

2025-2026 SCHOOL YEAR

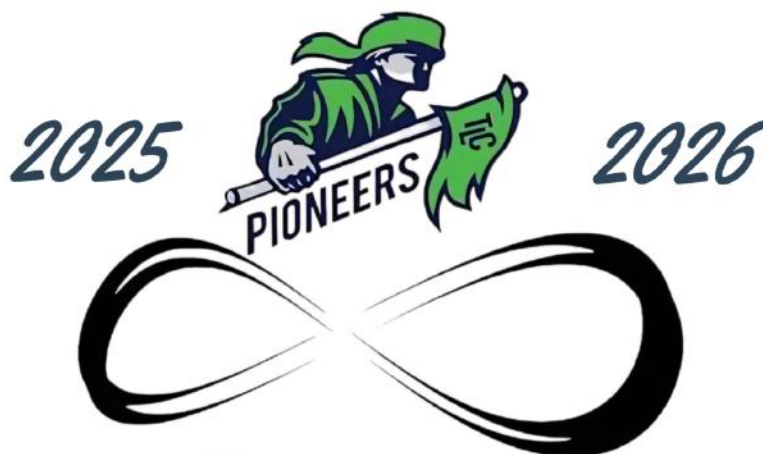


TREE OF LIFE

CHRISTIAN PREP SCHOOL

TLC PREP

LIMI LESS



Ephesians 3:20

LIMITLESS

HANDBOOK

MISSION

Preparing young minds for citizenship here on earth and for eternity.

VISION

Tree of Life Christian Preparatory School believes that academic excellence and Christ-like behavior results from outstanding teachers with Christian standards, small classrooms, and an imaginative, individualized curriculum. We place value on both a child's academic accomplishments and their spiritual growth. We feel strongly that the home, the church and the school form a partnership to accomplish these goals. Children who embrace opportunities with enthusiasm, a teacher who nurtures their growth, and parents and church members who support the many facets of school life join to form the family that is the Tree of Life Christian Preparatory School.

"It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men's thought. Instead of confining their study to that which men have said or written, let students be directed to the sources of truth, to the vast fields opened for research in nature and revelation. Let them contemplate the great facts of duty and destiny, and the mind will expand and strengthen." Education page 17.

GOALS

Spiritual goals

– Every child is encouraged to develop a personal relationship with Jesus Christ, as well as to understand the message of the SDA Church. Students will develop the confidence and conviction to demonstrate their faith and values in the world around them through service and church leadership. They are encouraged to assimilate Christ-like character traits into their everyday lives as children so that they will be a positive, Godly influence in their community as adults. These goals are met through daily bible lessons, student run classroom worship, weekly chapel programs, informal discussions with teachers, and pastor, in the classroom.

Academic/Intellectual goals

– Every child is encouraged to reach their potential for learning. This goal will be met by teachers first understanding the academic strengths and weaknesses of each student. The teacher will then modify, if needed, the instructional program to accommodate any learning issues the student may have. We recognize there are a variety learning styles and will endeavor to use teaching methods appropriate to accommodate strengths of all students.

Interpersonal goals

– Tree of Life Christian Preparatory School will be a place where students can develop the skills needed to handle different social situations with respect and confidence. They will communicate effectively and positively with their peers and with adults. They will learn active listening, and how to respond with empathy. Students will respect those who are religiously, culturally, and racially different than themselves, as well as those with special needs, whether physical, emotional or academic. These goals will be met through class meetings.



GOALS

Physical goals

–Students will learn about the importance of taking responsibility for their physical health by exercise, adequate sleep and healthy diet. These goals are met by students having daily exercise, physical & health education classes, and recesses.

Service goals

– Students will develop the confidence and conviction to demonstrate their faith and values in the world around them through service and church leadership. Students will learn stewardship of time and resources to help others at the local, national and global levels. These goals will be met by having students participate in local community service activities. Students will have the opportunity to participate in various outreach projects to raise awareness of local and world-wide needs. Our students will also serve the needs of the elderly in our church with home visits, correspondence, and school-sponsored social interactions.



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“Whoso is wise, and will observe these things, even they shall understand the loving kindness of the Lord.”

Psalms 107:43

SECTION I

ADMISSIONS & FINANCIAL POLICY

HANDBOOK CHANGES

The administration and school board reserve the right to make changes to the handbook as necessary. Parents will be notified of said changes.

NON-DISCRIMINATION POLICY

It is the policy of TLC Prep School to admit students regardless of age, race, color, religion, national and ethnic origins. All students have the right to the privileges, programs, and activities offered by the school. In order to maintain the objectives of TLC Prep School and because it is a church oriented educational institution, admission qualifications have been established.

Only those students and their families who are in agreement with the philosophy and objectives of TLC Prep School and who will cooperate with the principles of the school should apply for admission. Students of other religious faiths are welcome provided they will respect the beliefs of the Seventh-day Adventist faith and maintain a reverent attitude during religious exercises and Bible classes.

[View Official Beliefs](#)

The applicant should be in good health. Any identified conditions should be shared with the administrator and appropriate faculty to ensure the student's learning is not hindered. Medical examinations are required for all new students. State law requires that up to date immunizations records be placed on file with the school. Failure to comply with this request will result in suspension from class attendance until immunization records are on file at the school.

[View State Law](#)

Students should be in good academic standing at their previous school. New students will be tested to determine grade placement. Please note that for students entering Kindergarten, Virginia requires they be 5 by September 30. To verify their age, in case of an audit, Virginia law requires: “An official certified copy of the child's birth record must be provided. (A photocopy of the child's birth certificate will not meet this requirement.)”

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ADMISSIONS & FINANCIAL POLICY

SEXUAL CONDUCT, SEXUAL ORIENTATION, AND GENDER EXPRESSION

Tree of Life Christian Preparatory School is a Christ-centered learning community that welcomes all whose behavior and lifestyle are consistent with the teachings of Scripture as understood by the Seventh-day Adventist Church. Students can remain in good standing provided they conduct themselves consistently with the teachings of the Seventh-day Adventist Church on sexual conduct, sexual orientation, and gender expression as set forth below.

Tree of Life Christian Preparatory School upholds Biblical principles which include, but are not limited to, behaviors related to sexual matters. Human sexuality is a gift from God, and it is to be respected within the confines of a marital union between a man and a woman. Sexual conduct outside of this union is not acceptable. The local school administration and board will uphold these Biblical principles. Students' gender expression is expected to align with their biological gender at birth. Tree of Life Christian Preparatory School will only accept and retain students whose gender expression aligns with their biological gender at birth.

References:

Biblical references

- Gen 1:27; Gen 2:22-24; Gen 3:6-19; Jer 17:9; Rom 3:9; 7:14-23; 8:20-23; Gal 5:17; Rom 12:2; Prov 14:12; Prov 16:25; 2 Tim 3:16; Gen 2:7; Jer 13:17; 52:28-30; Ezek 18:4; Acts 2:41; 1 Cor 15:45; Eph 5:28; Rom 12:1-2; Rev 18:13; 1 Pet 1:24; 2 Tim 4:22; 1 John 4:1-3; 1 Tim 6:14-16; 1 Cor 15:51-54; Gen 1:27; 5:1-2; Ps 139:13-14; Mark 10:6; Matt 5:28, 31-32; 1 Tim 1:8-11; Heb 13:4; Rom 1:21-28; 1 Cor 6:9-10; Mark 12:31; Matt 12:20; 1 Cor 6:9-11; 1 Cor 6:19

The Seventh-day Adventist Church's official statement on transgenderism
Adventist Church's website

[Read Official Statement](#)

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ADMISSIONS & FINANCIAL POLICY

DISABILITIES POLICY

The faculty and staff of Tree of Life Christian Preparatory School would like to be able to meet the education, disciplinary, and emotional needs of every student who applies. Limits on time, space, and professional expertise, however, make it impossible for us to adequately serve every student who applies.

