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**CITY TREE CHRISTIAN SCHOOL  
PARENT HANDBOOK  
K-8TH GRADE  
2023-2024**

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**CITY TREE CHRISTIAN SCHOOL**  
320 Date Street, San Diego, 92101  
619-232-3794

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## **General Information**

City Tree Christian School, (CTCS) operated by First Presbyterian Church, is a non-profit organization licensed by the California Department of Social Services and certified by the California Department of Education. CTCS is accredited through the Western Association of Schools and Colleges and a member of the Association of Christian Schools International. We would like to welcome you to City Tree and acquaint you with our school philosophy and policies.

### **MISSION and PHILOSOPHY**

We serve as an outreach of First Presbyterian Church, committed to integrating educational excellence with the teachings of Jesus Christ as found in the Bible.

We believe:

- The Bible provides the perfect foundation to teach the whole child: mind, body, and spirit.
- Students should be given opportunities to become eloquent and competent communicators of spoken and written language.
- Students should be taught peaceful means to resolve conflicts and interpersonal problems.
- Teachers should empower students to become independent thinkers and learners.
- Classrooms should be structured in a way that invites students to make choices and manage their own learning.
- Parents are partners in education and should be actively involved in school life.
- Service to others is a fundamental part of life.
- Technological literacy is essential for success in today's world.
- Learning is a lifelong process.

Our teachers manifest, by precept and example, the highest Christian virtue. They "...set an example for the believers in speech, in life, in love, in faith, and in purity" (1 Timothy 4:12), both in and out of the classroom, to pupils, parents, and fellow staff members. Our school strives to nurture students of church and unchurched families. The school curriculum introduces students to a completely God-centered orientation of life, to help them develop a thoroughly Christian and biblical worldview.



# CITY TREE CHRISTIAN SCHOOL

## Schoolwide Learner Outcomes

Through a program that integrates the teachings of Jesus Christ found in the Bible and high academic standards, City Tree Christian School students will be:

### **Christ-like Individuals who:**

- Understand the value and dignity of themselves and others
- Desire to serve others
- Use the gifts God has given them

### **Effective Communicators who:**

- Utilize spoken and written communication skillfully
- Incorporate technology as a means of communication
- Use creative self expression to make their thoughts and ideas understood clearly
- Demonstrate literacy by meeting or exceeding established academic standards

### **Critical Thinkers and Problem Solvers who:**

- Analyze, assimilate, and apply new information effectively in various situations
- Use a variety of resources effectively
- Demonstrate the ability to use analytical reasoning skills

### **Productive Individuals who:**

- Establish effective work and study habits including organization and time management
- Demonstrate responsibility for themselves and others in all areas: academically, spiritually, socially, physically, and financially
- Exhibit the skill and desire to be lifelong learners and maintain healthy lifestyles
- Evaluate their own strengths and interests and plan for the future

### **Model Citizens who:**

- Work and play cooperatively and collaboratively
- Exhibit leadership and conflict resolution skills
- Show respect for the rights of others
- Make informed choices and understand the consequences for their actions

### **Culturally Sensitive Individuals who:**

- Experience and understand the arts in order to appreciate them
- Understand and value their own cultural heritage and that of others
- Have a multicultural worldview with a Christian perspective



## **FIRST PRESBYTERIAN CHURCH**

First Presbyterian Church of San Diego invites you and your family to join with us if you do not already have a church home. Our desire is to help people grow in Christ. The church has many ministries, events, and worship services including excellent activities for children and youth.

Jan Armstrong	Interim Senior Pastor
Jeff Myers	Associate Pastor
Peggy Gross	Director of Christian Education (Infant through 5 <sup>th</sup> Grade)
	Director of Youth Ministry (6 <sup>th</sup> grade through High School)

To see the most up to date information on events, small groups, and worship services at First Presbyterian Church, please view the church's website: [www.fpcsd.org](http://www.fpcsd.org)

## **SCHOOL OFFICE**

### **Hours**

The school office is open between the hours of 7:30am-4:00pm. You may reach us by telephone (619) 232-3794 or via email at [office@citytree.org](mailto:office@citytree.org). Due to varying schedules, if you wish to speak to the Principal or Preschool Director, it is best to make an appointment in advance. Items that need to be dropped off to the office before or after office hours can either be given to a teacher to take to the office or placed under the door if no one is available to receive them.

### **Office Protocol**

- For all K-8 students, medicines must be dropped off at the front desk to ensure that the required paperwork for school staff to administer medicine has been completed prior to leaving the school premises.
- If you would like something given to a teacher or placed in a teacher's mailbox, please drop it off at the front desk and we will deliver it to the teacher.
- Please keep your voice down and take all personal conversations outside the office.
- The staff is happy to make photocopies of anything related to school business. Please do not ask us to make photocopies of a personal nature. The large photocopiers in the back office are only to be used by parent volunteers and staff who have had training on the use of these machines.

