



**The
Community
School**

Family Handbook 2018/2019

General Information

Mission Statement

Building Tomorrow's Community Today.

Purpose Statement

The Community School proactively exist to provide a high level of education for all students based on their academic level.

Student Motto

We are the Knights! Training our hearts, minds, and bodies today for the world of tomorrow. We are lifelong learners committed to the purpose for which God has made us. As Knights, we are committed to excellence in every endeavor while adding value to the world and the people God has placed in our path.

Goals

Our goal is to provide a safe, nurturing environment that instills the love of learning and discovery in each child. With time for one-on-one attention and small group instruction, our learning program is designed to achieve the following goals:

- Help initiate the love of learning and the delight of discovery in every child.
- Help children establish a positive self-image and confidence in their abilities to succeed.
- Help children develop positive relationships with others.
- Help children develop independence in caring for themselves.
- Help children expand verbal communication skills, reading/writing skills, and math skills.
- Help children enhance both fine and gross motor skills.
- Help expand a child's focus from self, family, and home, to school, community, and the natural environment.

These goals are achieved through a developmentally appropriate curriculum for all children.

Beliefs

- WE BELIEVE that God is a Trinity: Father, Son and Holy Spirit, each an uncreated person, one in essence, equal in power and glory.
- WE BELIEVE in God, the Father, Almighty Creator of heaven and earth.
- WE BELIEVE in Jesus Christ, His only Son, our Lord. He was conceived by the Holy Spirit and born of the virgin Mary. He was crucified, dead and buried. He rose again on the third day. He ascended to heaven and now sits in authority at the right hand of God the Father. He will return to claim his Church and judge mankind.
- WE BELIEVE in the Holy Spirit, who empowers Christ-followers to serve and share their faith. The Holy Spirit is our comforter and directs us in life.
- WE BELIEVE in the Church, the bride of Christ, whose goal is to make disciples throughout the world. This global Church is comprised of many local fellowships. We affirm those fellowships that see Jesus Christ as Lord and the only way to heaven.

- WE BELIEVE the Bible is the perfect and inspired Word of God. It is our source of all doctrine, instruction and correction. It provides practical guidance for every-day life.
- WE BELIEVE in communion as a commemoration of Christ's death and will continue to do it in this memory until He comes again. It is a sign of our relationship with Him.
- WE BELIEVE baptism is an outward sign of what God has already done in our lives. We follow Christ's example, and through it identify with Him, in the name of the Father, the Son and the Holy Spirit.
- WE BELIEVE mankind is enslaved to sin. Jesus Christ came to pay the price for our sin on the cross. By his death, we can be in right-relationship with God. His death makes possible the healing of our body, soul and spirit.
- WE BELIEVE in a literal second coming of the Lord Jesus Christ and eagerly await the resurrection of those who died in Him. We believe in a literal heaven and hell. Christ, based on their relationship with Him, determines the eternal status for saints and unbelievers.

Religious Practices

TCS does not require students to attend City Hope Church.

Biblical Instructions

All classes have daily Bible lessons. We also incorporate Biblical truths throughout the academic subjects.

Chapel

All students participate in chapel services twice a month. Chapel is a 30-45 min experience engaging your student with songs, games, and a Godly teaching at an age-appropriate level.

Non-Discriminatory Policy

The Community School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and other school-administered programs.

License

The Community School is licensed and registered with the state of Alabama.

Faculty

TCS requires all teachers to hold degrees, certification and extensive experience in their area of expertise. It is our goal to have the best teachers possible.

Facilities

Our classrooms are exceptionally designed for appropriate grade level.

Cleaning of Facilities

The Community School is committed to the health of both your students and our planet. We are proud to be one of the few schools in Mobile and Baldwin County to participate in a Green Cleaning Program. The Community School has implemented a Green Cleaning Program that not only uses non-toxic and environmentally friendly cleaning solutions but we are committed to educating both our teachers and parents about the benefits of "green cleaning." If you have any questions regarding our Green Cleaning Program, please contact the office and we will have our Green Cleaning Program Director contact you.

School Programs

Programs and other activities are highlighted throughout the year. Please refer to the school calendar for tentative dates.

Age Requirements

PreK students must be at least 3 years old and **must** be potty trained by the start date of school. Kindergarten students must be 5 years old on or before September 1st. 1st-6th grade students must be age appropriate by state law.

Policy for Reporting Suspected Child Abuse

The Community School is obligated by Alabama law to report the reasonable suspicion of abuse. Any suspicion of child abuse must be reported to and discussed with the Administration.

Lost and Found

It is extremely important that you label ALL personal items for your child(ren). Please contact your child's teacher for any articles that go missing. All unclaimed items will be given to a charitable organization at the end of each quarter.

Toys, Devices, and Personal Belongings

Toys, devices, and personal belongings are not allowed to be brought to school unless notified by your child's teacher about a special event (ex. show and tell, teddy and me, etc). K-6th grade students may only bring a device (tablet, ipad, phone, etc.) with prior classroom teacher approval. PreK students are not allowed to bring a device (tablet, ipad, phone, etc.) to school.

School and Office Hours

Office hours each school day will be 8:00a-3:30p. TCS follows the Baldwin County Public School fiscal year (August- May) and holiday schedule (changes may apply per TCS administration).

- PreK school day: 9a-2:30p
 - PreK students may arrive at school any time between 8:30-9a. Morning carline will begin at 8:30a and end at 9a. Parents will walk students inside beginning at 9:01a. PreK students will be tardy at 9:01a.
- K-6th school day: 8:30a-2:30p
 - K-6th grade students may arrive at school any time between 8-8:30a. Morning

carline will begin at 8a and end at 8:30a. Parents will walk students inside beginning at 8:31a. K-6th grade students will be tardy at 8:31a.

All students (PreK and K-6th grade students) who are tardy must check in at the front desk for a pass to class. All students who are tardy must be accompanied by the parent/guardian to the front desk.