TLC Prep School teachers are highly qualified and educated, however it is not always possible to meet the unique needs of students who have been identified/diagnosed by medical or educational professionals with a disability. The Admissions Committee evaluates each student on an individual basis to determine if the educational needs of the student can be met.

When a student with special needs is accepted the school will partner with the family to assist them in taking advantage of services provided by the public schools, as needed, per the IDEA Act regulation.



SECTION I

ADMISSIONS & FINANCIAL POLICY

ADMISSION PROCEDURES

The following are the steps for application and admission to the school:

Step 1. Visit

TLC Prep School encourages interested families to schedule a visit to the school. This visit will focus on what you are looking for to meet your child's/family's needs as well as the school's program and philosophy. Any questions you may have regarding the school, its procedures and policies will be addressed.

Step 2. Tuition

All families wanting to be considered for financial assistance must enroll online at FACTS.

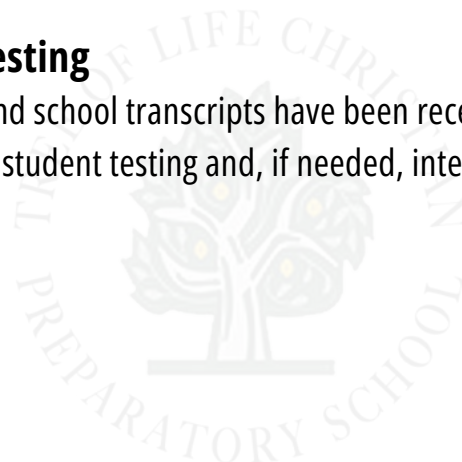
After completion of FACTS, the Finance Committee will contact and/or meet with you to determine your tuition payments. If you agree to the amount the Finance Committee recommends for your tuition payments, we will proceed to Steps 3-5.

Step 3. Application Packet [View Application Packet](#)

Take the time to fill out the application forms as completely as possible. If currently home-schooling, a home school report must be provided as well as recent test scores.

Step 4. Interviews and Testing

When all forms, tuition, fees, and school transcripts have been received and reviewed, we will contact you to set up a time for student testing and, if needed, interview.



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ADMISSIONS & FINANCIAL POLICY

ADMISSION PROCEDURES

The following are the steps for application and admission to the school:

Step 5. Medical Records

All new students enrolling in TLC Prep School must submit an up to date immunization record and a proof of a physical exam - the exam taking place not more than 6 months prior to enrolling. Virginia State Law requires schools to have these records on hand and make them available to state officials if they desire. Students whose immunization records are incomplete or missing will not be able to attend school until the proper records are submitted.

Step 6. Admissions Decision

Admissions decisions are made by the Admissions Committee and the School Board. Admissions Committee will meet to consider all new applicants. Decisions will be made in the best interests of the prospective student, his or her family, and the school.

We believe that it is a privilege, not a right, for a family to be a part of the Tree of Life Christian Preparatory

School. Acceptance is determined on a combination of criteria including previous school performance, the interview, emotional maturity of the child and his or her ability to benefit from our program, as well as a completed application packet and FACTS process. You will be notified of the board's decision by phone, email, and/or by mail.

All new students to Tree of Life Christian Preparatory School are on probationary status for the first quarter. The principal may arrange a review of the student's progress at the end of the period.

SECTION I

ADMISSIONS & FINANCIAL POLICY

Our upper grade students are looked up to by their fellow students, most especially those in the lower grades. They are seen as leaders, helping to set the overall tone of the school. With this in mind, all applicants to grades 7 & 8 will write a 250 word essay. This essay will answer the question, “How will I be an asset to Tree of Life Christian Preparatory School?” Along with writing this essay, all 7th & 8th grade students will meet with the Admissions Committee. This meeting will help determine acceptance or denial of an application.

Step 7. Enrollment

Along with notification of acceptance, you will receive information regarding school supplies and uniforms. Upon receipt of all application forms, medical records, first month’s tuition and all fees the enrollment process will be complete.

WAITING LIST

Due to class size limitations, applications may sometimes exceed available positions. A waiting list will be established and notifications will be sent as places become available, based on the criteria listed in admissions.



SECTION I

ADMISSIONS & FINANCIAL POLICY

TUITION AND FEES

Listed below is important information regarding tuition and fees:

Tuition.

Tuition is based on all of the local costs of operating the school, including staffing, resource demands, and campus development. This amount is divided by the number of expected students and determined to be the actual cost of educating a student; that rate is currently \$8,400/year or \$840/mo. Application Fee. (\$50) For new or reapplying students, covers the cost of records, assessment, and application processing.

Registration Fee.

(\$300) This fee is for all students, new and returning. This goes toward the purchase of textbooks and supplies.

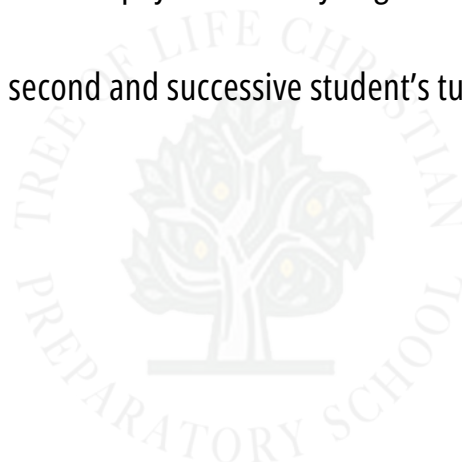
Payment options are as follows:

***Monthly plan:** Spread out over a 10-month period, August through May. Payments are due by the 15th of each month, with the first payment due by August 15.

***Annual plan:** 1 payment, due by the August 15 or the first day of school.

***Semi Annual Plan:** 2 payments – first payment due by August 15; the second payment is due by December 31.

Family discounts: 10% off the second and successive student's tuition.



SECTION I

ADMISSIONS & FINANCIAL POLICY

We have contracted with a tuition analysis organization, FACTS, in order to have a fair and confidential evaluation process. To be considered for financial assistance all families must complete FACTS as part of the enrollment/re-enrollment process.

FACTS - www.factsmgt.com

Financial Assistance Requirements, Guidelines & Eligibility

- Financial assistance will be considered on a needs basis. A need may exist because of unusual expenses (i.e. multiple children, children in college, medical expenses, business emergencies, divorce, death of a spouse, etc.)
- Each family will pay all other required fees (registration, instructional, activities, sports programs, extended care etc.).
- All financial assistance awards are for one school year. Retention and renewal of all assistance is based on fulfillment of signed agreement.
- The student/s must maintain a GPA of at least a 2.00 ("C" average) and demonstrate good citizenship. 6
- Families receiving financial assistance are expected to keep their account current. Failure to do so may result in termination of financial assistance. If a family feels they need a change to their financial assistance, they must contact the school treasurer or Finance Committee as soon as possible.
- The financial assistance agreement is only for the current academic year.
- All new students must meet the requirements for school entrance.
- Awarding assistance will be given on a "first come – first served" basis. There is no guarantee for assistance, or the amount, so families must apply ASAP.
- Financial applications are treated with complete privacy and confidentiality.

The administration reserves the right to review and cancel the financial assistance anytime if the student or family fails to meet the requirements.

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ADMISSIONS & FINANCIAL POLICY

PAYMENTS (Tuition and other payments)

Tuition payments should be set up through FACTS. Any exceptions must be approved by the finance committee. Tuition payments may be mailed to the school or hand delivered to the tuition payment box in the school office. A \$50.00 fee will be applied to any returned check. As students sent in with cash are responsible for it until it is given to the proper person, this is not the preferred method of payment. Checks or Money Orders – clearly showing the family account name – are the preferred method of payment. Any questions regarding a financial issue should be addressed to the TLC Prep School Finance Committee.

Money for field trip payments, collections from fundraisers or other such purposes, must be in a plainly marked envelope with the child's name, amount, and purpose (as stated above). Students should not bring personal money onto campus.