## **SCHOOL DROP OFF AND PICK UP**

### **School Schedule**

The academic school day for K-5th grade begins at 8:30am and ends at 3:15pm. Middle school (grades 6-8) hours are 8:15am - 3:15pm. K-5th grade students enrolled only for the academic day may arrive as early as 8:15am, but no earlier. Middle school students may arrive as early as 8:00am. Before school care is available beginning at 6:45am each morning. Aftercare is provided until 6:00pm. Two before school care options and two after-school options are available. Please see the fee schedule for current rates and time options. You must have prior approval to change your child's contracted schedule. To change contracted hours of care, please come to the school office and fill out a "Billing Status Change" form, a \$25 change fee is applied.

### **Drop Off Procedures**

**Elementary (grades K-5):** Signing in and out each day is a must for every parent. City Tree uses the Brightwheel app to facilitate the sign-in and sign-out process. Parents, please scan the QR code at the school entrance or classroom and complete the sign-in process each morning.

Once signed in, students in grades K-5 should then be escorted to the supervised childcare area for their class. Students may not roam the hallways or stairwells without a parental escort. From 8:15-8:30 AM, K-5 students may be dropped off at the 3rd Avenue gate and walk into school.

**Middle school (grades 6-8):** Students can be dropped off outside the school and walk in on their own or be escorted into the building by a parent. City Tree utilizes the Brightwheel app to facilitate the sign-in and sign-out process. Parents, please scan the QR code at the school entrance or office to complete the sign-in process each morning. Do not double park when dropping off your child. Once a student enters the school grounds, he/she may not leave without a parent.

Once signed in, middle school students should then go immediately to before school care (prior to 8:00) or to class (after 8:05). Students may not roam or linger in the hallways or stairwells without a hall pass signed by a staff member. Students cannot enter the middle school building before 8:05am without permission from a staff member.

### **Pick-Up Procedures**

**Elementary (grades K-5):** K-5th students not requiring after school childcare should be picked up at their classroom door at 3:15pm. Students in grades K-5, participating in the After School Program will remain in the classroom until 3:30pm. At that time, a teacher will walk students to a designated area for afterschool care.

**Middle school (grades 6-8):** School is dismissed at 3:15pm, parents of 6-8th grade students check out their students via the Brightwheel app will be picked up from rooms 311 and 312. Students signed up for the After School Program will be dismissed to their designated after-school area at 3:30pm.

Students who are not picked up by 3:30pm will be sent to our after-school program. Fees will apply for students who have been signed-up. The fee for any child not pre-signed up for after-school childcare is \$1.00 per minute after 3:30pm. Please do your best to pick up your child at 3:15pm so that teachers can prepare for the next day.

**Extracurricular Activities:** Students participating in extracurricular activities will be picked up from their classroom by the lead teachers. Students not picked up from their extracurricular activity will be taken to afterschool care.



Students may not leave school grounds without being escorted by a parent or authorized adult unless prior or special arrangements have been made with the office for students to walk home.

## **PARKING**

From 8:00-8:30am & from 3:00-3:30pm, M-F, people picking up or dropping off students at City Tree can park in any of the 3 parking lots, including the Pay to Park lot, without paying or validating. The parking lot patrol has been directed not to ticket in any of our 3 lots from 8:00-8:30am and from 3:00-3:30pm. It is preferred that you do not park in the Pay to Park lot if there are available spaces in the other 2 lots.

At drop-off and pick-up times, parents are able to park along the 3rd Avenue curb. Please do not double park.

## **Parking Validations**

Most parents take about 15 minutes to drop students off or pick them up, no parking validation is needed for that daily activity or anything that takes 15 minutes. But if you are going to be in the building for longer than 15 minutes (i.e., assist on campus, attend chapel, go to the park with a class, attend a meeting) please come to the office to validate your parking. You will need to enter your license plate information when you validate your parking, so make a point of having that information with you. For large school events like Fall Festival, Grandparents Day, or the Christmas program validation is not required. If you receive a ticket on your car and feel it is unwarranted, don't panic! Stop by the office to discuss it with our office staff.

## **CROSSWALK**

All families are required to use the crosswalk when parking across the street. Please do not cross the street anywhere that does not have a crosswalk. We have utmost concern for your child's safety and wish to prevent any unsafe incidents that may occur as a result of crossing in the middle of the block. It is often difficult to see small children walking between cars that are parked in front of the school. Please take this opportunity to teach by example, even if you feel this precaution is unnecessary.

## **ANIMALS ON CAMPUS**

Animals are not allowed in the school building or playgrounds without prior approval of teaching/administrative staff for educational purposes. This includes animals that are restrained or contained and is for the health and safety of our students and staff.

