



Timberlake Christian Schools

Educating with a Biblical Worldview ~ Discipling toward Christlikeness

NEWS & REMINDERS

1st DAY OF SCHOOL

August 22nd is the first day of the 2016-17 school year. It is a noon dismissal day. The complete 2016-17 academic calendar is posted on the school's website tcs4u.org.

50 YEAR ANNIVERSARY

Timberlake Christian Schools is celebrating its 50 year anniversary this fall. To commemorate this momentous event TCS will be hosting a school-wide cookout on **Sunday evening August 21st** from 4:00-7:00pm. Mark your calendars and plan to attend this wonderful evening with food and fellowship! More details to come!

ATTENDANCE REMINDERS

- **Excused Absences:** Excused absences include illness, death of a family member or close relative, medical or dental appointments or an absence which has been excused by the administration. All prearranged absences (e.g. family trips) must be approved by the principal or student services in advance in order to be excused. Absences with valid reasons will only be excused after parent notification has been sent via phone, written note, or email. If a student is absent for a medical appointment, a doctor's note must be provided at the front desk in order for absence to be excused. Work may be made up according to information below.
- **Unexcused Absences:** A student is unexcused if he/she is absent for any reason other than for an illness, death of a family member or close relative, medical or dental appointments or an absence which has been excused by the administration or student services. Approved reasons for absences without a parent phone call, written note, email, or doctor's note will also be unexcused. Student may make up classroom work missed but letter grade will be lowered by one grade.
- **Prolonged Absence:** Students will be allowed up to 13 total excused and unexcused absences per semester before the case is reviewed by administration and action is taken. This includes both individual class absences as well as school day absences. At 13 absences, the student may be subject to failure for the subjects in which he/she is enrolled and may be requested to withdraw or be dismissed.
- **Truancy:** Deliberate absence without the knowledge and permission of the parents will result in a grade of zero and suspension for the first offense.
- Students are not allowed to sign out to go off campus by themselves for lunch, an outing, etc. once they arrive unless they are leaving campus for the rest of the day with written permission from parent confirmed by the office.
- **Half Day Absence K-5th Grade:** A student must be at school in the classroom at least three hours for elementary to be counted as present for the full day. If a student in elementary misses three or more hours, it will be considered a half day absence.

- Half Day Absence 6-12th Grade: A student must be at school in the classroom at least 4 class periods in order to be counted as present for the full day. If a student in grades 6-12 misses 4 or more class periods, it will be considered a half day absence. A student will be considered absent for class if he/she is present for less than half of the class period.

BOOK COVERS

All school-owned hard-back textbooks that leave the classroom must have a sturdy paper book cover. No fabric book covers may be used.

CLASS BUNDL

TCS has partnered with ClassBundl to bring you school supplies. Simply go to **ClassBundl.com** and search for our school. Order the classroom specific bundle. Supplies are shipped directly to your door with no fees. TCS receives 5% cash back for every bundle purchased.

DRESS CODE REMINDERS

Parents and students often request an overview of the dress code at TCS. Included are highlights of the school dress code. This list is not exhaustive. **The complete dress code for K-12th grade is located in the Parent Student Handbook.**

The school reserves the right to make final decisions regarding any areas not specifically covered in the dress code.

All TCS Students:

- Must wear TCS uniform shirt from TCS uniform vendors and may wear an extra tee shirt or turtleneck underneath their uniform shirt that does not have the TCS logo as long as only the collar and/or sleeve areas show, and the shirt is of a solid color, like a uniform shirt, with no printing.
- May wear any official TCS jacket, fleece, sweatshirt, or a solid color sweater over uniform shirt. Students may also wear a solid color full-zippered sweatshirt or fleece (no pullover sweatshirts), or a solid jacket or a solid sweater over the uniform shirt. These items may not display any printing or writing on them besides vendor “pocket” logos. TCS reserves the right to decide if a garment is acceptable. All oxford style shirts must be worn tucked into the pants with no shirttails hanging out.
- May wear tennis shoes but they must be clean and in good condition.

Boys:

- In grades 6 – 12 must wear classic, traditional style pants or may wear a neat, conservative cargo style (no oversized pockets). Belts must be worn with pants that have belt-loops. Acceptable colors are (solid) khaki/sand/stone, navy blue, gray, brown, and black.
- May wear a non-TCS solid color collared shirts but student must also wear a tie, and shirt must remain tucked into pants.
- Hair length must be off collar, off ears. Boys must be clean-shaven with the exception of neatly trimmed mustaches/beards for juniors and seniors.

Girls:

- May wear solid navy, khaki/sand, white, brown, navy, gray, or black classic, traditional pants , skirts, jumpers or denim jean skirts that come at least to the top of the kneecap (grades 3-12). Skirts must have straight hems—no diagonal or handkerchief hems are permitted.
- May wear casual shoes including tennis shoes or conservative boots. No athletic-sandals, shower/water sport shoes, slippers, combat-style boots, or backless through-the-toe style footwear (e.g. flip-flops) may be worn. Girls in K-5 may not wear any backless shoes or sandals.