DELINQUENT ACCOUNTS POLICY Definition:

Account statements are issued on the first day of each month, with payment due by the fifteenth of the current month. An account not paid in full by the due date (unless it falls on a weekend, in which case the due date would be the next business day). Account is defined as: tuition, all fees, and Before/After-school Care charges.



SECTION I

ADMISSIONS & FINANCIAL POLICY

Action Step #1

Accounts not paid by the due date will be charged a \$15.00 per student late fee. A member of the Finance Committee will contact the family to discuss how to prevent the account from becoming significantly behind and thus making it more difficult to bring current.

Action Step #2

Parents may be asked to withdraw their children if their account becomes more than one month late. Report cards, diplomas, and records will be held from anyone whose account is delinquent until the account is brought current. Returning students must have no outstanding balances.

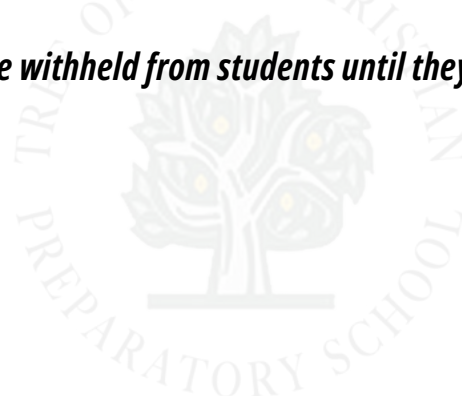
Additional Delinquency Consequences

In addition to the educational requirement of a GPA of at least 2.00 ("C" average), the children of any delinquent account will not be eligible for participation in school activities that require payment of monies which could otherwise be used to pay on the account's tuition balance.

TEXTBOOKS

The registration fee helps to cover the expense for consumable workbooks and the rental of hardback textbooks. Students are responsible for the care of all distributed textbooks and learning materials. Textbooks and other learning materials are provided by TLC Prep School. A replacement fee will be charged for all damaged and/or lost materials/textbooks.

Fourth quarter report cards are withheld from students until they have paid all fees.



SECTION II

SCHOOL SCHEDULE AND POLICIES

Monday-Thursday.....8:00 a.m. – 3:15 p.m.

Friday.....8:00 a.m. – 12:00 p.m.

ARRIVAL, DISMISSAL, BEFORE-SCHOOL CARE and AFTER-SCHOOL CARE

Before-school is available from 6:30 A.M. until 7:30 A.M. for a flat fee of \$5 per hour.

Students may not arrive earlier than 6:30 A.M., unless arrangements have been made with the Before-school Care provider.

Students may never be left at the school unattended! Before-school Care ends at 7:30. All students arriving after 7:30 will go to the gymnasium and be supervised until teachers are ready to take them to their classrooms.

In the case of a delayed start to the school day, Before-school Care will begin one hour prior to the delayed start, unless the parents have made prior arrangements with the provider. The fee of \$5/hr. will still apply.

At the end of the school day the students will be dismissed to quietly sit in their assigned area in the front hallway. They will remain under teacher/adult supervision until their parents, or other designated ride, arrives to pick them up

After Care will begin promptly at 3:30 P.M. M-Th and at 12:15 P.M. on Fridays. Any child who is at school at that time, unless prior arrangements have been made with their teacher or the principal, will automatically be in the After-School Care program and charges will accrue as such: \$5 for first hour, or any portion thereof; \$ \$1.25 per 15 minutes, or any portion thereof, until 6:00 P.M. After 6:00 P.M. the cost will revert to \$5 an hour, or any portion thereof.

Asynchronous School Day Policy

Definition of Asynchronous School Day

An asynchronous school day is one in which students complete assignments and engage with learning materials outside of the traditional classroom schedule. There will be no live, synchronous instruction on these days. Instead, students will have access to pre-recorded lessons, assignments, activities, and resources that they can complete at their own pace within the designated timeframe.

Eligibility for Asynchronous School Days

Asynchronous school days may be implemented in the following circumstances:

- Emergency closures (e.g., inclement weather, public health concerns).
- Professional development days for faculty and staff.
- Special school events or scheduling needs that require a flexible learning environment.
- Schools can schedule up to 5 asynchronous school days per school year. A school can request approval from the Office of Education to include more than 5 asynchronous school days. Decisions will be based on a case by case basis.

Expectations for Students

On an asynchronous school day, students are expected to:

- Engage with all assigned materials: Each grade level will have specific assignments, which may include videos, readings, worksheets, or practice activities.
- Complete assignments by the designated deadline: All work must be submitted within the specified time frame, typically by the end of the school day (or as otherwise communicated).
- Work independently: Students should plan their day in a way that ensures they can complete their work on time without direct supervision from teachers.
- Seek help when needed: If students encounter difficulties with the material, they can contact their teacher via email or the learning management system (LMS) for support.

Schedule for Asynchronous Learning Days

- Kindergarten - 5th Grade: A manageable set of assignments, typically 2-3 hours of independent work. This may include interactive lessons, games, or short videos along with activities that can be completed independently or with family support.
- 6th - 8th Grade: Students should expect 3-4 hours of total (all classes included) work. Assignments will vary by subject, with a combination of reading, watching videos, writing, or completing projects.

Asynchronous School Day Policy

- 9th - 12th Grade: Students should expect 4-5 hours of total (all classes included) work, including longer assignments, readings, and projects that align with high school course expectations. Some subjects may include more complex assignments that require longer blocks of time.
- Prepare materials in advance: Teachers will ensure that all materials, assignments, and resources are available to students before the beginning of the asynchronous school day.
- Provide clear instructions: All assignments should include detailed instructions, due dates, and expectations for submission. Teachers will provide necessary resources and clarify any points that may be confusing to students.
- Be available for support: Teachers will maintain office hours during the asynchronous school day (via email, chat, or virtual meetings) to provide assistance and address student inquiries.
- Monitor progress: Teachers will monitor student progress through the learning management system and track assignment completion. If students have not submitted work by the designated deadline, teachers will follow up accordingly.

Communication and Platforms

- Learning Management System (LMS): All materials, assignments, and updates will be posted on the LMS (FACTS (RenWeb), Google Classroom, Schoology, etc.). Students and parents should check the LMS regularly.
- Email and Notifications: Teachers and school administrators will communicate with students and parents via email or LMS notifications to ensure important information is conveyed.
- Live Check-ins: While instruction is asynchronous, teachers should schedule live check ins to discuss the material or answer questions. These sessions will be recorded for students who are unable to attend.

Assessment and Grading

- Formative Assessments: During asynchronous days, assessments will focus on engagement with the material, completion of assignments, and the application of skills. Teachers will provide feedback on submitted work.
- Summative Assessments: If an asynchronous day occurs before a scheduled test or quiz, the assessment may be moved to a later date or adjusted to fit the asynchronous format.
- Late Work: Students who fail to complete assignments on time will be given a reasonable grace period to submit their work.

Technical Support

- Access to Technology: Students will be expected to access course materials online. If there are any issues with accessing technology (e.g., internet or device issues), families should notify the school as soon as possible.
- Tech Support Hours: The IT department will be available during asynchronous days to assist students and families with any technical issues.

SECTION II

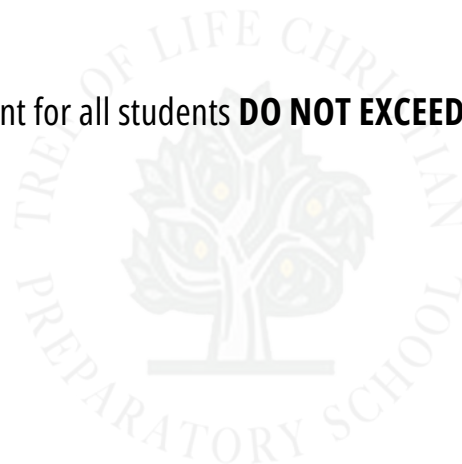
SCHOOL SCHEDULE AND POLICIES

TRAFFIC POLICY

The traffic policy for TLC is to allow for safe and efficient delivery and retrieval of each child and to provide for effective use of our staff time.

