

07/31/2025

# **Tama-Toledo Christian School**

## **PARENT/STUDENT HANDBOOK**



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# **Welcome to Tama-Toledo Christian School**

Welcome to Tama-Toledo Christian School! We are delighted to partner with you and your child in Christ-centered learning. This handbook will guide you through our programs, values, and policies. TTCS is dedicated to glorifying God through a Biblical, Christ-centered education. Our passionate educators believe every child is uniquely created by God, and we celebrate every student's academic and spiritual growth. The Board of Directors has established these policies to help you understand the responsibilities of students and parents in our community. By enrolling at TTCS, students and their families agree to embrace and follow our school policies with integrity and grace.

## **Mission**

The mission of the Tama-Toledo Christian School is to assist families in equipping students with a Christ-centered and Biblical worldview education, while preparing them to impact the world for the glory of God through life-long learning, servant leadership, worship and stewardship.

## **VISION**

Tama-Toledo Christian School students will achieve educational excellence while always holding faith at the center of their life journey by loving God; loving, obeying, and spreading His word; and seeing their place in His plan and Kingdom.

## **Purpose**

The purpose of Tama-Toledo Christian School is to provide a K-8 Christ-centered and Biblical worldview education that would assist parents in nurturing their children to grow in their knowledge of Jesus Christ and His plan for them in His Kingdom.

Tama-Toledo Christian School believes that the education of children is primarily the responsibility of parents. The school desires to partner with parents in discipling their children in the ways of the Lord.

Tama-Toledo Christian School will be governed by a Board and operated by born again Christian administrators and teachers for the purpose of providing elementary education that is directed by the Scriptures. In sending their children to Tama-Toledo Christian School, parents entrust the education of their children to these operators of the school who are qualified to carry out the school's tasks in harmony with the purpose of the institution. Teachers and parents work together to further the Christian education of their children. Parents and teachers are to recognize the Administrator's supervisory role and the Board's authority over school policy and the Administrator.

All believers must share a concern for the spiritual development of the child in the wholeness of his or her being as God's image bearer. However, it is the school's distinct responsibility to further this through the formal education of the child. The teacher, in conscious, prayerful fellowship with the Lord and the children, is to develop the learning skills and lead the children into an understanding of all areas of God's creation. In carrying out this task, the teacher must always be alert for opportunities to cultivate a sense of Christian character and the high demands of the Christian life. It is also the task of the teacher to spark meaningful interest in the broad range of kingdom activity and to identify as well as promote the development of the God-given talents of the children. The teacher is to be a Christian example, demonstrate a strong interest in the kingdom, and create an atmosphere that encourages a desire on the part of the children to be Christ-like.

All members of the Christian school community should encourage and require each other to demonstrate the character of faithful children who delight in and honor God's laws. All interrelationships should be lovingly evaluated within the context of each person's role in the school community.

We exist to praise and glorify God's name in all that we learn and do. Tama-Toledo Christian School is dedicated to helping each student grow and develop spiritually, academically, emotionally, physically, and socially.

## Philosophy

We hold to a **Biblical worldview**: God is the Creator and Sustainer of the universe and the source of all goodness and truth. God has revealed Himself through nature, history, and supremely through Jesus Christ in the Scriptures (2 Timothy 3:15–17). Wherever truth is discovered, God is its source. Jesus Christ is the sustainer of truth, and the Holy Spirit is the revealer of truth (John 16:7–15). We seek to teach that **education and life are inseparable from God's truth** and that all learning should awaken wonder, nurture character, and draw the heart closer to God.

Tama-Toledo Christian School exists to **partner with families** in providing a Christ-centered, high-quality education for the spiritual, academic, emotional, social, and physical development of each student. According to 2 Timothy 3:16–17, each child must be helped to become fully equipped in Christ.

### For the student's spiritual and moral growth, we aim to:

- **Teach the Bible as God's Word** – Developing reverence, delight, and obedience to His Word (Psalm 19:7–14).
- **Share the Gospel faithfully** – That every student may know Jesus personally and confess Him as Savior (Romans 10:9–10; 1 John 1:9).
- **Grow in worship and obedience** – Encouraging sincere devotion and joyful service (Psalm 63:1–8).

- **Develop Godly character** – Cultivating habits of virtue, responsibility, and integrity (Matthew 6:19–21; 1 Corinthians 10:31).
- **Respect authority** – Practicing Biblical submission to parents, teachers, and leaders (Romans 13:1–7; Ephesians 6:1–3).
- **Build a Biblical worldview** – Training students to evaluate all of life through the lens of Scripture (Acts 17:11; 2 Peter 1:3).
- **Memorize Scripture** – Hiding God’s Word in their hearts for strength and wisdom (Psalm 119:11).
- **Understand life’s trials** – Learning to trust God in difficulty and embrace spiritual maturity (Romans 8:18–29; James 1:2–4).