Before School Care

Before School Care (BSC) is available beginning at 7:30a for an additional fee (see BSC/ASC). All PreK students arriving before 8:30a must go to BSC. All K-6th grade students arriving before 8a must go to BSC.

After School Care

Afternoon carline begins at 2:30p and ends at 3p. All students will be picked up in carline. Students who are still at school at 3:01p will go into After School Care (ASC) until a parent/guardian arrives.

ASC begins at 3:01p, all students remaining must go to ASC (at 3:01p) and will be charged an additional fee. (see BSC/ASC)

Friday Enrichment

Friday Enrichment (FE) hours are the same as our regular school day with Before and After School Care included (7:30a-5:30p), however, the students do not do school work for credit/grades during these hours. Students will have the opportunity to do activities/use manipulatives that emphasize what they have learned throughout the week. The activities done throughout this day are organized and structured as a normal school day with recess, snack, and lunch in the schedule.

- The cost of FE is \$100 a month. This will be due by the 1st Friday of each month.
- This is on a "month to month" basis.
- Term discount rates are available for FE, if paid in advance. If you choose to sign up in advance, FE will be \$425 per term (\$85 a month), August-December and January-May. Payment for Term 1 will be due on August 21st and payment for Term 2 will be due on December 1st.
- 10% Sibling discount available.
- No months will be prorated whether you choose for your student to attend 1 Friday or 4/5 Fridays in a month.

**Will depend on the number of students enrolled for FE, at the discretion of the Administration.*

Advertising for Non-School Related Activities

TCS does not advertise any outside businesses, functions, promotions or productions, except in the case of fundraising and events or functions of City Hope Church. With permission, information for local Christian concerts or functions may be advertised.

Change of Information

Please notify the office of any change of address, phone numbers, emergency information or other pertinent information (change in physician's phone number, student allergies, etc.). It is very important that student information be kept up-to-date.

THE COMMUNITY SCHOOL'S EXPECTATION OF PARENTS

The Administration, Faculty and Staff of The Community School expect from each parent the following:

- to assume your responsibility of being the primary educator in fulfillment of your God-given role.
- to accept the responsibility of partnering with the TCS faculty to develop your child.
- to pray for your child and TCS, including the Faculty and Staff.
- to demonstrate ownership and loyalty as a member of the school family by:
 - supporting the TCS Mission, Student Motto, Goals and Purpose Statements.
 - understanding the administration and faculty are responsible for the daily operation of the school.
 - attending all conferences or meetings and responding to all notes and emails with the teacher(s) in order to give your child the best education possible.
 - to support the discipline policy in a united effort to develop your child's character, with the goal of producing self-control and self-discipline.
 - to support the attendance policy by seeing that your child attends school regularly, arrives on time and is prepared to learn.
 - to support the homework policy and create a productive study environment in your home.
 - to instill Godly attitudes in your child at home and hold your child accountable for the attitudes and behavior he displays at school.
 - to properly resolve conflict, differences and misunderstandings.
 - to pay all tuition and fees in a timely manner.

Admissions Requirement

General Policies for All Students

- TCS reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of the student himself, the safety and well- being of others or the academic climate of the school.
- Registration is understood to be for the full school year.
- A student must meet the academic standards of the school.
- Final acceptance of students and grade level placement will be determined by the administration.

New Students must meet the following prerequisites prior to admission or re-enrollment:

- Completion of all New Student registration forms.
- Students entering K3 must be three by September 1st and kindergartners must be five by September 1st.
- Updated Alabama immunization records (see Health).
- Additional testing will be arranged as needed (normally grades 2nd-6th).

Returning Students

- Completion of all Returning Student registration forms.
- Satisfactory conduct, work habits and academic progress.
- Has demonstrated a cooperative and willing spirit in the spiritual and academic dimensions of the school.
- Updated Alabama immunization records (see Health).
- All financial obligations to TCS are current.

Waiting List

Once all spaces are filled, a waiting list will be kept on a first come, first serve basis. If a spot opens up you will be contacted in the order you were added to the waiting list. You will have a limited amount of time to respond.

Tuition & Fees

The following (fees, times, dates, etc.) apply for the 2019/20 school year

Registration Requirements

- Completion of a New Student Registration form or completion of Returning Student Registration form for each student.
- Payment of NON-REFUNDABLE and NON-TRANSFERABLE Registration fee and NON-REFUNDABLE and NON-TRANSFERABLE Curriculum & Activity Fee.
- Payment of NON-REFUNDABLE and NON-TRANSFERABLE Tech fee.

- Copy of both legal guardians valid photo ID.
- Copy student's updated Alabama immunization card.
- FACTS Enrollment and Payment Plan.

**Registration will not be complete until all documents and payments are in hand.*

Registration Fee- NON-REFUNDABLE and NON-TRANSFERABLE (one time yearly fee)

This fee assists with registration costs, base classroom curriculum, teacher manuals and classroom supplies.

- \$220 per student

Curriculum & Activity Fee-NON-REFUNDABLE and NON-TRANSFERABLE (one time yearly fee) This fee assists with textbook usage, workbooks, book accident insurance, school supply pack, yearly classroom events.

- *PreK Curriculum & Activity Fee-* \$165
- *K-5th Curriculum & Activity Fee-* \$275
- *6th Curriculum & Activity Fee-* \$385

Tech Fee- NON-REFUNDABLE and NON-TRANSFERABLE (one time yearly fee)

This fee covers Whiz Kids Technology classes twice a month for your student.

Whiz Kids is an outstanding educational technology program for children ranging from 3 years of age and up. Our curriculum runs from August - May, twice a month and they bring the computer lab and all materials to TCS.

- \$175 per student

FACTS Family Enrollment Fee (this fee is paid directly to FACTS)

- \$20 if you pay the yearly tuition in full or by the semester.
- \$50 if you pay the yearly tuition monthly.

Late Registration Policies **After July 1st:*

- Late Registration Fee- ***\$320 per student***
- If space is available, students can apply anytime throughout the school year.
- Students can register any time of the month. However, students will only be allowed to begin on the 1st Monday of the month.