Traffic pattern. As you arrive with your student in the west entrance of the parking lot, please pull forward to the handicap ramp, or as close as possible, drop your children/child off and then continue out the east exit of the parking lot. For afternoon pick up, please form two lines of cars, the line closest to the school for students Pre-K – 2nd grade and the second line for 3rd grade and up. The first car in each line will be in front of the handicap ramp and the others in line behind. As each child is dismissed, the next car will move forward to retrieve its child. If you need to get out of your vehicle or talk with your child's teacher, please park in a marked parking space so as not to impede the flow of traffic or block someone in. **DO NOT** leave a vehicle unattended while it is in line!

To help ensure a safe environment for all students **DO NOT EXCEED 10 mph WHILE DRIVING ON CAMPUS!**



SECTION II

SCHOOL SCHEDULE AND POLICIES

ATTENDANCE POLICY

Partnering with parents in training children to be responsible individuals as well as to be accountable for their choices/actions is a task the staff of TLC Prep School takes seriously. The responsibility for each student's attendance belongs solely to the parents and/or guardians. Punctuality and attendance are not only critical to the learning process, but are an important part of said training. Valuable learning time is missed when a student is late. It is very important that your child attend school during all scheduled hours.

Students arriving after 8:00 A.M., or leaving before dismissal, are required to have the driver sign them in/out at the front office, stating the reason for the late arrival/early dismissal.

We are a Christian school and expect that every family member/driver will be forthright in regards to signing their children in/out. Please be aware that when you arrive late, it is a HUGE disruption to the students in both the lower and upper grades. The doorbell rings in their classrooms. Oftentimes the upper grades teacher either needs to stop class to answer the door or send a student to answer the door.

Your child's education is interrupted every time he/she is absent or tardy. Making up work at home does not come close to actually being a part of a learning environment. Being late or absent puts additional stress on your child, the teacher, as well as the class. Often when there are absent students, planned lessons or tests are delayed or changed by caring teachers – causing the whole class to adjust their schedule. Every effort needs to be made to ensure that your child is at school daily, and on time.

Make it your family's goal to reach perfect, or near perfect, attendance every year!

SECTION II

SCHOOL SCHEDULE AND POLICIES

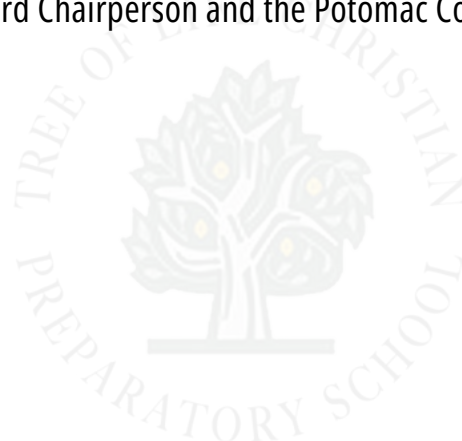
If your child is going to be absent, parents/guardians of students MUST call the school office by 9:00 A.M. on mornings their child is absent from school. The absence may be considered unexcused without a phone call or a note (upon their return) explaining the reason for the child's absence, thus denying the child the opportunity to make up missed work or tests.

Illness which results in three or more consecutive school absences requires a doctor's affidavit.

Absences/Tardiness

Excused absences are due to illnesses or situations that have been previously arranged with the classroom teacher (at least two-week minimum notice). It should be noted that if a student misses more than 90 minutes of school, Virginia law requires that he/she be marked as a half of a day absent. In the state of Virginia, five days of unexcused absence is considered a truancy problem. After 15 absences a child may be considered for retention.

All students not in their classrooms at 8:00 A.M. will be marked Tardy. Without a note of explanation from the parent tardies or absences will not be excused. A tardy is excusable if the situation that caused the tardy is out of the driver's control (i.e. poor weather conditions; transportation break-down; major traffic back-up – due to accident or unexpected lane closure/s). Repeated tardiness or absences may affect grades and parents will be notified. Notice will also be sent to the TLC Prep School Board Chairperson and the Potomac Conference Office of Education.



SECTION II

SCHOOL SCHEDULE AND POLICIES

Make-up work

Students absent on the day a recorded grade is given for homework, class work and/or for tests, must take the initiative to hand in the homework and/or make up the assignment or test. The student must turn-in their make up assignments within the same number of days they were absent. (For example, if a student is absent for one day they have one day to make up the work. A student who is absent five days will be allowed five school days to make up the work.) Turning in of make-up work after the allotted number of days may result in the work not being accepted and no grade given.

Homework assignments for students missing only one day of school should be obtained on the day the student returns to class. Students in grades 3-8 are expected to get their assignments and schedule make-up tests with their teachers. If the absence is unexcused, make-up work may not be permitted.

Do not call or text a teacher during school hours to request assignments/textbooks you would like to pick up at the end of the day. Arrangements must be made for obtaining class assignments by contacting either the school office before 7:45 A.M. (for pick-up after 3:15 P.M.), or by having another responsible student obtain the assignments.



SECTION II

SCHOOL SCHEDULE AND POLICIES

Vacations

In the event a vacation conflicts with the school's calendar, and a student will be missing school days, written notice of the upcoming vacation needs to be given to the teacher AT LEAST TWO WEEKS before said vacation begins. This will allow the teacher adequate time to prepare the student's work. All assignments will be due upon the student's return to school. Additional make-up work may be required upon the student's return and must be turned in within three days of return. Failure to give two weeks' notice may result in those days being counted as unexcused absences and may also result in assignments not being available for the student before they depart, and no make-up work permitted.

INSURANCE

The school purchases insurance to cover all students in cases where accidents may take place on campus. Additional coverage is available to parents through Student Accident Insurance. Insurance information is sent home in the opening days of school.



SECTION II

SCHOOL SCHEDULE AND POLICIES

SCHOOL DELAYS, CANCELLATIONS, EARLY DISMISSALS

TLC Prep School follows Spotsylvania County school delay and cancellation decisions due to adverse weather conditions (except for cold weather delays). Listen to your local radio and television stations for Spotsylvania County school delay and cancellation decisions. If inclement weather develops during the school day causing early dismissal, parents/guardians will be notified.

Delays in starting times on Fridays will result in a change in dismissal time for students. For example, a one hour delay to 9 a.m. will result in students being dismissed at 1 p.m.; and a two-hour delay will result in school day being from 10 a.m. to 2 p.m.

TLC Prep School respects parents' judgment regarding sending their children to school in bad weather. If school is not closed but you feel it unsafe to send your children to school, please send a written excuse when your children return to school. Parents may also request early dismissal if weather conditions in the child's county will make transportation home unsafe at the regular dismissal time.



SECTION II

SCHOOL SCHEDULE AND POLICIES

PROFESSIONAL DAYS

Professional days are designated by the Potomac Conference of Seventh-day Adventists Office of Education to provide the necessary in-service education for all teachers in the Potomac Conference. On these days, classes may be canceled or students may be assigned an asynchronous school day to complete work independently. Please check the school calendar listing all Professional days, whether full or half days. Half-day dismissals are at noon.

TRANSFERS

Parents are required to notify the school in writing when a transfer is being considered. Written permission is required for transfer of records. Requests for transfer of records are honored only when all financial obligations have been fulfilled.

WITHDRAWALS

Any parent who chooses to withdraw their child prior to the end of the school year, must submit a completed Formal Withdrawal Request form. (These forms may be obtained in the front office.) All tuition charges and fees will be calculated based on the effective withdrawal date or the date the office receives the letter, whichever is greater. Records will be held until any outstanding balance is cleared. In some cases, students will not be permitted on campus after the effective date without the express permission of the school.