**For the student’s personal and social development, we aim to:**

- **Instill a sense of self-worth** – Helping students embrace their God-given identity and unique calling (Psalm 139:13–16).
- **Foster love and empathy** – Encouraging compassion, humility, and service toward others (Ephesians 5:21; Philippians 2:1–4).
- **Honor family and health** – Valuing marriage and family life, and caring for our bodies as temples of the Holy Spirit (Ephesians 5:22–6:3; 1 Corinthians 6:19–20).

**For the student’s academic growth, we endeavor to:**

- **Handle God’s Word accurately** – Teaching all subjects under the authority of Scripture, recognizing that all knowledge finds its meaning in God (2 Timothy 3:16–17).
- **Communicate clearly** – Developing speaking, writing, and listening skills that reflect grace and truth (Exodus 20:16; Ephesians 4:15; Colossians 4:6).
- **Delight in literacy**– Cultivating a love for beautiful, living books that feed the mind and soul, in alignment with Philippians 4:8 and the Charlotte Mason tradition of meaningful, rich literature.
- **See God in math** – Recognizing order, logic, and precision as reflections of God’s character and design (Psalm 147:4; Hebrews 13:8).
- **See God in science** – Observing creation with awe and curiosity, grounded in a Biblical foundation (Genesis 1; Job 38; Proverbs 2:6).
- **See God in history** – Understanding history as God’s unfolding story, from Creation to Christ and beyond (Genesis 1:1; Acts 17:24–28).

- **Develop habits of learning** – Forming habits of attention, self-discipline, wonder, and critical thinking, rooted in Biblical truth and the pursuit of wisdom (Joshua 1:8; 2 Timothy 2:15).

## Statement of Faith

We believe the Bible to be the inspired, infallible, and authoritative Word of God (Matt. 5:17-18; 2 Tim. 3:16-17).

We believe there is one God, eternally existent in three persons: The Father, The Son, and the Holy Spirit (Matt. 28:18-20; Mark 1:9-11).

We believe in the omnipotent (all-powerful), omniscient (all-knowing), and omnipresent (all-present) God who is creator of all and sovereign over all (Job 36:22; Psalm 33:10-11; 139:1-10; Rom. 11:33-36).

We believe God created the world in six literal days. We believe man is the crown of God's creation. God created man in His image, male and female, and gave him the responsibility to rule the earth (Gen. 1-2:3).

We believe God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated by God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled, and renewed (Gen. 3; Rom. 3:23; 6:23).

We believe Jesus Christ is God Incarnate, fully God and fully man, one Person in two natures. Jesus, Israel's promised Messiah, was conceived through the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven, and sits at the right hand of God the Father as our High Priest and Advocate (John 1:1-4; Phil. 2:5-11).

We believe Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation. We believe God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ as Lord and Savior (Acts 17:30; Rom. 10:9-10; 2 Cor. 5:21; 1 John 1:9).

We believe the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him we are baptized into union with Christ and adopted as heirs into the family of God. The Holy Spirit also indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service (John 14:16-18, 26; 16:7-15).

We believe in the final judgment of both the saved and the lost; the lost to eternal punishment and the saved to eternal life and joy with the Lord in the new heaven and new earth (Matt. 25:31-46; 2 Thess. 1:8-10).

### **Statement of Beliefs on the Sanctity of Life**

We believe all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our inspired, infallible, and inerrant guide (2 Tim. 3:16–17). Because Holy Scripture speaks to creation and human life, it is imperative that we correctly understand, articulate, and abide by what Holy Scripture teaches on this matter.

We believe every human life is sacred and begins at fertilization because God has created mankind in His image. We believe every human life must be recognized, respected, and protected as having the rights of a person and the inviolable right to life.

God created each person's inmost being, knitting each person together in his mother's womb (Psalm 139:13). As God's individualized and personal creation, each person is fearfully and wonderfully made (Psalm 139:14).

God has ordained all the days of each person's life before they came to be (Psalm 139:16). Our religious, moral, and ethical duty compels us to preserve and defend unborn human life.

### **Statement of Beliefs on Marriage, Gender, and Sexuality**

We believe all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Tim. 3:16–17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand, articulate, and abide by what the Bible teaches on these matters.

We believe God created mankind in His image: male and female, sexually different but with equal personal dignity. We believe individuals should affirm their God-Given biological sex at birth and refrain from any attempts to physically change, alter, or disagree with their biological sex at birth (Gen. 1:26-28, Rom. 1:26-32, 1 Cor. 6:9-11).

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. Consequently, we believe individuals should refrain from any sexual conduct or acts outside of this marital relationship (Gen. 1:27; 2:24; Matt. 19:4-6; Mark 10:5-9; Rom. 1:26-27; 1 Cor. 6:9-11; Eph. 5:25-27; Rev. 19:7-9; 21:2).

It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and long standing principles of scriptural truth.

### **Statement of Final Authority**

This Statement of Faith does not exhaust the extent of our religious beliefs. The Bible, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of human affairs.

