funerals of immediate family members.
- Family vacations that are educational in nature, only if permission is granted by the school staff one week before the vacation is taken.
- Appointments at the doctor, dentist, or other health professional.
- Court appointments which a child must attend.
- Traffic, weather, and other circumstances beyond the parent's control may be granted legal excuse at the sole discretion of the school principal.

Parents/Guardians are required to write an excuse note for their child each time their child is absent or tardy. The excuse note must be submitted to the school office within 5 school days. If the excuse is not received within 5 days, the absence or tardy will be marked unexcused.

## Unexcused (Unlawful) Absences

Any absences that do not fall into the above categories will be considered unexcused. These absences include cases in which:

- No communication is provided from the parent/guardian
- Students are kept out of school for the needs of a parent/guardian (i.e. babysitting)
- Out-of-school suspension.
- When a family elects not to participate in a school event such as a field trip.
- There are three unexcused tardies

The following letters will be sent to notify parents of unexcused absences:

- **Doctor's Note is Required:** Sent after the 10th day of absence due to illness where no doctor's note has been provided. If no note is provided, all future absences will be recorded as unexcused.
- **Truancy Warning:** Sent after the first and second unexcused absences, indicating that the student will be considered truant after the third unexcused absence.
- **Truancy Letter:** Sent after a student has three unexcused absences. A parent conference will be required to discuss the Pennsylvania Truancy Laws and to discuss how to improve attendance.
- **Official Notice:** Sent after the 6th unexcused absence. Recommendation may be made to the school board to withdraw the students enrollment.

## **Making Up Work**

Students will be given a number of days to catch up on assignments that is equivalent to the number of days that the student was absent (regardless of the reason for the absence).

Teachers are not expected to prepare work for students and to send it home in advance of any absence, but teachers may do so as they are able if given sufficient notice.

When the student returns to school, teachers will determine and communicate ways that the student can make up class assignments. Parents are responsible to ensure that their child's assignments are completed in a timely manner.

## **School Events**

### **Community Engagement Evening, Parent-Teacher Conferences and Fellowship**

The following events are ways of helping to ensure that the goals of the families and those of the staff remain in harmony:

- **The Community Engagement Evening** will be held near the end of August. During this time, we will serve dinner, have time to become acquainted with the school community, including introductions of any new staff or families joining our community, and review school policies.
- **A Parent-Teacher Conference** will be held at the end of the first and third quarters. At this conference, you will have time to review your child's progress with their homeroom teacher.

- **A Parent/Teacher Fellowship** will be held at the end of the second quarter. During this fellowship, we will engage in community-building activities, listen to guest speakers, and review school policy as needed.

A parent, guardian, or an adult family representative is required to attend these meetings. If a family is not represented at one of these meetings and does not schedule an alternative time, the student/s will not be allowed to return to school until a meeting has been held.

If no meeting has been scheduled after three days or a meeting cannot be held within one week, the student/s will be subject to truancy and withdrawal from enrollment.

## **School Programs**

Parents/Guardians and all students are expected to attend the annual Christmas program in December and the Awards Banquet in May. Exceptions to not attend may be given but must be requested by a parent or guardian in advance.

## **Field Trips**

Parents will be informed of field trips. Any day-long field trips or field trips that require traveling outside of the city limits will require a signed permission slip. Adult family members are invited to attend such events as space permits, but lunches will not be provided for them. We ask that when parents are present, they take responsibility for their children.



## **Other Policies**

### **Distance Learning/Homeschool**

Tidings of Peace Christian School does not offer distance learning of any kind or any homeschool support.

### **Emergency Information for Students**

Parents are responsible to keep contact information current in the office. If you move or change your telephone number, please notify the office so the office staff can make appropriate changes.

### **Snow Delays and Closures**

We **DO NOT** always go by the York City schedule for delays and closures due to inclement weather. Parents are responsible to get their child to school on days when school is delayed. Failure to do so could result in fines from the York City schools for illegal absences. Delays and closures will be announced via text message.

### **Visits**

All visitors must check in at the front office upon arrival. Parents may feel free to visit the school at any time during the day, but must not interfere with the teacher's ability to conduct classes and maintain control of the classroom. A teacher has the right to refer a parent to administration at any time if they feel their ability to teach has been compromised.