Late Registration Requirements

- Completion of a New Student Registration form or completion of Returning Student Registration form for each student.
- Payment of NON-REFUNDABLE and NON-TRANSFERABLE Late Registration fee and NON-REFUNDABLE and NON-TRANSFERABLE Curriculum & Activity Fee.

- Payment of NON-REFUNDABLE and NON-TRANSFERABLE Tech fee
- Copy of both legal guardians valid photo ID.
- Copy student's updated Alabama immunization record.
- FACTS Enrollment and Payment Plan

**Registration will not be complete until all documents and payments are in hand.*

**Late Registration fee will apply to those who register after July 1st*

WITHDRAWAL PROCESS

If, due to unforeseen circumstances, you find that you must withdraw your child from The Community School, please adhere to the following steps:

To withdraw during the school year:

1. At least 30 days before the student's last day in school, contact the Office to obtain a withdrawal form. The withdrawal process does not begin until this form is completed and returned to the school office. This form will be used to notify appropriate departments of the upcoming withdrawal so preparations may begin for your child's departure and students waiting to enroll may be contacted.
2. One week before the last day of school, the parents should contact the Office to receive the total of the remaining amount due.
3. On your child's last day in school:
 - The student should return all textbooks (even consumables, as these may be needed for students who may later take your child's place) to the teacher who will, in turn, sign off on the withdrawal form. (The teacher will receive the form from the Office before the student's last day of school.)
 - The Office will receive the withdrawal form to be signed by the Administrator or Assistant Administrator. If your account has a balance, payment will be expected at this time. The balance due may be paid in cash or with a personal check; however, when paid with a check, school records will not be released for at least 10 working days.

Your child is not officially withdrawn from TCS until a withdrawal form has been signed and submitted, all textbooks returned, financial accounts cleared through the office and 10 working days have passed (when a check is written).

If your child is completing the current year and IS REGISTERED for next year but needs to withdraw for the coming year due to a change in plans, please obtain a withdrawal form from the

office as soon as possible to avoid any additional fees. REGISTRATION FEE, CURRICULUM & ACTIVITY FEES ARE NON-REFUNDABLE.

If your child is completing the current year but IS NOT REGISTERED for the following year, no withdrawal form is needed. It is the parent's responsibility to clear all financial accounts with the Office at the end of the current year before school records will be released.

Finances

Registration

Registration fees are charged each year and are due upon registering. **THE REGISTRATION FEE, CURRICULUM/ACTIVITY FEES AND TECHNOLOGY FEE ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

Tuition

Tuition is an annual fee. Upon enrollment of your student, you agree to pay the full annual tuition amount. If early withdrawal/dismissal takes place, parents agree to the tuition obligation:(see page 11) Please make all checks payable to The Community School. Payment plans are available for those families who cannot pay the full amount at the time of registration through the FACTS direct debit program. All those who pay monthly are required to use the FACTS program. Under the FACTS direct debit program, families may pay on the 10th of each month. After sixty days of delinquency, the student may be removed from school. To be reinstated prepayment will be required.

Each family is issued a FACTS tuition payment confirmation according to the payment schedule chosen per the Financial Contract. It is essential that you be faithful to making funds available for automatic draft. We do not send invoices for tuition; only for other charges such as BSC/ASC, field trip fees, etc. Invoices for these other charges are due upon receipt.

Tuition Rates:

- *Preschool (K3, K4, *K5) (*Students who turn 5 between September 2nd-Dec. 31st)*
 - \$3,630 yearly tuition
- *K -5th Grade (Kindergarten student must be 5 on or before September 1st)*
 - \$4,120 yearly tuition
- *6th Grade*
 - \$4,400 yearly tuition

*Tuition is based on a 10-month (August-May) pay scale.

*Full Tuition is due each month, no months will be prorated.

Payment Options

Tuition payments will be auto draft from AHC (no fee) or CC (2.85% fee) from FACTS. Any others payments may be made from FACTS or at the school office by cash or check. **All checks must be payable to The Community School.**

Late Fees

Monthly tuition will auto draft on the 10th of each month. (August tuition will be auto drafted in July, September tuition in August, October tuition is due by September 10th, continued each month through April 10th). If the payment is returned, a late charge of 10% of your monthly tuition will be added to your account on the 11th. If an account becomes 30 days past due an additional 10% will be added. If an account becomes 60 days past due your child will not be able to return to school until balance is paid.

**Elementary students will receive an unexcused absence for the days missed.*

Discounts

Sibling Discount ***No other discounts will apply.**

- Each additional student receives 10% off the monthly tuition.
- Early Bird Rate Applies.
- Oldest enrolled student is full price.

Yearly Tuition ***No other discounts will apply.**

- If yearly tuition is paid in full upon registration student receives 10% off the total amount.
- If yearly tuition is not paid in full upon registration, monthly tuition will be required.
- In the event that a child withdraws before the end of a school year, and tuition has been paid in full, all fees are non-refundable and non-transferable.

*If you attend City Hope Church, do not drop any payments in the tithe boxes, they will need to be paid on FACTS, in through your student's folder, or placed in the dropbox at the school's east entrance.

Return Checks

A \$35 return check fee will be strictly enforced and added to your account balance upon notification from our bank that your check has been returned. This fee also applies if a direct debit is rejected by your bank. A notice will then be mailed to you, and you will be expected to immediately reimburse the school for the check or debit amount and the \$35 fee.

Post-Dated Checks

Post-dated checks will not be accepted as timely payment of an account. The date on the check or date the check is received in the office will be considered the date paid, and if the date is after tuition payments are due, you will be subject to a late fee.

Money Sent In To School

Most payments will be received via FACTS. However, in the event you are sending money to school, please place in an envelope labeled with your child's name and what the funds are for. If sending cash, please send exact change, change will not be returned. All payments and fees paid will obtain a receipt, except fundraisers.