For purposes of the organization's faith, doctrine, practice, discipline, and policy, the Board of Directors is the organization's final interpretive authority on the Bible's meaning and application.

## **Academic Evaluations: Report Cards**

At Tama-Toledo Christian School, we believe that assessments should reflect not only a student's academic understanding but also their growth in character, responsibility, and habits of learning. Our goal is to nurture students who take ownership of their learning, apply themselves with excellence, and seek to honor God in all they do (Colossians 3:23).

Learning is not merely for achievement but for the formation of the mind and heart. In this spirit, grading is one of several tools used to communicate progress, celebrate effort, and guide further growth.

### **Report Cards**

Report cards are issued at the end of each trimester. They include academic performance, work habits, social development, and attendance. Teachers evaluate each child according to individual growth and effort, considering both curriculum objectives and personal development. Grades are never the sole measure of success but rather one indicator among many.

### **Grading Scale – Kindergarten to 1st Grade**

- **E** = Exceeds Standard (91–100%)
- **S** = Meets Standard (76–90%)
- **D** = Developing (60–75%)
- **N** = Needs Support (Below 60%)

### **Grading Scale – 2nd to 8th Grade**

- **A+** (98–100%)
- **A** (95–97%)
- **A–** (92–94%)
- **B+** (89–91%)
- **B** (86–88%)
- **B–** (83–85%)
- **C+** (80–82%)
- **C** (77–79%)



- **C–** (74–76%)
- **D+** (72–73%)
- **D** (70–71%)
- **D–** (68–69%)
- **F** (0–67%)

### **Special Marks**

- **I** = Incomplete (must be completed within two weeks unless otherwise approved)
- **EX** = Excused (used only in unique and approved circumstances)

### **Family Communication**

We value a strong partnership between school and home. Families receive progress reports each trimester and are invited to at least two parent–teacher conferences each year. Beyond that, we welcome open communication at any time. If you have questions or concerns about your child’s growth—academic, social, or spiritual—we encourage you to reach out.

We emphasize growth over performance and character over comparison. Every child is on a unique journey, and it is our joy to walk alongside families to support each student’s flourishing in mind, heart, and spirit.

## **Accreditation and Certification**

Tama-Toledo Christian School is a non-denominational Christian school, seeking partnerships with Bible-believing churches in the Tama-Toledo community and beyond.

TTCS is provisionally by **Christian Schools International (CSI)**, a respected national accrediting body dedicated to advancing Christ-centered education. This accreditation affirms our commitment to academic excellence, spiritual formation, and operational integrity in alignment with Biblical truth and best practices in education.

## **Address Changes**

To help us best serve your family, please notify the school office of any changes in your address, phone number, workplace, school district, or emergency contacts. Keeping our records current ensures smooth communication and care for your child.

## **Admissions Policy**

Tama-Toledo Christian School is a Christ-centered learning community that welcomes families from a variety of backgrounds who are supportive of our mission and values.

Applications are available through the TTCS office. Once submitted with the registration fee, families will be invited to an interview. Admission decisions are based on the interview, student assessments, and classroom availability.

Accepted students will complete registration by providing transcripts, immunization records, birth certificate, and any needed ESA or financial aid documentation.

TTCS is a missional school; we do not require church membership or attendance at a specific denomination. However, all families must support our Biblical worldview and agree to the Statement of Faith. In cases where beliefs or conduct are in clear conflict with our values, the school may choose not to admit or re-enroll a student. These decisions are approached prayerfully and with grace, trusting God to lead in every circumstance.

## Attendance & Faithful Presence

Each school day is a new opportunity from the Lord—a time for discovery, wonder, and growth in community. Attendance builds habits of responsibility and reliability, and ensures students benefit from the full, living education offered both in the classroom and through shared life with others.

To help cultivate a culture of faithful presence:

- **Call when absent:** Please contact the school office before the start of the day if your child will be absent. We want to ensure every student is accounted for and cared for.
- **Excused absences:** Illnesses, medical appointments, and family emergencies are considered excused with timely notice.
- **Unexcused absences:** Absences without prior approval are marked unexcused.
- **Planned absences:** For family trips or other planned events, notify the office and teacher at least two days in advance. We'll work with your child to make up missed work upon return.
- **Attendance threshold:** Students may not miss more than 20 days per year (10 per semester). If absences approach this limit, the Administrator will meet with the family to support continued progress, which may include tutoring at the family's expense.

## Early Dismissal Requests

We request if your child needs to leave early, that you please send a written note with your child indicating the reason and pickup time. Upon arrival, check in at the

office—our staff will call your child from the classroom. Students may need to complete any missed work at home.

## **Reporting Absences**

If your child will be absent, please call the office before the school day begins. Parents may keep children home when needed, but regular attendance supports strong learning. Excused absences include:

- Personal illness
- Medical or dental appointments
- Family emergencies or bereavement

Other absences must be approved in advance to be excused. After five unexcused absences, the Administrator and School Board will review the record and determine next steps in partnership with the family.