SECTION II

SCHOOL SCHEDULE AND POLICIES

GRIEVANCE POLICY

The Potomac Conference of Seventh-day Adventist Schools outlines our grievance process. 1) It is our expectation that not only the staff, but also the parents and the students share their concerns with the person for whom they have the concern. This models Christian values for our children and assists us in maintaining trust for the benefit of our children. 2) If a concern is not resolved, the principal will communicate with the parties involved to bring resolution. 3) If the matter is still not resolved to the mutual satisfaction of all involved, the school board chair will be brought in. 4) the local school board would be the final step in this process.

MEDIA POLICY

It is the policy of this school to select books and other resources that adhere to the principles laid out in scripture:

"Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy – think about such things." Philippians 4:8

Book and movie selection will be based on (but not necessarily limited to) the following: • to provide materials that will support the curriculum, taking into consideration the individual needs, the varied interests, abilities, and maturity levels of the students.

- to provide materials for teachers and students that will encourage knowledge growth and literacy development, cultural and aesthetic appreciation, ethical standards, and spiritual wisdom.
- to provide appropriate materials to the students that will help them grow in their Christian faith and will lead them to fulfill God's purpose for their lives.

TLC Prep School is dedicated to the task of educating students to be life-long learners, and to be discerning when making literature and media choices, therefore protecting their hearts and minds.

SECTION II

SCHOOL SCHEDULE AND POLICIES

MEDIA GRIEVANCE POLICY

When there is a grievance with any approved library or media item, the following steps should be taken: 1) go to the teacher involved and speak with them. If the issue is not resolved here; 2) speak with the principal. The principal will review the item/s in question and speak with teacher involved. If the issue is not resolved at this step; 3) the person may bring it to the TLC Prep School Board; 4) the board will review it and make their decision; 5) the item in question will be taken out of circulation until the board has made their decision.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, Chromebooks, computers, supplies, and furniture supplied by the school. Students who damage or disfigure school property will be required to pay for the damage. Textbooks are loaned to students. If they are returned damaged beyond normal wear, a fee will be assessed. Students will be expected to pay replacement costs for lost textbooks or Chromebooks.



SECTION II

SCHOOL SCHEDULE AND POLICIES

CELL PHONES

Students are not allowed to have or use cell phones at school.

Students are not allowed to use cell phones during the school day. If you feel it is important for your child to have one on campus, you and your child's teacher and the principal must discuss this. Any student cell phones brought to school will be given to the classroom teacher at the beginning of each day; it will be returned to the student upon arrival of their ride home. Any student using a cell phone and/or texting during the school day, without the express consent of the teacher or principal, will have it removed from them and returned directly to the parent. Repeated usage may result in more serious steps being taken. We request the cooperation of parents in helping students to develop responsible habits concerning the use of cell phones.

TELEPHONE CALLS

In an effort to lessen disruptions to the learning taking place in the classroom, please do not call/text a teacher during school hours to request assignments/textbooks you would like to pick up at the end of the day. Please make these arrangements with the teacher prior to the start of the school day.

If you wish to contact a teacher or your child, please leave a message with the school secretary at 540-786-2019. All calls to teachers will be returned as quickly as possible or by the end of the next school day. Please be specific when describing your needs or concerns in your message. This will assist the teacher in allotting the appropriate time and preparing with appropriate materials. Essential or emergency messages will be delivered to your child in class during school hours. Students are not permitted to use the office phone except in emergencies or at the request/consent of the teacher.

SECTION II

SCHOOL SCHEDULE AND POLICIES

HOME & SCHOOL ASSOCIATION

TLC Prep School's Home & School Association has been established to support the home, school, church, and community. All parents of TLC Prep School are members of the Home and School Association which exists to promote friendly relationships among parents, foster positive relationships between the home and school, and to initiate parent involvement in and support for functions which assist TLC Prep School academically, spiritually, and financially.

VISITORS AND VOLUNTEERS

Parents, volunteers and visitors must report to the campus office upon entering the building to sign in. Identification may be required of individuals who are new to our campus. All school volunteers will have completed **Sterling Volunteers** , as required by the North American Division of Seventh-day Adventists. This rule will help provide a safe and well-ordered atmosphere for your child's education. No adults may enter a classroom during instructional time without the specific authorization of the teacher or staff member.



SECTION II

SCHOOL SCHEDULE AND POLICIES

LUNCHES/SNACKS/SCHOOL FUNCTIONS

Students are to bring their own lunch Monday through Thursday, unless they are participating in a Hot Lunch program. Lunch should reflect a balanced meal to provide the children with the appropriate nutrition for learning. Students should not bring caffeinated or energy drinks. Students are permitted to eat snacks during the school day. Snacks should be healthy, as opposed to “junk” food. Healthy snacks include the following: fresh fruit, veggies and dried fruit. Vegetarian food will be provided/requested for any school functions/classroom parties and all drinks will be caffeine free.

BIRTHDAYS

If a parent would like to celebrate their child’s birthday at school, they must contact their child’s teacher at least one day ahead of time. Napkins, paper plates, utensils, etc., are to be supplied by the parent.



“The fear of the Lord is the beginning of wisdom; a good understanding have all those who do His commandments. His praise endures forever” Psalm 111:10

SECTION III

ACADEMICS

“In every line of instruction, teachers are to seek to impart light from the word of God, and to show the importance of obedience to a “Thus saith the Lord.” The education should be such that the students will make right principles the guide of every action: This is the education that will abide through the eternal ages.” Fundamentals of Christian Education, page 516.

CURRICULUM

Tree of Life Christian Preparatory School’s academic program uses an innovative Christian based curriculum. Our goal is to prepare children not only for high school and college, but for life beyond that – academically, emotionally, and most importantly, spiritually. Our curriculum is approved through the Potomac Conference of Seventh-day Adventists and our local school board.

SPECIAL EDUCATION SERVICES

Purpose: To enhance and improve Special Education services within the Potomac Conference Schools and meet the legal requirements for students with diverse learning needs.

Rationale: Though our schools are not considered Least Restrictive Environment (LRE) and are not required to comply with Individualized Educational Plans (IEP), we are required by law, to comply with 504 Plans and individualized Service Plans (ISP). In order to provide support to our scholars with diverse learning needs, this proposal is to implement a structured system of Special Education expectations and observations for our schools as follows:



1. Setting standards for the development and implementation of Classroom Accommodation Plans (CAP) for each Special Education scholar.
 - a. All Special Education scholars must have a CAP developed within the first two weeks of each academic year or within two weeks of admissions.
 - b. In each classroom that a Special Education scholar attends, the teacher must have a copy of scholar's CAP .
2. Ensure that Special Education services align with the required accommodations outlined in 504 Plans, ISP's and/or Specialist recommendations.
3. Establishing clear expectations for the adaptation and differentiation of the curriculum to meet the needs of Special Education scholars.
 - a. Each classroom that a Special Education scholar attends, must have a copy of scholar's CAP to be used as a reference for required accommodations and curriculum differentiation.
4. Implement a regular cycle of observations and feedback to promote continuous improvement in our Special Education services.
 - a. Associate Superintendent for Special Education and/or Special Education Specialist will conduct classroom observations once per quarter or twice per semester, as applicable, to ensure CAPs are being implemented.
5. Encouraging collaboration with external experts and organizations to enhance knowledge.



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School Supplies

A list of required supplies, to be purchased by the parents, for the upcoming year will be sent home during the summer prior to the next school year. Please label all supplies with the student's name. Students should have these supplies by the first day of school, and always have on them on hand to do their daily work. This includes their textbooks, paper, pencils, and any other supply mentioned on their supply list.

ALGEBRA I PRE-REQUISITES

- Complete the 7th grade Big Ideas Advanced Level textbook (13 chapters)
- Maintain B average
- Beginning/middle/end of year tests – 80% + higher
- Be able to work independently
- Receive teacher & principal's recommendation

ART

Art instruction will be taught as an integrated program that will support the content areas being taught during the current school year. Instruction is given for an hour a week. Concepts such as texture, color, perspective, and media experimentation will be applied. Student work is displayed throughout the school. Nine projects per quarter and one effort credit make up the 9 weeks grade. At the end of the school year an Art Exhibit will be held, displaying all the works the children have created during the school year. The children are the “tour guides” for this exhibit, sharing with the visiting patrons what/how/why they created their various projects.