## **SECURITY PRECAUTIONS**

The safety of each student at City Tree is of paramount concern. Please help to make our building safe by remembering to **"BE SAFE."** Do not hold the door open for someone that you do not know. The third-floor yellow door is an emergency exit only. Do not use this door to exit the school building. As you enter and leave the building, please make sure the door closes securely behind you. If your student is in middle school, please remind him/her consistently about this rule.

Ways to access City Tree:

**Using your code at the gate and main school doors:** Enter your 6-digit family code into the keypad following with the \* symbol. If your code does not work, use the buzzer, and notify the office so we can solve the problem. NOTE: Your code only works during the hours that you are contracted. If your code does not work, please check the time to be sure that you are not trying to enter the building before your contracted drop off time. Please call the school office at (619) 232-3749 to enter the school if you have forgotten your code during school hours.

## **EMERGENCY INFORMATION**

### **Emergency Documentation**

Emergency medical forms including physician, contact, and insurance information, are required for all students in order to attend City Tree. It is the parent's responsibility to update emergency information in our Student Information System on the FACTS Family Portal. Parents can login to FACTS Family Portal via factsmgt.com and update the information at their convenience. If you need assistance, cannot remember your username, or need your password reset, please contact the school office.

### **Emergencies**

First aid supplies are kept at school for simple cuts and abrasions. In case of an emergency, the parent(s) will be called immediately. If the parent(s) cannot be reached, the next step will be decided according to the circumstances or seriousness of the situation, which will include any or all of the following:

- Attempt to contact emergency contacts listed on student data form listed in FACTS.
- Call 911 for serious injuries.
- Have the student transported to the most appropriate emergency medical center.

## **FIRE, EARTHQUAKE AND LOCK DOWN PROCEDURES**

School fire, earthquake, and lock down drills (called Safety Drills) are held at least every 6 months. We evacuate to the northeast corner parking lot at 3rd Ave. and Elm St. Each classroom is equipped with an emergency backpack. Evacuation exit routes are posted in each room. Parents are urged to have a plan in place to be able to pick up students as soon as it is safe to do so if there is an emergency. Being prepared with a plan in place is important.

## **ENROLLMENT POLICY**

City Tree Christian School maintains a Continuous Enrollment (CE) policy in which enrollment for each student will be continuous through completion of 8th Grade, or until the CTCS withdrawal process is completed.

Each January, CTCS publishes the following school year's tuition and the annual registration fee amount. By signing this Continuous Enrollment Agreement, families agree to pay the annual tuition rate and the registration fee each year until completion of 8th grade, or the appropriate withdrawal form is completed. Tuition and registration are subject to change annually.

General Terms: Parent/Legal Guardian agrees to comply with the policies and procedures as outlined in the Parent Handbook, Online Enrollment Process, and Back-to-School Parent Folder including, but not limited to the tuition Payment Policy, Consent for Use of Photos, Parent Responsibility Agreement, Special Events Permission and Tuition Payment Agreement.

**Registration Fee:** Parent/Legal Guardian agrees to pay the registration fee in full to CTCS annually. This fee will not be refunded except in specific circumstances specified in Continuous Enrollment Policies.

**Financial:** Parent/ Legal Guardian agrees to abide by the terms of the signed Tuition Payment Agreement included in the online enrollment paperwork.

**Withdrawal Period:** Parent/Legal Guardian understands that they have until March 10 each year to notify CTCS's administration via the Withdrawal Form of any changes in plans of continuous enrollment for their child without paying the registration fee. The final date of the withdrawal period will be adjusted slightly from year to year to account for holidays and weekends.

**Withdrawal Process:** On or before March 10 (for upcoming school year): Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form.

**Between March 11 and July 31 (for the upcoming school year):** Parents/Legal Guardians who wish to withdraw their students for the following school year must complete the Withdrawal Form. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.

**On or after August 1st:** CTCS requires at least a 4-week written notice to be given to the school office in advance of the planned withdrawal. Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. **Withdrawal Forms are available in the school office.** The final enrollment date will be determined at the time of notice and will be the later of the Parent's/Legal Guardian's desired final enrollment date and 4 weeks. A \$150 withdrawal fee will be added to the amount due. The withdrawal fee is subject to change. Tuition will be prorated based on the number of days enrolled and will be due regardless of whether or not the student attends school.

**Additional Hours of Care:** Available for the hourly rate found on the tuition rate sheet if care is arranged by calling the school office by 1:00pm for after-school care, or by 3:00pm the day prior to when care is needed for before-school care. The hourly rate is subject to change.

**After-hours Overtime charges:** After-hours overtime charges will be assessed per minute as outlined in the tuition rate sheet for each minute past the contracted dismissal time. After-hours overtime charges will be assessed for each minute past the student's contracted dismissal time. School closes

at 6:00pm. In the event that the parent/guardian has not picked up the student, or contacted the school, by 6:30pm, the San Diego Police Department may be called to pick up the student.