## **Tardiness**

Our school day begins promptly at 8:15 a.m. Students should be in their seats, ready to begin.

- After five tardies in a quarter, families will be contacted to discuss possible solutions.
- Frequent tardies may require documentation (e.g., a doctor's note).
- Repeated, unexcused tardiness may result in loss of privileges (like recess) to encourage timeliness.

## **Excused vs. Unexcused Tardies**

- **Excused:** Appointments, delays due to another class, widespread traffic/weather and/or approved by administration.
- **Unexcused:** Any tardy not approved by a teacher or Administrator.

## **Parent Notification: Safety Check-Ins**

If a student has not arrived and we have not received prior notice, we will attempt to contact the parent or guardian within 15 minutes of the school day starting. If we are unable to reach anyone, we will call emergency contacts. If necessary, and especially if safety is a concern, we may notify local authorities to ensure the child is safe.

We deeply appreciate your partnership in helping children arrive on time, ready to learn, grow, and thrive.

Let me know if you'd like to align this with any specific state guidance or your student-parent communication practices.

## **Behavior Management**

At TTCS, we believe that education is the formation of the whole person—mind, body, and spirit. We partner with families to nurture Christ-like character, self-governance, and respectful relationships. Behavior is viewed as an opportunity for discipleship, and our goal is to guide students in learning responsibility through empathy, restoration, and wise boundaries.

We encourage students to:

- **Show respect** for God, others, property, and policies.
- **Speak truthfully** and kindly.
- **Act with integrity**, even when no one is watching.
- **Work cooperatively** with teachers and peers.
- **Use their gifts** to honor God and bless others.

## **Our Approach to Discipline**

Discipline at TTCS is rooted in grace, not shame. We follow God's model: loving correction that leads to growth (Hebrews 12:11). Teachers handle most concerns through respectful conversation, redirection, and natural or logical consequences. Students are guided to reflect, repair, and re-engage. Mistakes are treated as learning moments, not moral failures.

When greater support is needed, the Administrator and parents partner together to create a plan tailored to the child's needs. Restorative practices, mentoring, and consistent communication help reinforce accountability in a supportive way.

## **Serious or Repetitive Misconduct**

Behaviors that impact safety, disrupt learning, or reflect persistent disregard for expectations may result in formal consequences such as temporary loss of privileges, behavior plans, or—if necessary—probation or suspension. These steps are taken prayerfully and with the child's well-being and restoration as the priority.

## **Bullying**

At TTCS, we affirm that every person bears God's image and is worthy of dignity, respect, and safety. In keeping with our Christ-centered mission and in accordance with Iowa Code § 280.28, Tama-Toledo Christian School prohibits bullying and harassment of any student or staff member.

### **Definition**

Bullying or harassment is any repeated or intentional electronic, written, verbal, or physical act or conduct that:

- Causes physical or emotional harm to a student or staff member,
- Creates a hostile school environment,
- Interferes with a student's educational performance or opportunities.

This includes behaviors based on real or perceived traits such as age, race, color, creed, sex, sexual orientation, gender identity, national origin, religion, disability, socioeconomic status, or physical attributes.

### **Our Commitment**

We are committed to:

- Preventing harm through clear expectations and supervision,
- Addressing all reports promptly and fairly,
- Fostering a school culture of empathy, accountability, and reconciliation,
- Teaching students to treat others as they would want to be treated (Luke 6:31).

## **Reporting & Response**

If a student experiences or witnesses bullying, they are encouraged to speak with a teacher or administrator immediately. Parents may also report concerns directly to the school office. All reports will be taken seriously and investigated. Outcomes may include counseling, mediation, education, and, when necessary, disciplinary action.

Retaliation against anyone who reports or participates in an investigation is strictly prohibited.

Our goal is not only to stop hurtful behavior but to restore relationships and foster a community where every child is known, valued, and safe.

## **Conduct Outside School**

We ask students to represent TTCS with integrity in all areas of life, including online and off-campus. If serious behavior outside of school conflicts with our values, the school may respond appropriately, with grace and discernment.

## **Cancellations**

Tama-Toledo Christian School follows the South Tama School District's announcements on weather delays, cancellations, and early releases. If weather makes travel unsafe, parents may choose to keep their child home and should notify the school. Official announcements will be made by 6:00 a.m. for cancellations or late starts, and by 10:00 a.m. for any early release. In emergencies, the school will contact parents for immediate pick-up. Please keep your contact information up to date so we can reach you quickly.

If school is cancelled or delayed, announcements will be made on TTCS's website, social media, text/email alerts, and local radio/TV (KCRG/TV9, KCCI/TV8, KFJB Radio, KGRN, KZAT 95.5 FM).

## **Cell Phones and Other Devices**

Students who need to bring a cell phone or electronic device to school must leave it turned off in the school office during the day. If a student needs to call home, the school office phone is available. Devices may not be used during school hours unless a teacher explicitly permits them for a lesson.