Outstanding Balances

No final report cards or transcripts will be given for any student until all balances due to the school are paid. No student will be allowed to return the following year if there is an outstanding balance due on his/her account. Pre-payment or cash payment may be required based on past payment history.

Please understand that we, too, have financial obligations. We are making every effort to establish a strong financial foundation. We strive to meet all of our financial obligations promptly.

Withdrawal/Dismissal Policy

Our operating budget at The Community School is based on the commitment that your child will be enrolled for the entire year (Aug- May) and not on a month-to-month basis. We are obligated to our teachers, staff and students for the entire year. It will be necessary to charge a "withdrawal/dismissal fee" based on the plan below if a student voluntarily withdraws or is dismissed before the end of the school year. **A 30-day advance written notice of intended withdrawal is required. All tuition and fee commitments must be paid before any records will be released.** (see withdrawal process, pg 9)

Withdrawal/dismissal or notice thereof:

Before August 1.....	25% of full tuition due
Before October 15.....	50% of full tuition due
Before January 1	75% of full tuition due
After January 1.....	FULL tuition due

*Student records or transcripts will not be released until all fees are paid in full. (Tuition, Friday Enrichment, After/Before School Care, withdrawal fee, etc.)

The Administration must approve special arrangements for unusual circumstances. Please contact the office if there is any issue with your account and keep the lines of communication open. We will make every reasonable effort to help when a financial challenge arises, but the office must be informed and kept up to date.

Donations

All gifts to The Community School are gratefully received and wisely used. TCS is an integral part of City Hope Church and all donations are tax-deductible.

Fundraisers

The Community School does hold optional fundraisers throughout the year. The funds earned will be designated towards a specific cause such as technologies, large classroom purchases, professional development, etc.

Communication

Communication is critical in the school/home working relationship. Please follow the proper order of authority. If the issue is classroom-related, please communicate with the teacher first. If there is not proper resolution, please request a conference with the supervisor or administrator. It is our desire to walk humbly rather than defensively in seeking the highest good for our students.

Address and Phone

The Community School's physical and mailing address is 29964 Saint Basil Street Daphne, AL 36526. Phone number is (251) 517-5590.

Emails

All staff and faculty of TCS have an email address which is used as one way to communicate with parents. We ask that you keep us updated with your correct email address and check your emails daily. Parents are encouraged to contact teachers via email with any questions or concerns. Typically all email addresses are first initial, last name followed by @mycommunityschool.org (Example: Sally Smith would be ssmith@mycommunityschool.org)

Website

The school's website can be accessed at www.mycommunityschool.org. The site contains the yearly School Calendar, Family Handbook, faculty information, etc.

MySchoolWorx

MySchoolWorx (MSW) is our online school management system. MSW allows parents to know instantly about assignments, tests, upcoming events, grades and overall class grade. Refer to the MSW Parent Guide to learn more.

Daily Folders and Agendas

Each student will have a folder or agenda to bring home daily. Please take the time **daily** to go over the work and/or projects your child brings home in their folder. This will promote a good exchange of communication about his/her school experience. This is also a link between you and your child's teacher. Your child's folder will be one way to communicate with memos, notes or letters to inform you of upcoming activities.

Conferences

Parent/Teacher Conferences will be scheduled throughout the school year. You will be contacted by your child's teacher to schedule a time for the conference. If a problem in the classroom arises prior to the conference, please contact your child's teacher via email. Conferences will be to inform you of your child's academic progress, conduct, and social skills. We encourage you to express any concerns or thoughts regarding your child.

Resolving Conflict

If a problem arises between a parent and teacher, parent and administrator or parent and parent, it must be dealt with quickly and with prayer, love, patience and forgiveness. We desire to be a school that is positive, mature and glorifying to God. Therefore, open communication is vital. As a parent, if you ever have a concern regarding your child related to another student, please notify the appropriate teacher or administration. Never approach or speak with another student directly as this can be perceived as threatening or intimidating. We assure you that we will handle discipline matters appropriately.

Certain lines of authority are then delineated:

1. Classroom problems should be handled discreetly between parent and teacher. If either party does not receive satisfaction, the next step should involve both parties and the immediate supervisor or administrator.
2. Problems with school policy or procedure should be taken up with the administrator.
3. Parent-to-parent problems should be solved between the persons involved, without the involvement of teachers, administration or other parents. If no resolution is found, administration will be involved for the sake of school unity.

Visitors

All visitors, parents included, will be required to sign in at the front receptionist desk. Items or messages to be delivered to a student must be brought to the front desk. Visitors and parents will not be allowed to walk items to the classroom.

Parents

We encourage parents to volunteer at The Community School. Parents that are interested in chaperoning/volunteering must complete a background check at least 1 week prior to chaperoning/volunteering. **All volunteering will be based on the teachers needs and at their discretion.**

Lunch Visitor Guidelines

Parents or family members who would like to eat lunch with a student must complete a background check and **receive prior approval from the classroom teacher**. Please understand that lunch visitor approval may not be granted due to other circumstances. The parent or family member visiting can only stay during the students lunch period and they must leave when the students are dismissed from lunch.

Prospective Students

Prospective students visiting the school must schedule the visit in advance by calling the Office. Prospective student and parent visitors will not be allowed to tour during school hours. Arrangements to visit the school may not be made through a classroom teacher.

Other Visitors

No other visitors are allowed on campus unless special exception is made by the administration.

Attendance

A successful school experience begins with good attendance habits. Students and their parents share in the responsibility of ensuring that every effort is made to attend school daily, except in the case of sickness or pre-arranged absence.

PreK

Attendance is not mandatory, but it is very important that each child attend school daily. The Community School is accountable to the state of Alabama for all attendance keeping. Therefore, The Community School does keep track of all students' daily attendance. We want your child to receive all the learning experience possible and the way to do that is through regular attendance. We do understand that you may have unexpected circumstances arise. If a PreK student has not attended for 8 consecutive days (2 weeks) without notification to the office, the child's place may be filled at the administration's discretion.

Kindergarten – 6th grade

All students are expected to attend school each day except for reasons indicated under excusable absence.