**Liability:** The Parent/Legal Guardian agrees to release and hold harmless First Presbyterian Church of San Diego, City Tree Christian School, their agents, employees, consultants, and independent contractors from all claims, damages, or other liabilities for injuries to their student which are not the result of gross negligence by the school, its agents, or employees. The Parent/Legal Guardian agrees to reimburse City Tree Christian School for damages caused by their student.

**Suspension/Dismissal:** CTCS reserves the right to suspend or dismiss the student at any time for reasons determined by CTCS Administration.

**Parent/Legal Guardian Obligations:** Parent/Legal Guardian agrees to read the CTCS Parent Handbook, Online Enrollment Documents and Back-to-School Parent Folder and to comply with the policies and procedures outlined therein.

**Applicable Law:** This agreement shall be deemed to have been entered into in the State of California and its validity, effect, and operation shall be determined according to California law.

## **TUITION AND BILLING POLICY**

### **General Terms**

Tuition for enrollment and attendance at City Tree Christian School (CTCS) and, if desired, extended childcare, is charged as an annual fee. Full tuition and any extended care may both be paid in advance for parental convenience. Payment of tuition and any extended care may also be divided into equal payments:

**Infant & Preschool students:** 12 equal payments, payable August through July

**K-8th Grade students:** 10 equal payments, payable August through May

The opportunity to make installment payments of tuition is granted by CTCS solely for the convenience of the parent/guardian; and, even when the choice is made to pay tuition in installments, the parent/guardian is obligated to pay the full annual tuition sum.

Accounts must be kept current to maintain priority registration status for the following school year.

All fee amounts (tuition, after school, NSF, late fees, etc.) are subject to change annually.

FACTS Tuition Management is an online tuition and billing management tool that integrates with our student information system. City Tree Families will set up their preferred payment method in FACTS upon enrollment at City Tree. Payment history and tax information are available for payers to review or print for tax purposes.

**Payment Method Options:** ACH (automatic withdrawals) set up from a checking or savings account. Credit card or debit card. A 2.85% fee will be assessed by FACTS Tuition Management.

### **Tuition Payment Plan Options**

Monthly Payments: August – May (K-8)

Monthly Payments: August – July (Infant and Preschool)

Annual Payment: August (Infant, Preschool and K-8)

**Tuition Payment Due Date:** Parents can choose a payment date of either the 1st or the 10th when setting up their tuition payment plan in FACTS Tuition Management. Tuition payments are made through FACTS Tuition Management. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

### **Incidental Billing**

Various fees for items such as lost and/or damaged textbooks or workbooks, library books (\$25), emergency lunch (\$10), some field trip costs, additional hours of care, band, choir, basketball, volleyball, etc. will be assessed to an incidental bill which will be due monthly. FACTS Tuition Management will send bill summaries and payment notifications regularly. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

### **FACTS Tuition Management Yearly Fees**

Monthly payment plan: \$55 per family

Annual payment plan: \$25 per family

## Late Payments and Penalties

A \$30.00 late charge will be assessed for each late payment.

If payment is not received 15 days after the due date, City Tree Christian School reserves the right to disenroll the student.

If the student is disenrolled for nonpayment of tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue, and the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom.

Non-Sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable). Three (3) or more late payments will require administrative review by the CTCS Board to determine if the student may continue attending CTCS.

## Occasional Hours of Care

Occasional hours of care (hours outside of your contracted time) may be purchased at the rate of \$8.00/hour for each student on a space-available basis. No partial hours are available. As needed, care is arranged by calling the school office by 1:00pm for after-school care, or by 3:00pm the day prior to when care is needed for before-school care. The hourly rate is subject to change.

Parents who pick-up their students after their contracted pick-up time (3:00pm, 3:15pm, 5:15pm, 6:00pm) will be assessed after-hours charges at the rate of \$1.00 for each minute past the student's contracted dismissal time.

## After-hours Overtime charges

After-hours overtime charges will be assessed per minute as outlined in the tuition rate sheet for each minute past the contracted dismissal time. After-hours overtime charges will be assessed for each minute past the student's contracted dismissal time. School closes at 6:00pm. In the event that the parent/guardian has not picked up the student, or contacted the school, by 6:30pm, the San Diego Police Department may be called to pick up the student.

Students habitually picked up late may be excluded from the after-school care program. In consideration of our staff members please do not leave your child after our 6:00pm closing time.

## Adjustments and Refunds

Financial adjustments will not be made for illness, scheduled holidays or family vacations. Tuition payments are non-refundable, even though the student may be absent from school. The Registration Fee is non-refundable and does not apply toward tuition. Partial refunds may be given for middle school trip costs not yet incurred if the student is unable to attend one or more scheduled trips. Availability of refund is based on agreements between school and student travel destinations, and subject to the discretion of administration.

## Withdrawal Process

**Before March 10 (for upcoming school year):** Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form.

**Between March 11 and July 31 (for upcoming school year):** Parents/Legal Guardians who wish to withdraw their student(s) for the following school year must complete the Withdrawal Form. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.