## **Chapel**

Each Wednesday from 11:15–11:45 a.m., our school community gathers for chapel, a time of worship, reflection, and encouragement in God's Word. Students are guided to participate respectfully and with reverence. Parents and guests are warmly invited to attend and share in this meaningful time together.

## **Class & School Celebrations**

Celebrations throughout the year, such as holidays or end-of-year parties, are coordinated by teachers and parent volunteers. All in-school events must be approved by the teacher and Administrator to support a calm and focused learning environment.

Out-of-school invitations should be given privately and respectfully (not during class time), unless the whole class is included. Gifts for classmates should be delivered through the school office. If you have any questions about hosting or helping with a class event, we're here to help—just ask your child's teacher or the office.

# Communications

## Reconciliation Process

At TTCS, we value a community of mutual respect, kindness, and open communication. When concerns or conflicts arise, we encourage honest dialogue and reconciliation, following the Biblical guidance of Matthew 18.

Our goal is to resolve issues in a way that honors God and strengthens relationships:

- **Step 1: Direct Conversation**  
If a student has a concern with a peer or teacher, they should first speak directly with that person, respectfully and privately. A teacher may assist if needed. This builds courage, empathy, and responsibility.
- **Step 2: Administrator Support**  
If the issue is not resolved, a parent or student may submit a *Reconciliation Form* to the Administrator. The Administrator will listen to all parties, review any prior conversations, and help create a plan for resolution. Families will be kept informed throughout the process.
- **Step 3: School Board Review**  
If a family still has concerns after the Administrator's response, they may submit a written request to the School Board President. The Board will review the matter and respond accordingly. The Board's decision will be final.

We approach all concerns with grace, humility, and a shared desire to grow in Christ together.

## Dress Code

Students should dress modestly and neatly, in a way that reflects respect for themselves and others. Clothing should not distract from learning or disrupt community unity. Each student's attire must serve the purpose of protection and privacy at school and school events. The administration reserves the right to waive or adjust guidelines for special occasions.

### General Guidelines:

Students will be required to wear uniforms during the school day. The uniform will consist of a TTCS shirt paired with black, denim, or khaki colored pants or skirts.

Following payment of the \$50 annual enrollment fee, each student will be issued one T-shirt from the school bearing the TTCS logo. Other shirts, sweatshirts or styles of shirts may be ordered and purchased from the school.

Other General Expectations: Students are expected to dress and groom themselves in a way that is gender appropriate, not offensive, not distracting to the learning environment, and not in a way that draws undue attention to himself / herself detracting from the oneness of community.

Clothing must serve the purpose of protection and privacy at school and school-sponsored events such as field trips. Students who are dressed inappropriately will be asked to change or be given something appropriate to wear for the day.

Administration reserves the right to waive any of the following policies for special occasions and circumstances.

Clothing that may not be worn:

- Clothing which displays non-Christian values or other messages interpreted as being inappropriate or offensive.
- Clothing which promotes illegal use of drugs, alcohol, tobacco, or look-alike substances.
- Clothing that calls attention to anatomical details. Examples include tank tops with skinny straps (less than three finger widths or two inches wide) or clothing that exposes underwear such as bras, bralettes, or boxers.
- Shirts that expose the midriff or are backless, strapless, halter top, crop top, open mesh, or sheer (unless worn with a proper tank top – see above).
- Bottoms that are shorter than fingertips when standing straight, including track shorts, athletic shorts, mini-skirts, and jeans with holes or distressing.
- Masks, hoods, hats, and sunglasses worn indoors; these items are allowed to be worn outside for cold or sun protection, or for medical reasons.
- Earrings for boys, or facial piercings.

Hair – Hair must be clean, well-groomed, and kept out of the face for both male and female students. Hairstyles must not be distracting to the learning environment.

Shoes – For safety purposes, closed toe shoes or sandals with an ankle strap may be worn.

### **Chapel Dress Code**

Every Wednesday is Chapel Day. Chapel is a time for worship and hearing God's Word. Students are encouraged to avoid jeans and shorts on chapel day out of reverence for the occasion.



## **Extended Leaves**

We kindly ask families to schedule trips and vacations during school breaks whenever possible. Time in the classroom, learning, discussing, and growing together, is hard to replace and is deeply valuable.

If an extended absence is necessary, please notify both the school office and your child's teacher at least five school days in advance. This allows time to thoughtfully prepare any assignments or materials.

Make-up work will be given on the last school day before the absence and is expected to be completed within two days of returning, unless other arrangements are made with the teacher. We appreciate your partnership in helping your child stay connected and engaged.

## **Extraneous Items**

Students should not bring animals, weapons (toy or real), lighters, laser pointers, or other inappropriate items to school unless specifically requested by a teacher. Items brought without permission will be held by staff and returned either at the end of the week or to a parent. This helps us maintain a safe, respectful learning environment for all.