Students in grades Kindergarten-6th may not exceed ten (10) unexcused absences per school year. If a student checks in after 11:30a or out before 11:30a, a full absence will be counted. Parents/guardians are responsible for providing notification within three (3) days of the student's return to school, or the absence will result in an unexcused absence. Notification should include the student's name, the date(s) the student was absent, the reason for the absence, and parent's/guardian's legal name.

Excusable absence includes:

- Illness of student (with doctor's note after 3 consecutive absences)
- Serious illness (with doctor's note)
- Death in the family
- Unusual circumstances that are deemed excusable by the administration.

Students with excused absences will be allowed to make up all missed work. All missed work during an excused absence must be requested by the student or parent/guardian either during the absence or upon the student's return to school. **All work assigned during a student's excused absence may be submitted without penalty upon the student's return at a time agreed to by the teacher but no more than the number of consecutive days absent.** (ex. absent for 3 days therefore work will be due 3 days after student has returned). Students will receive a zero on all graded class work and tests during unexcused absences.

Tardiness/Check Out

Arriving to school on time is essential to establishing lifelong character and a good work ethic. It helps the student begin his/her day well and provides time for him/her to prepare for class.

Tardiness to class interrupts other students as well as classroom instruction.

PreK

PreK students who arrive to school at 9:01a or later will be considered tardy. We strongly encourage that all PreK students arrive to school on time. Tardiness interrupts the class and makes the morning routine hard on all students. **Parents will not be allowed to walk students to the classroom.**

Kindergarten-6th Grade

Kindergarten-6th Grade students who arrive to school at 8:31a or later will be considered tardy. Five (5) unexcused tardies will result in an unexcused absence. We strongly encourage that all K-6th Grade students arrive to school on time. Tardiness interrupts the classes and causes the student to miss important morning routines and classwork. **Parents will not be allowed to walk students to the classroom.** Students who are tardy will receive a Tardy Pass and will be expected to walk to class on their own.

All Students

If a child needs to be checked-in or checked-out, this may only be done through the front desk. Parents will have to ring the doorbell and sign the child in or out. **No checkouts allowed after 2p.**

Before School Care/After School Care

Before School Care

- If students need to be dropped off early, Before School Care (BSC) is available beginning at 7:30a.
- Before School Care will only be available for those enrolled in TCS. Beginning at **7:30a**, there will be a \$5 charge for every half hour your student is here.

Payment is only required if you use it and it will be available every day. There are no weekly discounts available for BSC.

After School Care/Late Pick-Up

- If your child remains at school (3:01p) they are considered to be in After School Care (ASC).
- After School Care will only be available for those enrolled in TCS.
- Beginning at **3:00 until 5:30p**, \$5 will be charged for every half hour your student is here. ***After 5:30p a charge of \$1 per minute will apply.**

Payment is only required if you use it and it will be available every day. Weekly Discounted rates are available for ASC, if paid in advance. If you choose to sign up in advance, ASC will be \$85 per week, Monday thru Thursday (3:00-5:30). ***After 5:30p a charge of \$1 per minute will apply.**

All Before/After School Care charges must be paid in advance through FACTS. Each account will have a prepaid options in which you will prepay by the week or month for BSC/ASC. Any delinquent accounts will be subject to a late fee.

Daily Information

6th Grade Curriculum/Activity Goals

These grades will be considered Junior High of The Community School, therefore, their classes will be held in a different manner than the elementary (ie. periods or block schedule). Physical Education, Music, Technology and other electives will be incorporated into their daily activities. They will have the opportunity to have extended day field trips. Each student will have his/her own personal textbooks to use throughout the school year.

Outdoor Recess

Outdoor recess is used as important opportunities for children to get fresh air, play, exercise and socialize with friends. Children will be expected to go outside for recess each day, if weather permits.

Special Classes

Students will participate in weekly classes of Physical Education and Technology classes.

No Homework Policy

It is the policy of TCS to not assign homework.

- Reading for pleasure, physical activity, adequate sleep, and family meals have all been shown to have academic value for students while homework has not.
- Once the student has left for the day, we do not want to impose anything on the family or take away from valuable family time.
- The teachers at TCS strive to use their time wisely, not just “cram more into the class time”. By doing less but spend more time in discussion and activities will help students learn, discover, make connections, and come to conclusions on their own.

Although TCS has a “No Homework Policy”, it is expected for students to read independently, study for tests, practice skills, etc. on personal time. Projects, Book Reports, Take Home Activities, etc. are not included in this policy and will be assigned at the discretion of each classroom teacher.

Car Line

All families will be required to drop off and pick up students through the car line. ****The exception to this rule will be the morning first day of school ONLY. Parents are welcome to walk their child to the classroom door, however afternoon car line will be in effect.** For the safety of all, parents will be expected to stay in your vehicle. A faculty member will be present to assist your child in loading and unloading from the car. *If you choose for your child to ride in the front seat, a TCS faculty member will **not** assist them with buckling due to the Alabama Safety and Car Seat Law.*

We ask that no business be conducted during car line. If you need to speak with a teacher, please contact her/him via email or by sending a note in child's daily folder or agenda. If you need office assistance, please wait until 8:30a to come in the building, a faculty member will be at the front desk to assist you.

All parents will receive 2 "car line signs" to place in the dashboard of your vehicle for pick up. These signs will be given at "Meet the Teacher" day prior to the first day of school. Homemade sign's will not be acceptable. If the person picking up the student does not have a "car line sign" or has a homemade sign, they must be approved and listed by the parent/legal guardian on the student's registration form and be prepared to show a valid photo ID. *If you need an additional "car line sign" please notify your child's teacher AFTER the first day of school.

Parents please be patient with us during car line for the first couple weeks of school. Car line will take longer to complete as our students are learning how our car line routine works. Once the routine and expectations are understood by our students, car line goes much smoother and faster.

Car Line Directions

Morning and afternoon car line will be located under the portico on the front of the building.