# **Student Section**

# **Behavioral Expectations**

## **Our Values**

As a Christian school, we promote biblical principles and values and strive to create a school community where these are able to flourish. Students and families have a significant role in creating such a community. As such, we ask students and their families to uphold the following core values of our school in a cooperative manner:

### **Focused**

I will be trustworthy and responsible in all my attitudes and actions as I do the most important and right things.

### **Global**

I will choose to be aware of, and genuinely care about, the people and events that occur around me.

### **Servant**

I will put others before myself, serve and encourage them, and always be a friend to anyone in need.

## **Actions and Language**

It has been said that actions speak louder than words. Therefore, all students enrolled at this school shall strive to obey 1 Corinthians 1:31:

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”

We believe that the following actions do not glorify God and shall be avoided:

- Kicking, punching, and all forms of fighting
- Name calling and all prejudicial statements
- Profanity
- Disregard for those in authority in the school, home, and community.

Students, staff, and parents shall only use language that glorifies the Lord Jesus Christ. Anyone doing otherwise may face dismissal from the school.

Additionally, students shall not talk about or engage in:

- Cheating
- Swearing
- Obscene gestures
- Drinking alcohol or using tobacco, vaping, drugs, etc.

## **Zero Tolerance Policy**

Tidings of Peace Christian School maintains a zero tolerance policy regarding guns, knives, matches, lighters, drugs, and other dangerous objects being brought into our school. A school is not a place for such items, and students

bringing these things to school will have the items confiscated and will be immediately suspended from our school.

Toy guns and knives, which are brought to school by students either on their person, or in their book bags will be treated as if they are real. This policy also applies to actions that are intended to imitate or carry out violence against oneself or another individual.

Students possessing such items or carrying out such actions on school property will immediately be suspended from school until a Parent Teacher Conference can be held and any necessary investigation done by law enforcement is completed. Students may also be referred to the school board for an expulsion hearing.

## **Items Brought to School**

If you bring any of the above items to school by accident, or find them in your coat, book bag, or clothing, you should immediately give the item to the teacher or another adult in our school.

Because of their potential for disruptions in the classroom, the following items shall also be left at home:

- Comics, pornography, and other ungodly material
- Electronic games and toys
- Toys having to do with TV characters
- Jewelry of all kinds
- All other items which the staff interprets as disruptive

The staff will confiscate any of the items on the above list that are brought to school.

Depending on the nature of the violation, the circumstance of the discovery, and the attitude of the offender, the staff may, at their discretion, keep the item for a week, month, or the whole year. The staff may decide to return the item(s) to the student, his parents, or give the item(s) to the police.

**Note:** The staff has the right and responsibility to inspect book bags, lockers, desks and other personal areas, with or without the consent or presence of the student.

**If you don't want the staff to see it, LEAVE IT AT HOME.**

## **Behavior Outside of School**

Additionally, students are expected to conduct themselves in ways that honor those around them outside of school. Behavior that takes place outside of the regular school day, between or involving Tidings of Peace students, may be addressed in the same way behaviors during the school day would be if the behavior is deemed disruptive to the school day or to relationships inside of the school.

## **Student Pledge**

Each student shall agree to abide by the standards of conduct and regulations expected of each student enrolled in this school. At no time shall any student give the impression to others that they are not in harmony with the goals, aims, and standards of the school. Each child age 12 and older will annually sign a student pledge agreeing to strive to be of unquestionable character in dress, conduct, and attitude.

# **Types of Violations & Cumulative Points**

## **Category 1**

- Inappropriate jokes and prejudicial statements
- Violation of dress code
- Violation of the cell phone policy
- Violation of the internet policy
- Failure to complete homework.
- Violation of classroom expectations
- Violations of schoolwide procedures

These violations will result in a logical consequence and the student will receive 1 point.

## **Category 2**

- Repeated disregard or arguing with directions given by any staff member
- Disrespect towards another person (staff or student) that is not resolved after intervention by a staff member

These violations will result in a logical consequence and the student will receive 6 points.



### **Category 3**

- Fighting
- Dishonesty (cheating and lying)
- Bringing dangerous items onto school property
- Profanity and obscene gestures
- Threats (includes imitations of shooting or drawing weapons)
- Serious threats will be handed over to the police for investigation.