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FOREIGN LANGUAGES

We believe it is important for students to learn a second language. Whenever possible, we offer a Foreign Language class. These classes are taught one day per week. Our goal is to familiarize students with other cultures, traditions, and basic instruction in other languages.

MUSIC

Music classes are held weekly. Choir and music appreciation is a part of the curriculum. There will be seasonal as well as church related performances scheduled throughout the year. All students are expected to participate in all events, including church performances. A calendar specifying these dates will be available at the beginning of the school year. A dress code will be determined and outlined in advance of every performance. As programs approach, students may be asked to attend additional practices during the day. Students in grades 5-8 participate in the annual Potomac Conference Music Festival, whenever possible.

PHYSICAL EDUCATION

Students participate in physical education classes weekly. If a child is unable to participate in class, a note explaining the reason should be sent to the child’s teacher and gym teacher. Students will be required to wear their P.E. uniform on gym day.



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RELIGION

“Since God is the source of all knowledge, it is, as we have seen, the first object of education to direct our minds to His own revelation of Himself.” Education, page 16.

It is Tree of Life Christian Preparatory School’s mission that each student develops a personal relationship with Jesus Christ. Morning worships as well as daily Bible classes provide students with a time to learn and discover more about Jesus and His love for us. Every Friday students attend Children’s Chapel. Parents are invited to attend and participate. Monday – Thursday the students participate in classroom worships. All students memorize bible verses and learn stories from the bible that are applied to everyday life. Twice a year our school celebrates Week of Prayer. This is a week of daily chapels that include skits, talks and/or hands-on activities that focus on a particular theme. Themes such as Friendship, Honesty, and other topics relevant to our children are selected for focus and celebration. These activities are integrated into Bible class.

TECHNOLOGY

Students are given opportunities to use computers regularly within their class. It is our goal to integrate computer competency into their daily learning and curriculum. Software and applications are selected with an emphasis on word processing, researching, designing, and skills development. Technology is integrated into all classrooms, beginning in Kindergarten. Classroom instruction and activities reinforce student learning. Students in grades 7 & 8 may take part in a distance learning program called “Connected Schools.” Richmond Academy is the lead school, and other SDA schools within Virginia also participate. Two classes are currently being offered each year. All students and parents are required to sign a Computer Usage Agreement form before a student is issued a user name and password.



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Lego Robotics

When leadership is available, TLC Prep School is proud to be a part of the First Lego League and Adventist Robotics League. This is an extracurricular activity.

FIELD TRIPS/STUDY TOURS

TLC Prep. School believes field trips/study tours to be an exciting and worthwhile part of a child's education. A signed permission form must be received before any child may participate in a field trip. Transportation, dress code, chaperone ratio, and lunch arrangements will be stated in the permission forms sent home prior to the trips. Permission given over the telephone cannot be accepted. A child without written permission from his or her parent will not participate in a field trip.

Homework

Homework assigned will be appropriate to the grade level of the child. Homework may not be pen and paper, but may consist of reading books, online resources, practicing spelling words and/or help with memorizing memory verses. Most schoolwork is completed under the supervision of the classroom teacher. If work is not completed during school hours, the unfinished work will be taken home to be completed and returned the following morning. Additionally, the teacher may periodically assign additional work to be completed outside of school. Students are expected to come to class with their homework completed. (See Discipline Plan.)

Homework is due the next day of class, unless otherwise stated by the teacher. Students are encouraged to seek the assistance of their teacher when they need help with their homework. Late work may not receive full credit.



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PROGRESS REPORTS

All assignments, missing and completed, are available through our online grading system Ren Web. The parents of students in grades 6-8 will be given a user name and password to access their child’s account. Additionally, teachers in grades 3-8 may send weekly or quarterly progress reports to give to their classroom parents.

REPORT CARDS

Report cards are distributed quarterly. Students are evaluated according to the guidelines established by the Potomac Conference of Seventh-day Adventists. Grades are based on daily performance, homework, tests and projects.

ACADEMIC & ATTENDANCE AWARDS

Students are encouraged to reach for a higher academic standard. We believe that recognition of a student’s effort is intrinsically motivating. Awards are given quarterly to the students for:

Honor Roll (grades 3-8): In recognition of students who have maintained a 3.0-3.49 GPA.

High Honor Roll (grades 3-8): In recognition of students who have maintained a 3.50+ GPA.

Attendance: Awarded to all students who have had perfect attendance.



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GRADING SYSTEM The grading system is as follows:

Kindergarten 3rd- 8th grades I= Independently achieves objectives and performs skills A 90-100% P=Progressing toward objectives and performing skills B 80-89% NT= Needs more time to develop C 70-79% D 60-69%

1st and 2nd grades F 59% and below E = Excellent S = Satisfactory N = Needs Improvement I = Incomplete **Students failing two or more basic/core subjects may not be advanced to the next grade level.**

Academic Probation

Returning students who have received a final failing grade in any subject or whose GPA is below 2.00 (a "C" average) will be placed on academic probation. Students must have passing grades in all subjects and raise their GPA's above to the 2.00 level or higher in order to be removed from academic probation. During the school year the progress of all students will be monitored. Those students who GPA falls below 2.00 will be placed on academic probation. Students who are placed on academic probation along with their parent/s must meet with the principal and classroom teacher to develop a plan to raise the student's GPA to 2.00 or higher for the next quarter.

Disciplinary Probation

During the course of the application process, the disciplinary records of all returning students is reviewed. When a student has had significant disciplinary problems the previous year, he/she may be placed on disciplinary probation. This means that the students and parent/s must meet with the principal and classroom teacher as needed over the course of the year to help the students develop more desirable behaviors and to monitor the student's progress. The goal of this process is to help students develop a level of self-discipline that will enable them to be positive members of TLC Prep School's family. If a serious disciplinary issue occurs during this time, the students may be asked to withdraw from TLC Prep School.

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RETENTION

Even though a student is striving for achievement to the best of his/her ability, retention is at times advisable. Success at a lower level is better than frustration at a higher one. Students in grades 3-8 who have two or more final grades of "F" in core subjects will be retained. A student may remove the deficiency by:

- Re-taking the course/s in summer school. Written proof of attendance and a passing grade from the summer school is required before promotion to the next grade.
- Other method approved by the school. The concurrence of the teacher and the principal, in consultation with the parents, is necessary for a student to be retained in a grade. The principal will schedule a conference after the third quarter if retention seems likely.

Students in K-2 who are significantly below the current grade level in reading will also be considered as failing one subject.



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GRADUATION REQUIREMENTS

There are two types of certificates given the Potomac Conference of Seventh-day Adventist Office of Education, a diploma and a certificate of completion. Students receiving a diploma must have an overall GPA of 2.00 or better for both 7th and 8th grades. Additionally, they must have passing grades in all subjects and have retaken and passed any courses in which the student received a failing grade.

A student will receive a certificate of completion if they do not have an overall GPA of 2.00 for both 7th and 8th grades, or if they have a GPA of 2.00 or better and have not retaken and passed any course in which they have a failing grade. A certificate of completion may be exchanged for a diploma when the deficiencies have been removed. Students have two months after graduation to remove any deficiencies and exchange the certificate of completion for a diploma.

Participation in eighth grade activities (i.e, class trips or graduation) is a privilege granted by the school. Students may be kept from participation for the following reasons:

- Finances
- Academics
- Behavior

Report cards, diplomas, and records will be held from anyone whose account is delinquent until the account is brought current.



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PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for all parents at the time of the first quarter report. Notices will be sent home regarding the times and dates. Each parent is required (unless otherwise indicated by the teacher) to schedule a conference with each child's teacher at least once a year. Thereafter, conferences are held either at the parent's or teacher's request.