**On or after August 1st:** CTCS requires at least 4 weeks written notice to be given to the school office in advance of the planned withdrawal. Parents/Legal Guardians who wish to withdraw their students must complete the Withdrawal Form. **Withdrawal Forms are available in the school office.** The final enrollment date will be determined at the time of notice and will be the later of the Parent's/Legal Guardian's desired final enrollment date and 4 weeks. A \$150 early withdrawal fee will be added to the amount due. Tuition will be prorated based on the number of days enrolled and will be due regardless of whether or not the student attends school.

## RECEIPT FOR PAYMENT

Some parents need a receipt for payment of childcare costs for tax purposes or dependent daycare expense accounts. This information can be found and printed from FACTS Tuition Management.

### To pull your statement:

1. Go to <https://factsmgt.com/>
2. Click on the arrow next to Parent Login
3. Select FACTS Family Portal
4. Enter our district code: CT-CA, your username and password and click "Login."
5. Click on "Financial" and "Financial Home."
6. Click "View Details."
7. Click "View Payment Summary" and then click on the printer icon on the top right to either print or save as a pdf.

If you need help logging in, cannot remember your username or would like your password to reset, please contact the school office at 619-232-3794.

## PAYMENT DROP BOXES

Fees for outside contractors (such as dance, music, etc.) should be paid using the payment mailboxes located on the wall to the left as you are facing the school office.

Some fees for school, student council, or PTO events may be collected in the payment mail boxes in the 2nd floor hallway outside the school office. Other school fees will be charged to your incidental bill.



## **WAYS TO HELP CITY TREE GROW-COMMUNITY PARTNERS**

### **Ralph's Community Rewards Card**

City Tree earns a percentage each time you shop at Ralphs.

To sign up:

1. Go to [www.ralphs.com](http://www.ralphs.com)
2. Find "Community" at the bottom of the page and select "Kroger Community Rewards."
3. Read about the program
4. Scroll down and click on Link your Shoppers Card "Get Started."

Follow the remaining easy steps to enroll. Once you register, you need to identify City Tree Christian School as the organization.

### **Scrip Gift Card Orders**

Ordering gift cards through City Tree is a great way to support our school. Use these cards, from all of your favorite retailers, to make regular purchases (gas, groceries, coffee, gifts, etc.) and our school gets a percentage from every card. Order online at [www.raiseright.com](http://www.raiseright.com) and enter our school's name or code 8ACE8B2D32415. Contact [kellytompkins.citytree.org](mailto:kellytompkins.citytree.org) with questions.

### **Box Tops for Education**

Box Tops are no longer accepted in clipped form. Download the Box Top for Education app onto your mobile device. Then tap the scan button and snap a photo of your receipt within 14 days of purchase.

### **United Way**

Designate City Tree (#9820) when making contributions through your employer.

## **CODE OF CONDUCT**

### **FAMILY SUPPORT**

Families of CTCS share values and standards which define and impose proper behavior required of all students. We expect families to model those same behaviors in their interactions with all staff and students of CTCS at all times. This includes but is not limited to foul or abusive language, aggressive or intimidating behaviors, and failure to handle concerns through the appropriate channels.

Families are also expected to support and uphold the discipline policy of the school as outlined in this section of the handbook. Staff will strive to be fair, firm, and consistent when administering discipline and diligent about thoroughly communicating both positive and negative student situations to parents. Discipline outcomes are ultimately the responsibility of the administrative staff. Parents and students alike are required to comply with all discipline procedures and consequences passed on by school staff.

If any family member fails to support the school, its students, and its discipline policy, his/her student may be disenrolled from the school at the discretion of administration. It is our desire to create a safe and supportive environment for all students and staff, and we appreciate your cooperation in these matters. Students benefit greatly when staff and families work together in matters of discipline.

