

## Student Handbook

- A. Introduction- This handbook was written for the parents and students of The Pines Christian School. It outlines some of the school's policies and procedures and provides general information about the school.
- B. General information- TPCS is a non-profit Christian elementary school devoted to the education of children. We are continuing the ministry started over fifty years ago by the Western Avenue Baptist Church. We provide a quality Christian education at a reasonable price.  
Our program is designed for today's busy families. We are open from 6am to 6pm. We are closed only 9-10 days a year. We provide free meals and snacks. We offer a quality academic program and an awesome summer program. We provide after school activities such as Study Hall, Karate, Gymnastics and Dance.  
Our goal is to provide a unique educational experience that is both fun for our students and convenient for our parents.
- C. History- TPCS has a rich heritage. The Western Avenue Baptist Day School, now called The Pines Christian School, was established by The Western Avenue Baptist Church in 1955. The school was established to serve children of all denominations. High academic standards, which would meet both state and city educational requirements were established. Through the years, the school has continued to maintain high standards academically, spiritually and morally.
- D. Purpose- TPCS has been organized to help educate the total child spiritually, mentally, socially, physically and emotionally. We believe children are a valuable and duty demanding possession given to us by God. We must develop the whole and complete person, body, mind and spirit. In order that this be done, it is essential that the Bible be used. We believe that each child is a unique individual and should have every opportunity to develop his own potentialities as God leads.
- E. Statement of Faith- Pick-up a copy in the office.
- F. Conduct for Parents and Students- Both the parents and students are required to conduct themselves in a manner consistent to the Christian Faith. Inappropriate behavior such as foul language, hurtful gossip or fighting may be grounds for expulsion. Parents must conduct themselves in a professional manner while on campus.
- G. Signing-in and out- Parents are responsible to make sure their children are signed in and out. Failure to sign may be subject to additional fees.
- H. Attendance- California law requires no more than 9 absences per semester, 3 unexcused tardies = 1 absence.
- I. Discipline- The Pines classroom discipline program is based on the principles taught by Lee Cantor in his book *Assertive Discipline*. We use the name on board and check warning system. Students who misbehave may miss out on fun activities such as recess, free time, parties and field trips.
- J. Dress code- Students are encouraged to dress in a fashion that reflects good taste and that is appropriate for school. Clothing should not be excessively soiled, torn or ragged. Clothing should not be excessively revealing, such as mini-skirts, short shorts, loose fitting tank tops or tops that do not cover the stomach. Boys are to wear a button type dress shirt (not a golf shirt) and a tie for chapel dress. Girls need to wear a dress or skirt for chapel dress. **No open toe or slipper type shoes.**
- K. Curriculum- We use Abeka and various other supplemental curricula.
- L. Grading and Reporting- We use the standard 10-point grading scale. Report cards are issued quarterly. Progress reports come out 3-5 weeks prior to report cards. Additional reporting may be set-up by the teacher if deemed necessary.
- M. Homework- Homework is designed to reinforce fundamental skills such as reading and math. It is also used to review and prepare for tests in all subjects.
- N. Classroom rules- Classroom rules may vary, but these general rules apply to all classes. 1. No talking without permission. 2. Do not leave your seat without permission. 3. Do not be disruptive.
- O. Playground rules- Student must show respect for other students by not fighting or playing rough. Also, respect must be shown for fellow student's feelings and property.
- P. School Hours and Holidays- The Pines is open year-round. We are closed only 9-10 days per year (major holidays). We are open daily from 6am- 6pm.
- Q. Lost and Found- All lost items are placed in the lost and found located outside the office. All items not claimed are donated to charity at the end of each month.
- R. Health and Medication- All staff members are required to take CPR and First Aid classes annually. First Aid will be administered on campus for all minor injuries. For all life-threatening injuries, 911 will be called

immediately. Medication will be administered to students at the request of their doctor and will be administered in accordance with the medication policy. All medication is to be locked up in the office.

If a child is ill, he should not come to school. If a child is at school and is too sick to remain in class then their parent must make arrangements for them to be picked up. (Be sure that your emergency numbers are always current)

S. Emergency Plan- We have monthly fire and earthquake drills as well as general emergency drills. We stock adequate provisions to feed everyone on campus for 5-7days.

T. Food Service and Snack Machines- All meals and snacks are provided for free if you are present while they are being served. Breakfast is served between 7:00-7:30, the kitchen is closed for breakfast at 7:30. The snack machines are available after 10am. Using the snack machines are a privilege, students who are "benched" during recess for academic or discipline reasons are not permitted to buy snacks.

U. Fundraising- Your participation in fundraising is greatly appreciated, but not mandatory.

V. Volunteering- There are many volunteer positions available, ask the office for details. All full and part-time volunteers must be fingerprinted and on file.

W. Telephone- Students are not permitted to use the telephone. All phone messages will be delivered to the student at the office staff's earliest convenience. *Some exceptions are made in emergency situations.* Teachers are not permitted to use the phone during class time; however, they may return calls after school or during their breaks.

## **The Pines Christian School**

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