If a child is experiencing difficulty in school, a conference should be arranged by contacting the teacher bynote or through the school office. Since teachers have many responsibilities during the day, we request that they not be contacted during class time. To facilitate positive communication in which a conference can best benefit the welfare of the students, please do not come unannounced to a teacher's room before, during, or after school, to have an immediate conference. Parents are expected to give notice with concerns in writing to the teacher prior to the conference. This will help the teacher be better prepared to respond to the concerns and work towards a plan for success.

STANDARDIZED TESTING

The standardized MAPS tests are administered every fall, winter, and spring for grades 1-8. The purpose of the tests is to not only chart the growth of our students, but also to help the school plan our instruction and evaluate our programs. They may also be used in conjunction with classroom observation, participation, and performance for the best placement of students. To help ensure our 8th grade students are on track for success in high school, and beyond, all 8th grade students take the ACT Aspire test in the Spring.

"I will greatly rejoice in the Lord, my soul shall be joyful in my God; for He hath clothed me with the garments of salvation, He hath covered me with the robe of righteousness, as a bridegroom decketh himself with ornaments, and as a bride adorneth herself with her jewels."

Isaiah 61:10

SECTION IV

UNIFORMS & APPEARANCE

WHY UNIFORMS?

We are often asked if we have a school uniform. Frequently, the question that follows is, “Why?” Below are a few of the reasons why TLC Prep has chosen to have uniforms for our students.

- Encourages distinctions on character and personality instead of appearance
- Places emphasis on learning, not clothing
- Allows for cohesive presentation as a group
- Facilitates security by identifying outsiders
- Enhances school spirit
- Simplifies dressing and dress code
- Reduces peer pressure and social stigmas
- Equalizes economic diversity
- Lowers long-term clothing costs



UNIFORM CODE

All students are required to be in full uniform each school day. There will be special pre-announced non uniform days throughout the year. It is strongly advised that every article of clothing be clearly and indelibly labeled with your child's name. Information on where the uniform components can be purchased is available in the school office.

The principal is the final arbiter in interpreting standards for all students.

- All students must be in full uniform compliance each day, except on days designated by the principal or classroom teacher.
- When not in uniform, a student must present a written note from a parent explaining why the student is out of uniform. Repeated instances of non-compliance will result in a conference with the parent. Uniforms must be of the appropriate size, length, fit and in a proper state of repair. No visible rips and tears will be allowed.
- No visible tattoos are permitted.
- Excessive or faddish hairstyles for both boys or girls are not permitted (i.e., mohawk, ponytails on boys, shaved-in designs, etc.).



TLC Prep Uniform Components

For the 2025-2026 school year our uniform policy has been updated.

Everyday (Monday, Tuesdays, Thursdays)

Girls:

- Khaki and Navy “Chino style” pants•
 - Khaki or Navy shorts•
 - Khaki or Navy pleated skirts/shorts (all girls must wear shorts underneath skirts)
 - Polo shirts (white, classic navy, light blue, evergreen, maize, pink, or red)
one classic navy polo must be logoed from Lands’ End
 - Solid colored cotton dresses can also be worn in PreK-3rd grade in the same color as the polo shirts
- Dark colored shoes that fit well and are in good condition
Socks or tights should be solid colors, in the same choices as shirts or pants

Performance Uniform

- white oxford shirt with TLC Prep logo available from Lands’ End• navy skirt

Boys:

- Khaki and Navy “Chino style” pants•
 - Khaki or Navy shorts-no Cargo shorts•
 - Polo shirts (white, classic navy, light blue, evergreen, maize, or red)•
- Dark colored shoes that fit well and are in good condition Socks should be solid colors, in the same choices as shirts or pants.

Performance Uniform

- white oxford shirt with TLC Prep logo available from Lands’ End•Navy pants

Field Trip Uniform (boys and girls)

- one classic navy polo must be logoed from Lands’ End Khaki pants or shorts (no cargo shorts)

Gym (Wednesdays)Girls and Boys:

- Green P .E. shirt purchased through the school
- Navy athletic shorts (purchased from the school) or sweatpants

Art (Fridays) Girls and Boys:

- Light blue TLC Prep shirt purchased through the school
- Navy athletic shorts (purchased from the school), sweat pants, or school pants

OPTIONAL:

- Turtleneck shirts (same color choices)
 - Pullover sweater or sweater vest - logoed (in the same color choices)• logoed (in the same color choices) Button down cardigan-type sweaters -• Navy or evergreen TLC Prep logoed sweatshirt• Grey or Navy TLC Prep printed hoodie (purchased at the school)
- All logoed items and ties/cross ties must be ordered from Land's End or Educational Outfitters.

APPEARANCE

Our uniform policy focuses students on being part of a team and emphasizes that what is on the inside is more important than what we wear. With that philosophy, students must wear accessories that are modest. Hair color and nail polish must be natural in color. Skirts and shorts will be of modest length. In middle grades, personal hygiene becomes of major importance. Students who tend to perspire a great deal should keep deodorant in their backpacks to use as needed. Hair needs to look clean and be well groomed/neat, as well as being a natural color.

JEWELRY

Non-functional jewelry, such as rings, necklaces, and earrings are not to be worn at school or at school sponsored functions.. Students are requested to leave jewelry at home. If worn, the student will be asked to remove it. If it is not removed, jewelry may be taken from the student and returned at the end of the day.

COLD WEATHER

As far as possible, we have recess outdoors. During the winter months, we limit these days. When temperatures are below freezing, or there is a strong cold wind, we remain indoors. When temperatures are between freezing and 40 degrees, it will depend greatly on wind chill. Anything above 40 degrees, we try to be outdoors if at all possible. Please be sure your child's coat is warm enough for them and that they are wearing pants or, for the girls, leggings or tights with a dress/skirt. You may also want to include a scarf and mittens.

Please remember to send umbrellas or raincoats on rainy Fridays, as we walk to the church for Children's Chapel.

SECTION V

HEALTH AND SAFETY

MEDICATIONS

All medication is given only upon written authorization from the physician and parent/guardian. All medication must have the original bottle with name, date and dosage. This includes non-prescription medication. Each family must supply their own medication. This includes Tylenol, Tums, and other non-prescription medication. When possible, all medications should be given by the parent before or after school. Children may not take medication by themselves or carry it in their lunch boxes. All medication must be taken to the campus office to be administered by the staff. When medication is dispensed, it is documented in the campus office medication book. Please note: Both physician and parent must sign and date the form for prescribed medications. For non-prescribed medications the parents must sign and date a different form. Teachers are not allowed to dispense any medications – prescribed or over the counter. Teachers may observe that the indicated dosage is being taken but cannot dispense it themselves. This includes non-prescription medications such as aspirin, Tylenol and cough drops. If you need a form, please call the office to request that one be sent home. A written schedule is required for dispensing medication.

FIRST AID

Due to our size and facility restrictions we do not have a health room. All health assistance forms and records are maintained in the office. To maintain a safe campus all TLC Prep School employees are trained and certified in CPR and First Aid. Parents will be notified of any head or eye injury. Parents will also be called to take a sick child home for the following reasons. We ask that you come promptly:

- Temperature of at least 100 degrees
- Vomiting
- Pink Eye
- Head Lice
- Chicken Pox
- Skin eruptions of any type
- Other medical instances as necessary

Children need to be fever free for 24 hours before returning to school.

In case of minor accident or illness, minimal first aid will be given. In case of an accident or illness requiring professional medical attention 9-1-1 may be called. A parent will be called before or after 9-1-1, depending upon the situation. When conditions warrant, the child will be transported to a hospital emergency room.

EMERGENCY CARDS/INFORMATION

It is very important that at all times the school has on file correct phone numbers for such emergencies as outlined under the First Aid section. Emergency cards for each child in the family will be given to each parent to complete and return to the school. Parents will be expected to keep the information on these cards current: changes in address, home or work phone numbers, any physical problems that your child may have, or if there are any particular ways we need to know in order to handle a situation if your child has to be treated. Should a medical condition develop during the school year, please immediately advise the school and make the necessary changes/additions to the Emergency Card/s.