## Parent Responsibility Agreement

- I/We as parent(s) will cooperate closely with and wholeheartedly support my/our child's teacher. I/We will attempt to reinforce at home what is being communicated at school in every way possible.
- I/We will provide a home environment that supports learning activities.
- I/We will assist and encourage my/our child in the completion of homework assignments and class projects. (K-8)
- My/our child should honor and respect people in authority. I/We will cooperate with teachers and administration to set a high standard of proper conduct for my child. I/We agree to faithfully support CTCS with a positive attitude and be "part of the solution" not "part of the problem" when dealing with any and all issues involving my child. If a problem should arise, I/We agree to work with the teacher and/or administration to resolve it. (Matthew 18:15-17)
- I/We adhere to the CTCS discipline policy, which honors God and grants authority to the teacher to discipline as needed. (See Parent Handbooks)
- I/We understand that failure on the part of my/our child to obey school rules and regulations may result in a warning, time out, detention, office conference, consequences, referral, suspension, or expulsion as outlined for each age group in the Parent Handbooks.
- I/We understand that my/our child will be subject to age-appropriate discipline, as outlined in the Parent Handbooks and as determined by school administration, including possible suspension/expulsion from CTCS if my/our child partakes in:
  - Use of foul/abusive language, Student harassment/bullying as outlined in the K-8 Parent Handbook; Purposeful destruction of school, staff, or peer property which includes, but is not limited to, writing on walls, bathroom stalls, or furniture; Malicious theft of school, staff, or school property; Willful Defiance; Disrespectful, consistently a physical danger to other students, teachers, or staff, purposeful and/or repeated disregard for a staff member's instructions; Fighting; Violation of school tobacco, alcohol, and weapons policy as outlined in the K-8 Parent Handbook.
  - Extreme unacceptable, dangerous, continued severe behavior problems, and/or the lack of parental support may result in asking the student to leave City Tree Christian School permanently.
- To support the school with timely payment and tuition as set forth in Enrollment Agreement.
- To communicate with my/our child's teacher as necessary about events or issues, which are important to the well-being of my/our child and may affect his/her school experience.
- To participate in parent-teacher conferences, Back-to-School Night, and school events or performances in which my/our child is a participant (Christmas program, Science Fair, etc.)
- I/We know it is my/our responsibility to read the Parent Handbook and follow the policies and procedures outlined in the handbook (visit [www.citytree.org](http://www.citytree.org) or stop by the school office).
- I/We understand that by enrolling my/our child at CTCS, I am/We are also making a commitment to be supportive of the vision and philosophy of this school. I/We have read the above Parental Responsibility Agreement that outlines the responsibilities I/We have as a parent of this school. If I am/We are unable to fulfill any of the obligations that come up throughout the year due to extenuating circumstances, I/we know it is my/our responsibility to notify the school office in advance. A lack of commitment to these obligations could result in loss of priority registration or termination of enrollment.

**\*\*\*All parents have signed their Parent Responsibility Agreement as part of their enrollment\*\*\***

## **Behavior Management System and Discipline Policy**

Our school-wide behavior plan is a systematic problem-solving behavior plan. This plan is based on three School-Wide Expectations: **Be Safe, Be Respectful, and Be Responsible**

Our goal is to create a safe and nurturing environment that promotes learning and fosters a spirit of community and cooperation. We strive to teach students appropriate school-wide behavior by acknowledging and encouraging appropriate behaviors as often as we can. Behavior expectations will be taught and demonstrated throughout the school year. Appropriate behaviors will be acknowledged on a regular basis through praise and school wide and classroom incentive programs. Any staff members may recognize and reward students exhibiting positive behavior:

### **School-Wide Positive Recognition:**

- \*Character Cards
- \*Character Awards
- \*Playground Praise Cards
- \*MVP Awards
- \*Classroom Incentive Programs
- \*Chapel Awards
- \*Recognition of Leadership Qualities

While City Tree Christian School teachers and staff strive to focus on positive behaviors, we do need to be prepared to deal with corrective behaviors if they arise. If a student chooses to disregard our School-Wide Expectations of being Safe, Respectful, and Responsible, by exhibiting inappropriate behavior or refusing to accept responsibility for those inappropriate behaviors, consequences that are logical, appropriate, and specifically designed for the individual student will result. Please remember that due to privacy issues, teachers or administration will not discuss the specific behavior consequences of other students.

### **Consequences may include the following:**

- **Student conference with teachers and/or administration**
- **Loss of activities/privileges**
- **Lunch or after-school detention**
- **Pink Slip:** The Pink Slip will be emailed to parents. Parents are expected to respond to the email confirming receipt. In addition to the Pink Slip, the student may also receive an appropriate consequence.
- **Disciplinary Referral:** A Referral is given for offenses such as participating in any inappropriate conversations during school hours and participating in TikTok challenges of any kind. This requires immediate removal of the student from the situation in question. In addition to the Referral, the student may also receive an appropriate consequence including but not limited to being sent home for the rest of the day. Referrals will be emailed and/or sent home with the student to be signed and returned. The student cannot return to school the next day without the signed referral.
- **Suspension:** Suspensions may be issued for severe disciplinary offenses as noted below. In-school and home suspensions may last for a period of 1-5 days depending on the nature of the unacceptable behavior:
- **Use of foul/abusive language:** Student harassment/bullying as outlined in the K-8 Parent Handbook; Purposeful destruction of school, staff, or peer property which includes, but is not limited to, writing on walls, bathroom stalls, or furniture; Malicious theft of school, staff, or school

property; Defiance; Disrespectful, purposeful and/or repeated disregard for a staff member's instructions; Fighting; Violation of school tobacco, alcohol, and weapons policy as outlined in the K-8 Parent Handbook.