EXPANSION

The school expansion is in its final stages. The new Pre-K wing, new classrooms, and lunchroom will be ready for use by the first day of school. The gym has undergone a renovation over the summer as well to accommodate two basketball/volleyball courts with an entirely new floor. Families will have an opportunity to see the expanded and renovated areas during the 50th anniversary open house on August 21st.

HANDBOOK

The 2016-2017 Parent/Student Handbook is full of relevant information regarding the school's policies and procedures. Please take time to review the handbook prior to the start of the school year.

LESSON PLANS/HOMEWORK/GRADES

Access to classroom lesson plans (6-12), homework assignments (6-12), grades, attendance, report cards, and student schedules is available through your renweb parentsweb account. Once you login, click **STUDENT INFORMATION**. Students in grades 6-12 may also request a renweb studentsweb account in the student services office. This is a great place to look for missed work if your student is absent.

LUNCHROOM ACCOUNT BALANCES

Lunch account balances are available via your renweb parentsweb account and are **payable through renweb** as well. You may "load" money onto your student's account for use in the lunchroom. The financially responsible party will receive email notification with balances owed weekly. Once you login, click **FAMILY INFORMATION** then **FAMILY BILLING**. Your total balance will be listed. You can click **DETAILS** in order to see individual charges by student or click **PAYNOW** in order to pay your lunch account balance. Follow the links on the login page if you do not have a parentsweb account or if you have forgotten your user name or password. You will need to enter our district code: **tcs-va**. Lunch account balances can still be paid in the office with cash or check if you prefer. **The office cannot make change, so if you pay with cash, please plan to pay the exact amount.**

NEW FACULTY

We are excited to announce several new faculty members that have joined our staff.

- Alesha Hagerty – Middle School
- Barbara Hubbard – Elementary Spanish
- Lauren Burnette – Pre-K
- Marc Werner – Middle & High School
- Meredith Bowles – Elementary
- Nancy Lavender – Elementary

OFFICE TELEPHONE USE

In an effort to maximize educational time, students may use the office phone for emergencies only. We ask that parent & students make after school arrangements, food pick-up and drop off, etc. before the school day. If you need to get a message to your student during the school day, please contact the office and the message will be delivered to your student.

PHYSICAL EDUCATION DRESS CODE (6-10 GRADE)

1. All students are required to wear tennis shoes that do not mark the gym floor.
2. Students are required to wear:
 - TCS t-shirt (available from **Lands' End** or **Cotton Connection**) or the TCS reversible penny. Girls who choose to wear the reversible penny should wear a plain/solid colored T-shirt underneath.
 - Plain, solid color (navy, black, or gray) basketball shorts without side cutout (not running shorts) with hems that reach to or below finger tips when worn at the student's natural waist.

SCHOOL NOTIFICATIONS

- Daily Announcements: The school calendar is posted on the school's website tcs4u.org. School information updates are sent regularly informing families of official announcements, schedule changes, and/or general school information via RenWeb to parents' primary email address.

- Schedule Changes: Schedule changes and announcements that are made the day of the activity/event will be sent to parents via text message and email.
- School Closing/Delay: In the event of a school closing or delay, parents will be alerted via text message and email. The information is also posted on the home page of the tcs4u.org website and on local news and radio stations.
- School Emergency: In the event of a school emergency, parents will be alerted via text and email when it is safe to do so.

STUDENT ORIENTATION

August 18th is Student Orientation Day. Students and parents can come to TCS between **12:00-5:00 p.m.** and will learn who their teacher will be for the coming year. Students will have the opportunity to meet their teacher, visit their new classroom, and drop off school supplies.

TARDY REMINDERS

Students are expected to be in their classroom or homeroom by 8:20 a.m. each day. Student's arriving to homeroom or class after the 8:20 bell will be considered tardy. Tardies will be excused only for personal illness, illness or death in the family, dentist or doctor appointments, or a reason that has been excused by administration. Warnings and/or disciplinary action will occur starting at 3 unexcused tardies for grades 6-12 and at 10 unexcused tardies for elementary.

TEACHER ON CALL

We will once again offer the Teacher on Call program. All teachers will be in their classrooms on Wednesday and Thursday mornings from 7:45-8:10 a.m. These times are set aside for students needing extra teacher help with school work. *Students should not enter classrooms before 7:45 or before teacher arrives.*

TUTORING/ACADEMIC RESOURCE

Our tutoring/academic resource program will continue this school year. Resource teachers assist students in K-12 in any subject providing any needed academic help including possible subject accommodations. A reasonable fee is charged for these classes which generally occur during the school day. Please contact office for more information.