K-6th: Morning car line will begin at 8a and end at 8:30a. Any student who arrives at 8:31a or later will need to be walked in through the school door (east side of the building) and signed in at the front desk.

PreK: Morning car line will begin at 8:30a and end at 9a. Any student who arrives at 9:01a or later will need to be walked in through the school door (east side of the building) and signed in at the front desk.

Afternoon car line will begin at 2:30p and end at 3p. Any parent who arrives after 3:01p is considered late and will need to walk in through the school door (east side of the building) to pick up their child. **Late fees apply beginning at 3:01p.** (see After School Care/Late Pick-Up)

****Families who have a student in both PreK and K-6th will drop all students off during the K-8th car line. In this case, BSC fees will not apply.**

Dress Code Policy

Pants/Trousers:

- Pants and Trousers shall be worn properly fastened so that the waistband is at the waist and not below the waist.

Skirts/Shorts/Dresses:

- The hem or slit of the skirts, shorts or dresses shall be worn **no shorter than mid-thigh**.
- All skirts and dresses shall be worn with leggings or shorts underneath.

Shirts/T-shirts/Blouses:

- Shirts, t-shirts, and blouses shall be of appropriate size and length to cover the waistband while sitting or standing.
- No inappropriate wording allowed on the shirts, t-shirts, or blouses.
- Sleeveless shirts may be worn, however spaghetti straps are not acceptable.

Hats/Caps/Hoods:

- Hats, caps and hoods are acceptable but will be removed during class time.

Outer Garments:

- The dress code shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to inclement weather or temperature conditions.
- No inappropriate wording allowed on the shirts, t-shirts, or blouses.
- Please label all articles of clothing with your child's name.

Shoes:

- (PreK only) **Only** closed toe shoes with Velcro or slip on closures shall be worn.
- Tennis shoes are **mandatory** for all students.
- Rain or Cowboy boots are acceptable for special events or field trips.
- Flip flops shall **not** be worn.
- Shoes with heels or wedges shall **not** be worn.

Jewelry/Bows/Headbands:

- No jewelry may be worn. (Other than stud earrings)
- Bows and headbands must be able to remain in place in order to be worn.

Prohibited Items:

For safety, the following items are considered inappropriate.

- See through garments, spaghetti straps, mini skirts, mini dresses, halter tops, backless dresses/shirts, tube tops, bare midriff outfits, shirts and blouses that tie at the midriff.
- Footwear that is deemed hazardous or dangerous to the health and safety of our students such as flip flops, jelly shoes, cowboy boots, cleats, bedroom slippers, backless

shoes, platforms, and high heeled shoes.

- Umbrellas, toys, make-up, stuffed animals and bags other than backpacks (see backpack policy).
- Dress up clothing/costumes shall not be worn unless otherwise notified by your child's teacher about a special event.

Please do not let your child wear any outfit that will upset you if it gets messed up. Their clothes must be comfortable and easy for them to handle by themselves (ex. elastic waist shorts/pants). Learning can be fun and messy! Your child is at school to have a good time and an active experience, but they can't do that if they are worried about messing up their clothes.

Backpack and Lunch Box Policy

- K-6th grade backpacks should be no larger than the standard size and must be able to be worn on the student's back or shoulder.
- PreK backpacks should be an appropriate size for your student to carry. (Backpacks only need to be big enough to carry your child's daily folder and lunch box.)
- Backpacks may have 1 or 2 straps (messenger bags are acceptable).
- Backpacks may **not** have wheels.
- Lunch boxes should be a standard size lunch box.
- Separate snack bag is required

*All backpacks will be viewed the first week of school and you will be notified if your child's backpack is not acceptable.

Lunch and Snacks

Parents are to provide a snack and lunch each day for their child in a snack bag/lunch box. We encourage you to send nutritious snacks such as fruit, crackers, granola bars, cheese, juice, or milk. **We are a peanut free school therefore, products that contain peanuts are NOT allowed. Your child's teacher will inform you of any other classroom allergies.**

The following items are not allowed:

Products that contain peanuts, carbonated drinks, drinks with red dye, candy, chocolate, and fruit cups with juice. Students will not be allowed to heat food items.

We encourage our students to open and handle all snack and lunch items by themselves. Please assist us in this by sending easy to open and handle items.

If you forget to pack your students lunch, the school office will call you and expect you to bring your students lunch. If you choose to bring a fast food meal, we ask that you put this food in a lunch box, not a fast food bag. Please remember we will not allow kids meal toys, carbonated drinks, drinks with red dye, candy, chocolate, and fruit cups with juice.

Snack

Please differentiate between snack and lunch by placing your child's snack in a separate snack bag and lunch in the lunch box.

School Supplies

A modified school supply list will be emailed approximately a month before school begins. All supplies not listed will be provided on the first day of school and covered under the Curriculum/Activity Fee.

Lunch orders

Forms will be sent via email and posted on our facebook page on the third Monday of every month. The forms are due on the following Thursday. The form will be set up like a survey. When you receive the email, which will give you the option of choosing one, two or all of our lunch options. Continue to fill out the form(s) and click next until you arrive at a page that reads "your response has been submitted". There will also be an option to submit an additional form for those who have more than one student.

Papa John's Pizza Tuesdays, Sonic Wednesdays, and Chick-fil-A Thursdays. One form must be filled out for each child ordering. You will pay for your student's lunch orders through a prepaid account on FACTS.

Nap/Quiet Time (*PreK and Kindergarten only*)

Nap Mats will be provided on the first day of school and covered under the Curriculum/Activity Fee. At the time of registration you will choose the color for your child's nap mat based on the options provided. No other Nap Mats will be allowed.

PreK and Kindergarten will have nap time every day. Your child is not required to sleep but will be taught and expected to lay quietly for the time allotted. Each Thursday your child's nap mat will be sent home and expected to be washed and returned on Monday.

*Kindergarten students do need this time to take a break from their daily activities. However, this time will be reduced each quarter.