## **Field Trips**

Field trips enrich learning by connecting classroom concepts to the real world. Parents will receive advance notice of each trip, including any associated costs. A signed permission slip is required for participation. If you prefer your child not attend a specific trip, simply notify the teacher or office.

When private vehicles are used, drivers must be approved by the Administrator and show proof of current insurance. While we carefully plan each trip, families assume responsibility for transportation in privately owned vehicles.

## **Evacuation Procedures**

### **Fire Drills**

We conduct fire drills every semester. Each classroom has a posted evacuation plan, and teachers review these procedures with students. Students should follow their teacher's directions quickly and quietly during a drill.

### **Tornado Drills**

We also conduct tornado drills each school year. Teachers will instruct students on the procedures and shelter areas. Students are expected to follow instructions promptly to ensure everyone's safety during a drill or a real tornado emergency.

## Homework

Homework at TTCS is purposeful and designed to strengthen what students are learning in class. It helps students:

- Practice and internalize key skills
- Develop responsibility and independence
- Prepare thoughtfully for what's ahead

We avoid busywork. Instead, homework is used sparingly and with intention, respecting your child's time and need for rest. Parents can best support by providing a quiet space, encouraging timely, neat completion, and offering help only as needed, letting students own their work. On Wednesdays, in honor of Sabbath rest and an intentional gift to family time, we give students a break from homework whenever possible.

## Illness

If your child is feeling unwell, please keep them home to rest and recover. To protect the health of others, children with a fever must remain home until they have been fever-free for at least 24 hours **without** the use of fever-reducing medication.

If a student becomes ill during the school day, they should notify their teacher. The office will contact a parent or guardian to arrange pickup. While your child waits, we will make them as comfortable as possible. Our staff is trained to provide basic first aid but cannot diagnose or treat illnesses. Please be sure to speak with the teacher when picking up your child so we can keep communication clear and supportive.

## Immunizations

Iowa law requires TTCS to keep an up-to-date record of each student's immunizations and/or exemptions/waivers. Please provide current immunization records and/or exemptions/waivers when enrolling.

## Injury

Students injured at school will be referred to a teacher or Administrator. We will document the incident and notify parents. For minor injuries, we will clean and bandage as needed. In any emergency or if medical attention is required, we will call 911. If

necessary, we will contact the child's family physician on record. Parents are responsible for any medical costs.

## Lost and Found

Please label your child's belongings. If something is lost, check the lost-and-found (at school office or nurse's area). Unclaimed items are periodically donated to charity. TTCS is not responsible for lost or stolen items.

## Lunch

Students should bring a packed lunch, refrigeration is provided. Water is provided. If a lunch is forgotten, we will contact a parent to bring one.

Lunchtime is a time for refreshment and community. We encourage students to show gratitude and care for others by:

- Remaining seated unless given permission to move
- Using quiet voices and kind manners
- Cleaning up their area and disposing of trash properly
- Respecting others by not trading or sharing food without adult approval
- Avoiding foods that may trigger allergies or conflict with school policies

Disruptive behaviors like throwing food or creating messes will result in a loss of privileges as students learn to take ownership of their actions.

## Medications

**Physician-Prescribed Medication:** If a student needs to take medication at school (including over-the-counter medicine like Tylenol or cough syrup), parents must bring it in the original labeled container with written instructions from the doctor or pharmacist. A Medication Authorization Form must be completed and signed by the parent, stating the student's name, medication, dosage, and times. Send only the amount needed for that day; any leftover medication will be returned to the parent.

**Reactions and Side Effects:** Parents must list any known drug allergies or prior reactions on the form. If the medication causes any unexpected side effects in school, staff will notify the parent immediately.

**Proper Labeling:** All medications must be clearly labeled with the student's name.

**Parent Consent:** We will not administer any medication without a parent's written permission. If a student misuses medication, it is a serious violation and will be addressed according to our behavior policy.

## Non-Custodial Parents

We understand that family situations can be complex. If your child has a non-custodial parent, please provide the school with current custody paperwork so we can honor legal arrangements with care and clarity.

Unless a court order states otherwise, both parents may access school records and information. We are committed to working respectfully with all parents to support your child's well-being and education.

## Non-Discrimination Policy

Tama-Toledo Christian School admits students of any race, color, nationality, ethnic origin, sex, age (within our K–8 range), or disability. We do not discriminate in the administration of our educational policies, admissions, or programs on these grounds.

We joyfully welcome families who support our mission and are willing to embrace a Christ-centered education by signing our Statement of Faith. Every child is created in God's image and is treated with dignity, respect, and love.

For our full Non-Discrimination Policy, please refer to the Board Policy Manual, available upon request.

## Organizational Structure

**School Board:** The School Board is made up of elected community members who prayerfully set the vision and policies for TTCS. They hire and support the Administrator, entrusting him or her to carry out the mission and oversee daily operations. The Board provides accountability, direction, and final decisions on major matters.