CHILD ABUSE AND NEGLECT

TLC Prep School follows state and county child abuse and neglect laws. Item #63.1 – 248.3 of the code of Virginia requires that suspected cases of child abuse and neglect be reported to local agencies.

CHILD CUSTODY

All custody concerns should be reported to the school office at the beginning of each school year. In cases of restricted visitation rights, the school should be given a copy of the court document stating the condition for visitation. All materials such as tests, report cards, and bulletins are sent with the child to his or her custodial parent. Non-custodial parents may request additional materials from the classroom teacher.



DATING

It is our desire that students build healthy and strong friendships during their elementary and middle school years, and not become immersed in the emotional/social entanglements that dating can bring. The board, faculty and staff of TLC Prep feel that dating or “being in a relationship” prior to high school is not appropriate, and therefore is not allowed on campus. If students choose to disregard this “mandate” swift action by the classroom teacher, the Admissions Committee and/or school board will be taken. Any form of public displays of affection between said students (i.e.: hand holding, hugging, kissing, etc.) is not allowed, and may result in suspension, or more serious action.

SEXTING POLICY

The use of any digital technology, or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person, whether or not that person is enrolled at that school; or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by expulsion.

SEXUAL HARASSMENT

Sexual harassment is inappropriate verbal, written, or physical conduct of an intended sexual nature, which interferes with a student’s right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. All allegations must be reported to the classroom teacher and/or principal who will review and/or take action in the matter in accordance with the Education Code of the North American Division of Seventh-day Adventists.

FIRE DRILLS

Fire drills will be conducted routinely, and students will be trained in appropriate safety measures. Tornado training will also take place periodically throughout the year.

“Teach me to do they will, for thou art my God! Let thy good spirit lead me on a level path.”
Psalm 143:10

SECTION VI

DISCIPLINE POLICY

PHILOSOPHY

We, the Tree of Life Christian Preparatory School staff, students, and parents, believe in ...•

Fostering an atmosphere of kindness, consideration and support toward others.

- Creating trust within the classroom and the school.
- Developing and using problem solving strategies to improve self-control, responsibility for one's self, responsibility for one's environment, and respect for the rights of others.
- Establishing well-defined limits of behavior and being consistent in implementing those limits.
- Creating a Christian atmosphere where students demonstrate love of themselves and others.

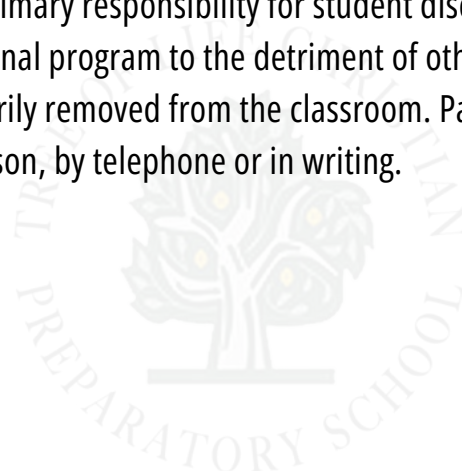
Parents are expected to discuss, review and support both school and classroom rules. Together, teachers and parents will help students understand and demonstrate appropriate behavior.

CLASSROOM STANDARDS

You are what you demonstrate yourself to be:

- Be safe
- Be responsible
- Be respectful and kind
- Be a good listener
- BE YOUR BEST!

Classroom teachers have the primary responsibility for student discipline. When a student's behavior disrupts the instructional program to the detriment of others (judgment of the teacher) the student(s) may be temporarily removed from the classroom. Parents will be notified of inappropriate behaviors in person, by telephone or in writing.



Discipline Questions

When disciplinary issues arise involving disagreements between students, teachers strive to help the children work together to solve the problem/issue, or to understand how the student/s could handle the situation more appropriately in the future. The teachers encourage the students to use phrases like: “when you...it makes me feel...I would like you to...” This model varies and becomes more sophisticated, as the students get older. In other situations, the following questions serve as a guideline for how the teachers work with the child/children

- Are you thinking about the safety of yourself and others?
- Are you showing respect for yourself, others and the property of others?
- Are you asking yourself, “What would Jesus do?”
- Are you treating others the way you want to be treated?

DISCIPLINE PLAN

At TLC Prep School, we believe students should be encouraged to be respectful in all things. They should be setting the right example for all those around them, whether they are younger or older.

Rewards

We like to reward our children for displaying the above mentioned positive attributes. The rewards will vary in each classroom. These can range from a Free Dress Day, to a Popcorn Party or Homework Pass. There will also be rewards on a school wide basis.

Consequences

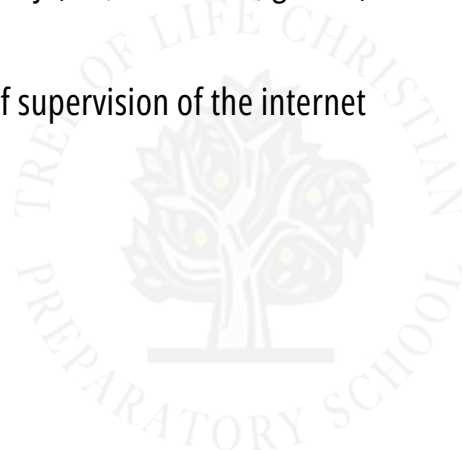
Sadly, there will be times when a student chooses not to follow the school’s standards. If students engage in inappropriate behaviors the result may be a range of consequences, depending on the circumstances under which the incident occurred and previous behavior of the student. Each classroom has a list of the possible consequences for these choices. They include: verbal warning; lose recess time; parent contact; or detention. The parent/s will be notified if there is an ongoing issue and the above steps have not helped to change the negative behaviors/choices.



The following examples are types of behaviors which are not permitted at TLC

Prep. School:

- Fighting/Violent/Aggressive Behavior Bullying (physical or emotional) On or Off school grounds
- Leaving school grounds without permission
- Physical Attacks
- Disruptive behavior in class or on school grounds
- S e x u a l Harassment
- Verbal Abuse (towards another student or a staff member)
- Inappropriate Materials
- Refusal to respond to authority (i.e., disrespect or insubordination)
- Plagiarism
- Inappropriate language (towards a staff member, another student, or simply stated aloud)
- Cheating
- Inappropriate gestures (whether in general, towards a staff member, or another student)
- Sexting
- Inappropriate/Dangerous
- materials (includes firearms, knives, fireworks, or any weaponry)
- Theft
- Inappropriate mind altering chemicals (includes alcohol, drugs or tobacco)
- Lying (to staff members or classmates)
- Destruction of public property (i.e., vandalism, graffiti)
- Excessive Tardiness
- Non-authorized use/lack of supervision of the internet



Maximum consequences

The school staff and administrator will explore every alternative available to aid the student before maximum consequences are imposed. Unfortunately, if these interventions do not solve the problem, more severe steps may need to be taken as corrective actions.

These may include:

In-School Suspension

Student will not be permitted to participate in any school-related activity.

Suspension

Students will not be permitted to remain in school or participate in any school-related activities. Parent/guardian is expected to meet with principal, or designee, upon return to school.

Expulsion

Removal from the school will be recommended in extreme cases in accordance with school policy and code.

The administrator is required to make this request to the school board and the Education Superintendent's Office at the Potomac Conference.



APPEALING DISCIPLINARY ACTIONS

TLC Prep School has an Admissions Committee which also serves as a Disciplinary Committee. The school board may directly respond to a discipline incident and may choose to suspend a student. Some violations will be referred to this committee for action.

If a referral is made, the procedure will be as follows:

- 1) The parent and child must meet with the committee to discuss the concern.
- 2) The committee will then recommend appropriate action to the TLC Prep School Board who will either reject or approve this action.
- 3) If the school board upholds the decision of the committee, the parents have 3 business days to appeal to the school board.
- 4) If the school board denies the appeal, the parents have 10 calendar days to appeal to the Potomac Conference Department of Education.