- **In-School Suspension:** Parent will be called; student will be removed from the classroom to serve suspension in the office.
- **Home Suspension:** Parent will be called and asked to take the student home for the duration of the suspension.
- **Expulsion:** Extreme unacceptable, dangerous, continued severe behavior problems, and/or the lack of parental support may result in asking the student to leave City Tree Christian School permanently.

## **Student Speech and Interpersonal Communication Policy**

Students are not permitted to use foul language in any form at any time. Failure to comply with this policy will result in immediate disciplinary action including possible suspension and/or expulsion to be determined by school administration. Students are expected to speak to each other and the rest of our school community with respect and kindness. Please partner with us by modeling this type of speech to your student.

## **Middle School Physical Contact Policy**

Middle school students are experiencing a number of changes that pique their curiosity and increase their desire for contact with the opposite sex. In an effort to prevent undesired interactions and behaviors that do not belong in the school setting, students are not permitted to engage in any form of suggestive or romantic physical contact while on campus or at any school event. These behaviors include but are not limited to giving back rubs or massages, sitting on the lap of the opposite sex, handholding, kissing, fondling, and sexual activity. Any violation of this policy will result in a conference with the school administration as well as disciplinary action that may include detentions or other restrictions, suspension, and expulsion. Students in grades K-5 are also subject to similar limitations on physical contact, but any questionable student contact will be handled on a case-by-case basis depending on the student's age, motive, etc.

## **Drugs, Tobacco, Alcohol and Weapons Policy**

Students are not permitted to have in their possession during any school event or bring on to the campus alcohol, tobacco products or tobacco paraphernalia, drugs or drug paraphernalia, or weapons\* of any kind. Possession of these items violates the school's Zero Tolerance policy and will result in immediate suspension or expulsion. Students and families are encouraged to report violations of the Zero Tolerance policy to school administration. \*Note: At times, Scout leaders may request that Scouts bring pocketknives to meetings. Pocket knives must be checked into the office by a parent and picked up by the Scout leader from the school office; they should not be sent in students' backpacks or Scout uniforms.

## **Bullying and Student Harassment Policy**

Bullying is an act of repeated harmful behavior in order to intentionally hurt another person, physically, or emotionally.

Bullying Behavior includes, but is not limited to:

**Shoving, hitting, tripping, excluding someone, teasing, or humiliating someone, insulting someone, rumor spreading, name calling, gossiping, threatening, cyber bullying, destruction of property, theft of possessions, demands for money or possessions, and sexual harassment.**

City Tree students are expected to abide by the standard of behavior as outlined in our Discipline Policy both in and out of school. Student harassment and bullying of any kind are not tolerated. Harassment and bullying include, but are not limited to, inappropriate emails or internet postings (see Computer Use section), text messaging, and phone or in person interactions. School disciplinary action and potential law enforcement will be employed in any situation that is deemed harassment or bullying. City Tree's bullying and harassment policy applies both on and off school grounds.

## **ABSENCE POLICY (K-8)**

Please call or email the school office to report all absences by 9:00am daily (619-232-3794 or kelly.tompkins@citytree.org). Be sure to include your child's name, grade, and reason for absence. Please notify your child's teacher of the absence and contact them regarding missed assignments and homework. Middle school students should also consult Google Classroom for missed assignments. This information should be communicated each day of your student's absence (unless the duration is known in advance). Report contagious illnesses immediately so that we can inform other families. A doctor's note may be required for an extended absence of more than 5 days when conditions are contagious, or there are restrictions to school participation.

All absences and tardies (excused and unexcused) are recorded on the student's record. Absences and tardies will be excused under the following conditions:

- Student illness/Parent illness
- Funerals/ Bereavement
- Court appearance
- Religious celebrations
- Off-campus academic needs
- Medical and dental appointments (If at all possible, schedule appointments during non-school hours.)

**\*Please leave a message in Brightwheel to report and notify your child's teacher and staff of the absence.**

### **Student Study Contracts**

Parents should notify the school office at least 2 weeks in advance of a planned absence of more than 3 days. Parents will be required to fill out a Student Study Contract, and teachers will complete a portion of the form that outlines the student's assigned work. All assignments and the Student Study Contract are due back to the student's teacher in a timely manner after the absence according to the contract.

We discourage these sorts of absences. Although schoolwork can be provided, these assignments are never able to replace valuable learning experiences students receive in their classroom. We encourage families to use vacations, holidays, and summer breaks, rather than school days, for trips and special family visits. The completion of a Study Contract does not cancel an unexcused absence. Students may not be able to make up all the work missed for Study Contracts or unexcused absences. Please be aware that grades can be affected by these absences.

## **TARDY POLICY**

Students should arrive on time each day. Please do your part to make the start of school successful. Late students miss morning openings and valuable instruction, disturb their classmates, and receive incorrect messages from adults concerning the importance of school. It is essential for all students to be in their classes and ready to learn at 8:30am for K-5 and 8:15am for 6-8. A student who arrives one hour or more late to school is considered a half-day absent.