Grading and Testing

Students in PreK will not be given letter grades. Students in Kindergarten-6th grade report cards will be published in "MySchoolWorx" every 9 weeks.

Grading Scale for Kindergarten:

G	Mastery
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grading Scale for 1st-6th Grade:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Special Classes for K-6th Grade (Physical Education and Technology):

S	Satisfactory
N	Needs Improvement

Report Cards and Progress Reports

Report cards will be issued four times a year. Progress reports are given mid-quarter during each reporting period. Parents should always electronically sign and submit all Report Cards and Progress Reports through “MySchoolWorx” within three days of receipt. Parents will receive a paper copy of the students final Report Card.

Standardized Testing

TCS is not required to give Standardized Testing. We do, however, give quarterly/semester assessments based on the Alabama Courses of Study which are school-wide. Once assessments are completed, our teachers are required to have Parent/Teacher conferences to discuss your child’s progress in the class. We feel that this is a better way of assessing and determining the exact place our students are at that time.

Renaissance

Renaissance (Star Reading, Early Literacy, and Math) is a computer-adaptive assessment, using sophisticated item calibration and psychometrics to adjust dynamically to each child’s unique responses. Renaissance incorporates Core Progress™ learning progressions, an empirically validated description of how learning typically advances in reading. You can screen your entire class to reveal which children need help to reach benchmarks and to group children by proficiency levels. Renaissance is actionable by meeting all your testing needs in one assessment, generating concise reports on screening, benchmarking, child growth and progress monitoring, and intervention planning.

CogAT Testing

The “CogAT Test” is designed to measure the level and pattern of cognitive development of a student compared to age mates and grade mates. These general reasoning abilities, which start developing at birth and continue through early adulthood, are influenced by experiences gained both in and out of school. Cognitive tests are different from an achievement test because they are designed to measure a student’s innate ability to learn.

The CogAT test measures three different cognitive abilities:

- The verbal section measures a child’s ability to remember and transform sequences of English words, to understand them, and to make inferences and judgments about them.

- The quantitative section measures a child's understanding of basic quantitative concepts and relationships.
- The non-verbal section measures reasoning using pictures and geometric shapes. This section reduces the impact of language on the student's score.

The test uses national age and grade "norms" to calculate results. The purpose of this assessment is to have a better understanding of your child's cognitive abilities as they are starting their new grade. It is important to remember that the CogAT, like many assessments, is an imperfect assessment measure that can vary greatly depending on a variety of external factors. While these results can be important, they should not be taken as the sole measurement of your child's abilities and skills.

These assessments will be administered twice a year (Fall and Spring). It is important that all students arrive on time each day during testing weeks. Students will not be allowed to check in after 9a on testing days. There will be no make up days for this assessment and this will not affect academic grades.

These assessments are not designed to be stressful or strenuous on the students, therefore we put several things in place to help relieve the tension. First, teachers will be able to make accommodations for any students in need. Second, we will have brain breaks every 8-15 mins to allow the students time to refocus. Lastly, we plan a fun activity on the last day of assessments as a celebration and reward for doing their best.

Results will be provided via email to the parents with both the Fall and Spring assessments.

Field Trips

K-6th grades

Field trips are valuable aids for learning and are intended for educational purposes only. Attendance on field trips is required due to their educational purpose. Being excused from a field trip requires prior approval from the teacher and the administrator and will still count as an absence.

Transportation will be provided by charter buses, faculty drivers, and/or parent drivers depending on the location of the field trip. This will be decided by TCS Administration.

Permission/information slip will be provided by the teacher before each field trip. A parent-signed permission slip must be completed and returned to the teacher by the date requested before a student will be allowed to participate in any off-campus trip.

If parents are interested in chaperoning a field trip, a background check must be completed and approved prior to the day of the field trip.

Students must wear their TCS school shirts for all field trips.

PreK

Due to strict seatbelt restrictions for toddlers we will not have field trips off campus. We will have special days that we will bring the field trip to the school (petting zoo, police and fire truck etc.). Parents will be notified before these days take place and will be expected to complete a permission slip in order for their child to participate.

Parents

We encourage parents to volunteer at The Community School. Parents that are interested in chaperoning/volunteering must complete a background check at least 1 week prior to chaperoning/volunteering. **All volunteering will be based on the teachers needs and at their discretion.**

The Community School's Parent-Teacher Cooperative (PTC)

The PTC of The Community School is an organization of parents that want to be more involved with TCS. Parents volunteer their time to help with various jobs and activities at TCS. All PTC involvement and activity must be preapproved by the administration. If you are interested in becoming a PTC volunteer, please email the administration and we will get you in contact with our PTC President.

Parties

We will have a Thanksgiving, Christmas, Valentine's, Easter, and End of the Year Party. Parents will be notified by the teacher to help bring items and if parents are invited to join. No party favors, candles, or balloons are to be brought to any event. Children and parents are asked to not wear masks or costumes to school unless otherwise notified by the teacher about a special event (ex. superhero/princess day, Dr. Suess, etc).

Birthdays

Celebrations at School

Birthdays are important and we will give the birthday child special attention. If you would like to send food to celebrate your child's special day it should be limited to mini-cupcakes or cookie cakes and napkins. PLEASE, NO LARGE CAKES, SODAS, FORKS, CANDLES, CANDY, BALLOONS, OR PARTY FAVORS. Teachers should be notified at least one-week before the party. Parents will receive an approval from the teacher as to whether the day and time requested will work in the classroom schedule.

Personal Party Invitations

If you are planning a private party outside of school for your child, the school will allow you to send invitations home with the children, only if the whole class is invited, or all the girls or boys. We will **not** send 'Thank You' cards home with the class, these should be mailed.

Conduct Policy (signed permission on the Registration Form)

At TCS, The goal of discipline is to promote wisdom through appropriate incentives and intervention strategies. It is important for our students to understand that unwise choices have consequences. It is our motive, however, to love and build up rather than to punish.