These violations will result in a logical consequence and the student will receive 9 points. The principal may require an immediate out of school suspension until the required Parent Conference can be held.

### **Cumulative Points Consequences**

All cumulative points will be tracked in Sycamore Education and reset every quarter for every student. However, if a student has a behavioral plan in place and/or is in a period of probation, the plan or period of probation continues.

Behavioral plans remain in place for 9 weeks and during that time can only be modified or discontinued in a Parent Conference involving the parent/guardian of the student and a staff member involved in creating the plan.

Periods of probation are always 30 days with differing requirements being established at the beginning based on the seriousness of the actions that call for the probation.

Accumulated points will result in the principal and involved staff members using the following guidelines to determine the best opportunities for support.

- 3 points: In-school detention
  
- 6 points: After-school detention
  
- 9 points:
  - ◇ After-school detention
  - ◇ Parent conference with the teacher and/or principal
  - ◇ Individualized behavioral plan established that will include:
    - \* Clearly identifying the negative behavior
    - \* Clearly identifying the desired behavior
    - \* Creating a plan for positive reinforcement of desired behavior
    - \* Setting a consequence for the negative behavior (this will include a plan for how the school is to respond each time an additional point is added)

- 12 points:
  - ◇ After-school detention
  - ◇ Parent conference with the teacher and principal (student will be included if 12 years of age or older)
  - ◇ Individualized behavior plan reviewed
  
- 15 points:
  - ◇ After-school detention
  - ◇ Parent conference with the teacher and principal (student will be included if 12 years of age or older)
  - ◇ Individualized behavior plan reviewed
  - ◇ Probationary period set
  
- 18 points:
  - ◇ Parent conference with the teacher and principal (student will be included if 12 years of age or older)
  - ◇ Expulsion hearing scheduled with the school board

# Uniform Policy

Students attending Tidings of Peace Christian School will intentionally dress in a way that promotes a vibrant learning community.

Our uniform policy reinforces our commitment to providing an environment in which students can fulfill their potential. It also highlights the community aspect of a school while aiding students in taking individual responsibility to dress for success.

A spirit of cooperation with the uniform policy will create an environment in which our students can become: Focused, Global, Servants.

## Uniform Financial Assistance

Any family who is not financially able to supply their children with the necessary uniform may contact the school for financial assistance. Decisions regarding the need for financial assistance with uniforms will be made based on the information supplied in the financial aid process for tuition.

## Enforcement

- Students must be in uniform to attend class. Failure to be in uniform will result in a notice being sent home to the parents by the teacher and a violation according to our Discipline Policy.
- Students will be required to rent any needed uniform items from the school for \$1.00 a day. Rented items must be washed and returned by the parent/guardian within 5 school days. If it is not returned in this time

frame, a \$15.00 fee will be charged to the student's tuition account and the item does not need to be returned.

- In the event of an accident or sickness, the school will supply replacement uniform items for the remainder of the day free of charge. Items must be washed and returned by the parent/guardian within 5 school days. If it is not returned in this time frame, a \$15.00 fee will be charged to the student's tuition account and the item does not need to be returned.

## **General Guidelines**

- All students are expected to be in uniform upon arrival and expected to remain so until dismissed from school activities.
- All students will be expected to keep their appearance neat and well-kept at all times.
- Only solid black, blue, white, or gray sweaters or hoodies may be worn in the classroom (no coats).
- No high heels, crocs, sandals, flip-flops or open-toed shoes of any sort may be worn.
- Socks must be black, blue, white, or gray (if visible).
- We do not allow:
  - ◇ Jewelry
  - ◇ Indecent or distracting images or writing
  - ◇ Tight or form fitting clothing
  - ◇ Unnaturally dyed hair
  - ◇ Makeup and other cosmetics
  - ◇ Ornamental headbands (i.e. cat ears)

### Boys:

- Solid black, blue, or gray shirt with a collar and sleeves that cover at least half of the upper arm
- Solid black, blue, khaki, or gray dress pants
- Shirts must be tucked in when in the classroom
- The hair is to be short enough to be above the ears and off the shirt collar
- Facial hair must be neatly trimmed

### Girls:

- Solid black, blue, or gray shirt with a collar and sleeves that cover at least half of the upper arm
- Solid black, blue, khaki, or gray skirt, jumper or dress that covers the knees when sitting
- Solid black, blue, white, or gray leggings

The uniform policy is enforced in the context of a relationship of respect between staff members and students. Students should accept the judgment and interpretation of the uniform policy by staff in a cooperative manner.