**Administrator:** The Administrator serves as the school's educational and operational leader. Guided by the Board's direction, the Administrator oversees programs, supports teachers and staff, and ensures that school life reflects our commitment to Christ.

**Teachers and Staff:** Teachers and staff are hired and supported by the Administrator. Together, they create a nurturing learning environment, provide academic instruction, and care for students throughout the school day.

**Parent-School Partnership:** We believe families and the school are partners in raising children "in the training and instruction of the Lord" (Ephesians 6:4). We encourage open and respectful communication:

- First, speak directly with your child's teacher if a concern arises.
- If the issue remains unresolved, contact the Administrator.
- If needed, the Administrator may involve the School Board.

By working together with grace and understanding, we strengthen the learning community for every child.

## **Personal Property**

Students are responsible for their personal belongings. Label jackets, lunch boxes, and other items to help us return lost things. Keep valuables at home. Students may not bring large sums of money except for authorized school events. If money or an item is brought for school purposes, the student is responsible for it and should not carry more than needed.

Cell phones and electronic devices should remain in the office from morning until dismissal (see Cell Phones policy above). The school is not responsible for lost or stolen personal items.

## **Pets**

Pets are not allowed on school property during the school day unless a teacher has arranged it for a specific lesson or project. In those cases, the pet must be brought by a parent or guardian and is the responsibility of the owner. Please be mindful of classmates' allergies or fears.

## **Pick-Up**

At dismissal time, students must be picked up promptly. Parents should follow the designated traffic pattern for the car line. Teachers and volunteers will supervise outside until 3:35 p.m. (about 10 minutes after dismissal). If you anticipate being late, please call the office. If a child has not been picked up 30 minutes after dismissal and we have not heard from the parent, we will call your emergency contacts. If no arrangements are made after one hour, we will notify the police for the child's safety. If late pick-ups become frequent, the administration will meet with the family to find a solution.

## **Playground Expectations**

Recess is a joyful and important part of the school day—a time for movement, creativity, and connection. To keep it safe and enjoyable for all, we ask students to follow these expectations:

- Use school playground equipment only and stay within approved play areas.
- Share and take turns kindly—everyone gets a chance to play.
- Use safe, respectful behavior: no pushing, shoving, or rough play.
- Tackle-free games only; use soft balls for any group play.  
Be good stewards of God’s creation: no climbing trees or disturbing landscaping.
- Do not throw rocks, snow, ice, or any other unsafe items.
- Avoid kicking balls toward buildings or cars.
- Speak kindly: no rude words or gestures.
- When recess ends, return equipment and line up promptly.
- Respect the adult on duty—listen carefully and follow directions.

If a student struggles to meet these expectations, a staff member may guide them through natural or logical consequences, such as sitting out briefly to reflect or discussing how to make things right. Our goal is always restoration and growth.

## Recess Expectations

Daily recess is a valued and essential part of our school day. We believe time outdoors refreshes the body, lifts the spirit, and prepares the mind for learning—echoing Charlotte Mason’s view of nature as “a healing place for tired brains.”

Whenever weather allows, students will go outside. Please dress your child appropriately for the season:

- **Above 50°F** – Light clothing is fine (t-shirts and shorts acceptable).
- **30–50°F** – A sweatshirt, sweater, or light jacket is needed.
- **Below 30°F** – A warm coat is required; hats and mittens are strongly encouraged.
- **10°F** – Recess will move indoors. If wind chills fall to 10°F or below, outdoor recess will be moved indoors.
- **Rain or snow** – Boots are needed for outdoor play. Students may store them at school during the week, but they should go home on Fridays.

Closed-toe shoes or sandals with straps must be worn during the day (no flip-flops). For safety, students may not go barefoot.

When severe weather (such as thunderstorms or icy conditions) makes outdoor recess unsafe, we'll move indoors and provide calm, engaging alternatives.

## **Restrooms**

Students should use the restroom before and after class when possible. If needed during class, ask the teacher for permission. Restrooms should be treated respectfully: keep them clean and quiet. No loitering or playing in the restrooms is allowed.

## **Retention Policy**

At TTCS, we value each child's academic, emotional, and spiritual growth, recognizing that children develop at different paces. When a student struggles to meet grade-level expectations, we view it as an opportunity to partner in grace and support.

Teachers will communicate regularly with parents about academic concerns. If retention becomes a consideration, families will be notified by the end of the first semester—preferably earlier—to explore possible interventions (such as tutoring or learning support).

If retention is recommended, a conference with the teacher, parents, and Administrator will be held to prayerfully consider what is best for the child's long-term growth. Parents may appeal the decision to the School Board, whose decision is final.

Education is not a race, but a journey guided by love, wisdom, and truth.

## **School Facility Rules**

For safety and order, students must stay on school property at all times. During recess, students may not enter the classrooms or other buildings unless they have permission. During class, students may not enter another classroom without a teacher's permission.