In each developmental stage, you are training your children what is and is not appropriate behavior. Bad behavior at this stage does not mean you have a “bad” child or you are a “bad” parent. However, to make this safe and positive for all children, we have a conduct policy in place. It is our policy never to spank children.

Hitting and Spitting Policy

If this action does not stop after the child has been corrected, parents will be notified through the child’s daily conduct grade. If this action continues parents will notified and student will need to leave school.

Biting Policy

Biting is a difficult behavior to handle in a group setting. Some situations are preventable, yet some happen so quickly and without warning that they are not preventable. Every effort will be made to work with the parents to modify the behavior. We work with all families involved to try and create a plan for success. If a biting incident occurs, the child that bit will leave school immediately and may return the next school day. Parent’s will be notified immediately of the child who was bit. In the event that biting becomes excessive, the child may be removed from The Community School, this will be at the faculty and administration's discretion.

For the safety of all TCS students, please make us aware if your child has been known to bite, and we can work to make sure that it doesn’t happen.

Threat Policy

If a threat from a student occurs the follow steps will take place. The parents of the student whom the threat was made towards will always be notified.

The child who threatens:

- 1st time: The child receives a warning and parents are notified (via phone call and email)
- 2nd time: The child will go home immediately. The parents will be notified and expected to pick up their child immediately. The child will be suspended from school for 2 days. (A teacher/parent conference will be required **before** student can return to school).
- 3rd time: The child will go home immediately. The parents will be notified and expected to pick up their child immediately. The child will be suspended from school for 1 week. (A teacher/parent conference will be required **before** student can return to school)
- 4th time: The administration will take additional measures.

PreK Conduct Policy

General Classroom rules for PreK:

1. Sit in your seat with feet flat on the floor
2. Do not talk without permission
3. Raise your hand
4. Always walk inside buildings or in route to another location
5. Be kind
6. Have fun at school

****Teachers will have additional classroom rules.***

These guidelines are set up to provide a safe and effective learning environment for each child. Each teacher has his or her own discipline program for the classroom. In most cases, the area of discipline can be handled by a verbal warning or time out. These are always backed up with positive reinforcement to help your child see the benefits of good behavior. If a child does not respond to discipline here at school, the parent will be called to come immediately pick up the child for the rest of the day.

K-6th Conduct Policy

At the elementary level, we utilize a classroom management program. A behavioral strategy is used in each classroom which monitors each student's behaviors throughout the school day. Rewards are earned by students for right attitudes and behavior.

The four basic expectations are that each student will:

1. Respect others
2. Respect the facility
3. Obey authority
4. Follow school rules

Any student found to be responsible for defacing school or personal property shall receive severe consequences including restitution and possible suspension or expulsion.

Conduct consequences

Each teacher has consequences set up within the classroom in the event that a student misbehaves. These consequences are fair and reasonable for every age appropriate level at TCS. Discipline will be dealt with within the classroom, however, in the event a student chooses to continue to break rules, he/she will be sent to the Administrator for further consequences. Parents will be notified by teacher and/or administration at this time.

Wellness

Wellness Policy

Please be considerate of the other children and **do not** bring your child to school if they have any of the following symptoms in the past **24 hours** without medication:

- fever over 100 degrees
- excessive coughing and/or a common cold
- diarrhea or vomiting- no matter the cause (including teething, medication, etc)
- colored mucus (runny nose)
- sore throat
- any unexplained rash or skin infection
- head lice (live egg or nits)
- pink eye or eye infection (mucus or redness of the eye)
- any other communicable disease

A child may return to school if he or she has been on antibiotics and is symptom free without medication for at least **24 hours** and is well enough to participate in all activities. Please remember that your child may be ill and not necessarily have a fever. Other signs to look for illnesses are: decreased appetite, flushed appearance, paleness, or headache.

If your child becomes sick at school you will be called and expected to come pick up your child immediately.

The Community School will obtain emergency medical treatment, including emergency transportation, for the child if parent(s)/guardian(s) cannot be reached immediately.

Parent(s)/guardian(s) are responsible if any emergency medical expenses are incurred. (**Signed permission found on the Registration Form**, if parent/guardian refuses to sign, instructions must be attached stating the procedure the facility is to follow in an emergency.)

Medication

If your child is well enough to attend school but is still in need of medication, parents must sign an Administration of Medication Form and supply a doctor's note to the front desk before The Community School personnel can administer any over the counter or prescription medication. All medication must be in its original container and prescription medication must be labeled with child's name, current date, proper dosage (amount, frequency, and duration), and doctor's name. Children are not permitted to have medication with them at any time.

Head Lice

In the event that head lice is reported, head checks for all faculty and students will be done by a registered RN.

Safety

Emergency Procedures

There are always faculty members on-site who have certification in CPR and First Aid who can provide immediate treatment to an injured child. We also schedule and carry out emergency evacuation drills to prepare both staff and children for any emergency. In the event of an accident or medical emergency, we make every effort to contact you or your designated

emergency contact. If we cannot reach you or your emergency contacts, and it is determined necessary by emergency medical personnel that an ambulance and/or hospitalization is required, parents will be responsible for any charges incurred.

Fire Drills

Fire Drills are conducted on a bi-monthly basis during the year.

Tornado Drills

Tornado Drills are conducted on a bi-monthly basis during the year.

Lockdown/Intruder Drills

Lockdown/Intruder Drills are conducted on a bi-monthly basis during the year.

Security

In our ongoing effort to keep your children as safe as possible when they are away from you, we have implemented a security system. The East doors will be locked at all times during the school day. Anyone wishing to enter the building during the school day will have to ring the bell to speak with personnel in the office to be let in. If they state they are picking up a child and are not recognizable, they will have to present a valid photo ID prior to entering the building.

Faculty Security

All faculty members are fingerprinted and have criminal background checks completed at the local, state, and federal levels. The Community School is a drug-free workplace. Faculty members are also certified in CPR and First Aid.

Inclement Weather

We will follow the Baldwin County School weather policies. In the event of weather-related school closings, parents will be notified by normal media outlets, including television, newspaper and radio.