Parents/guardians may appeal to the administrator with questions or concerns regarding the enforcement of the uniform policy.

## **Other Policies**

### **Backpacks and Other Bags**

Backpacks and bags must be clear or mesh so that contents are visible without opening the backpack. No characters or symbols other than the brand name or logo are permitted.

### **Bikes, Scooters, Skateboards**

Bikes are to be used for transportation purposes only. Scooters and skateboards are not allowed on school property unless advance permission is granted.

### **Boy-Girl Relationships**

Boyfriend-girlfriend relationships are not allowed at this school. The “hands-off” rule (no physical affection) shall be observed between male and female students. Siblings are encouraged to show their affection at home, not at school.

In keeping with Biblical standards, any student that is involved in immorality will face suspension, and possible expulsion, if there is no repentance.

### **Cell Phones**

Many students have cell phones and other electronic communication devices. We recognize that many parents feel safer if their child walks to school with a phone. However, we do not see a need for any child to have these during the school day. Therefore, all such devices shall be turned in at the front office upon arrival at school each day, and picked up at the conclusion of the school day.

Failure to turn in electronics may result in them being confiscated and returned to the parents. All students who have a cell phone shall give the number to their teacher. Staff may choose to allow cell phones for field trips.

## **Communication Folder**

Parents will be informed of school events and other important announcements by way of the weekly Parent Communication Folder. This folder will be given to the oldest child in each family, and the parent shall sign it for the child to return the next school day. Failure to return the envelope in a timely manner will be treated the same way as incomplete homework and will result in a violation.

## **Internet**

Students may be assigned some of their work on the computers and the Internet. The Internet is a great tool, but can also be very destructive to moral and spiritual health.

Therefore, all students shall observe the following guidelines when using the Internet:

- Only websites needed for a given assignment may be accessed.
- No access to social media or other entertainment sites using the school computers.
- A student shall not access the internet after school hours unless a school staff member is present and has given specific permission to do so.



- No student shall change their own password.
- No student shall EVER erase their own web history.
- The staff has the responsibility to keep students safe by reviewing their internet history at any time.

## **Media**

We promote our school ministry via local news media, church newsletters, and our internet website. If, for any reason, you do not wish your child to be viewed on television, or photographed by the media, please write a letter stating this and return it to the office for our files.

## **Medical Guidelines**

Immunizations for Diphtheria, Pertussis, Tetanus (DPT), Mumps, Poliomyelitis, Measles (Rubeola), Hepatitis B, Chicken Pox (Varicella), and German Measles (Rubella) are required by the state of PA as a condition of entrance to school. Written proof of all immunizations, or a religious/medical exemption form, is required. Children without complete immunizations will be excluded from school.

No staff member will administer any medicines to any student without parental authorization in writing. All medicines must be kept and administered by the staff.

In cases where a student needs medical attention, the staff will attempt to contact the parents. If the parents/guardians are not available, the staff shall call the doctor or hospital of their choosing at the parents' expense.

## **Use of Telephone**

Students will not be permitted to make non-emergency phone calls. In emergency situations, a member of the staff will make any necessary phone calls to parents.

Any calls for after-school arrangements such as weather-related issues, tutoring, and other after-school activities, forgotten homework, or other items, and after-school transportation arrangements, are not considered emergencies. Students will not be permitted to use the school phones for these purposes.

## **Changes to This Handbook**

The school board reserves the right to revise this handbook without prior notice.

Revised August 2023

## **History**

The Tidings of Peace Christian School opened its doors in late August of 1994 with five students from three families. The one full-time and two part-time teachers began sowing seeds of character, wisdom, and Christ-likeness along with academic excellence.

The school continues to expand its horizons as more families are discovering its unique place among the many educational options in south central Pennsylvania. We invite you to see for yourselves what exciting educational opportunities await you and your child here at Tidings of Peace Christian School.