Students must always use respectful language; profanity is never allowed at school. No roughhousing or wrestling. No playing with or throwing hard balls (only soft or foam balls may be used, and only in open areas). Keep outdoor areas and hallways free of trash. The adult on duty (teacher or volunteer) has discretion to enforce these rules and may assign consequences for breaking them. Always obey the directions of adults in charge.

## **School Property**

Our school, equipment, and materials are provided for the benefit of all. Any property belonging to the school, teachers, students, or community (including church property on campus) that is damaged or broken through carelessness or intentional misbehavior will

be replaced or repaired at the parent/guardian's expense. Additional disciplinary action may be taken in accordance with our behavior policies.

## School Schedule

School doors open at 8:00 a.m. Class begins at 8:15 a.m. Dismissal is at 3:25 p.m. Monday through Friday. Teachers and volunteers supervise students during drop-off (8:00–8:15 a.m.) and pick-up (3:25–3:40 p.m.). Please do not leave students unattended before 8:00 a.m. or after 3:40 p.m.

**Daily Schedule:** While exact times may vary by class, a typical daily schedule is:

- 8:00 – School doors open
- 8:15 – School day begins
- 11:45 – Lunch begins
- 12:15 – Recess begins
- 12:45 – Classes resume
- 3:25 – Dismissal

Your child's teacher will provide the specific schedule for their grade.

## Search and Seizure

At TTCS, we are committed to providing a safe and respectful environment for all students. While we trust our students and aim to foster personal responsibility, there may be times when safety concerns require action.

If there is reasonable cause to believe that a school rule or law has been broken, school officials may inspect school property (such as desks, lockers, or shared areas) or personal belongings. Any such search will be handled discreetly, with care and respect for the student involved.

Students are expected to use school spaces and bring belongings that reflect our shared values of integrity, safety, and stewardship. These measures are in place not to instill fear, but to ensure a learning environment where all can flourish.

## Spiritual Life

At TTCS, we believe that true education nurtures the whole child—heart, mind, and spirit. Spiritual formation is woven into everything we do.



Each week, students gather for chapel—a time of worship, Scripture, and testimony. Students are encouraged to share their God-given gifts through music, art, and service. But spiritual life doesn't begin and end in chapel. Throughout the day, we pray together, memorize Scripture, and reflect on God's truth as it relates to all areas of learning.

Our goal is not just knowledge about God, but a growing relationship with Him. In every subject, every classroom, and every moment, we seek to honor Christ and point students toward lives of purpose and faith (Colossians 3:17).

## **Student Advancement**

If you feel your child may be ready to skip a grade, please discuss this with the teacher and Administrator. We will review the child's performance, testing, and maturity. A meeting with parents, teacher, and Administrator will be held to consider the options. We will pray for guidance and discuss whether acceleration is in the child's best interest socially and academically. The final decision rests with the Administrator, who will strive to make the choice that honors God and benefits the student.

## **Student Records**

TTCS keeps educational records for each student to guide instruction and track progress. These records are confidential. According to federal law (FERPA), only certain people may access them: school officials (including teachers) and officials of other schools to which the student is transferring may see records without parent consent. For any other release of student information, we require written permission.

**Directory Information:** We may publish directory information (student's name, birth date, participation in activities, dates of attendance, and last school attended) in yearbooks, honor rolls, or on our website. Parents who do **not** want their child's directory information shared must send a written request to the Administrator.

## **Textbooks and Supplies**

The registration fee covers shared materials such as textbooks, workbooks, and classroom resources. Each student should also bring personal supplies listed by grade (including a Bible—Children's ESV recommended).

To prevent loss, please label all items with your child's name. If a school-provided book is lost or damaged, a replacement fee may apply, based on the book's age and value. We appreciate your care in helping students steward their materials well.

## **Transfer**

If you plan to transfer your child out of TTCS, please:

1. **Send a withdrawal note:** Write a signed note stating the last date of attendance and reason, addressed to your child's teacher.
2. **Return textbooks:** All school books and materials must be returned by the last day.
3. **Settle accounts:** The tuition contract will be reviewed for any outstanding charges.
4. **Records:** The school your child is transferring to should request your child's records and immunization records from us. We will send them directly upon request.

## Visitors

We welcome visitors at TTCS, especially parents. For security and order, all visitors must check in at the school office immediately upon arrival. For classroom visits, please arrange a time with the teacher or Administrator in advance so as not to disrupt learning. We ask visitors to respect our school environment by being courteous and following school guidelines while on campus.

## Volunteers

Volunteers are a treasured part of our school community. We warmly welcome parents, grandparents, and friends who feel led to share their time and talents. Whether you're helping in the classroom, supporting a field trip, assisting in the library or lunchroom, or simply lending a hand where needed—your presence makes a difference.

If you're interested in volunteering, please speak with your child's teacher or the Administrator. We are grateful for every act of service, large or small. Thank you for partnering with us to nurture hearts and minds in Christ.