### **Elementary (K-5th grade)**

All classroom doors will be closed at 8:30, after which students and their parents must go to the office and receive a tardy slip.

### **Middle School (6th – 8th grades)**

Students who arrive late (after 8:15am) must pick up a tardy slip from the office regardless of the reason for the tardy. Any student with 3 or more unexcused tardies will receive lunch detention to be assigned by their classroom teacher. Please note that students are responsible for getting themselves to and from class, lunch, breaks, etc.

**All K-8 students, regardless of whether or not they are tardy, must still be signed in on Brightwheel. If a student has a medical appointment or other excused tardy (see list above under absence policy) that causes them to arrive late to school, student should check in with the office to obtain an excused tardy slip.**

Parents of students receiving five (5) tardy slips within an academic quarter will be contacted by the school. Parents/students who have a chronic problem with tardiness will conference with the teacher and/or the principal.

## **EARLY DISMISSAL POLICY**

In order to maintain a productive, focused, and safe learning environment, it is the policy of CTCS that parents complete an Early Dismissal Slip in the school office. K-8 parents will present the Early Dismissal Slip to the student's teacher upon picking up their child from the classroom.

Under no circumstance will parents be permitted to pick up their child early from school without first completing the Early Dismissal Slip. Parents who arrive early to pick up their child from school without a stated purpose will be asked to wait until school is dismissed.

Early dismissals are recorded on the attendance section of K-5 report cards. A student who is picked up an hour or more before the end of the day will be counted as ½ day absent (K-8th grade).



## **ILLNESS POLICY**

CTCS is responsible for ensuring that students showing signs of illness are not permitted to attend school while symptoms persist.

CTCS provides an isolated resting place in the office for students who become ill during the school day. The parent will be notified once the student becomes ill enough to require isolation and asked to pick up the student as soon as possible. You must make arrangements to pick up your child within 30 minutes of being called.

Your child must be kept at home if he/she exhibits any symptom of a communicable disease, such as:

1. Fever of 100 degrees F or higher within the preceding 24 hours
2. Vomiting or diarrhea in the preceding 24 hours
3. Unexplained rash or skin eruptions
4. Sore throat or earache
5. Swollen glands
6. Sneezing, running nose (yellow or green discharge which indicates infection), watery eyes (including pink eye), persistent cough. The first 3 days of a cold are considered contagious. Sinuses and coughing must be under control so as not to interfere with school activities or affect your child's physical well-being.
7. Flushed face, listlessness, headache, lack of appetite
8. Any behavior signs that are out of the ordinary for your child

**Children sent home with a fever, vomiting, or diarrhea will not be allowed to return to school the next day. If you send your child to school the day after they were sent home for any of the above listed symptoms, you will be called to return to school and take your child home.**

Children with communicable diseases should stay home until they are no longer contagious. Recommendations from the Centers for Disease Control and Prevention are followed and will be communicated to parents as needed. A doctor's note may be required. Parents are informed with an information letter any time their child is exposed to potentially communicable illnesses (chicken pox, strep throat, etc.). This helps parents to be on the lookout for symptoms and get their child prompt medical attention.

Middle school students may not opt to stay in the office in lieu of Physical Education without a doctor's note. Parents are encouraged to check with their children on physical education days to ensure that he/she is well enough to participate. Students returning to school after an illness must be well enough to actively participate in the normal routine. K-8 students are required to submit a note from parents in order to be excused from Physical Education. Any condition that extends more than 1 week requires a doctor's note.

## **MEDICATION ADMINISTRATION POLICY**

1. For safety reasons NEVER leave medicine in a lunch box, cubby, locker, or backpack. Another student could get hold of the medicine.
2. All medicine must be in the original container, not in a baggy, or any other container.
3. The original container must not have an altered label.

4. The student's name must appear on the label. If medication is non-prescription, write the student's name on the container in permanent black ink, along with the dose.
5. The medicine must not be expired.
6. When no longer needed, medicine should be picked up in the office by the parents. Medicine left over a week past the last date of administration will be automatically discarded.

### **How to leave medicine to be given during school:**

1. For temporary or indefinite use of medication, fill out a Medicine Authorization form (found in the form area of the school office) and give the form to the office.
2. Bring medication to the office. Do not leave it in a backpack or on the teacher's desk. Please inform your child's teacher (preschool- 5th grade) about the medication.
3. Medication will be administered by an assigned staff member once per day only at lunch hour.

**IF THESE GUIDELINES ARE NOT FOLLOWED EXACTLY MEDICATION WILL NOT BE ADMINISTERED. STAFF IS NEVER ALLOWED TO ADMINISTER ANY OVER THE COUNTER MEDICATION OR OINTMENTS WITHOUT PERMISSION FROM THE PARENT.**

## **TECHNOLOGY USE POLICY**

### **Information Content and Uses of the System**

The user agrees not to retrieve, submit, publish, display, or transmit on the network or on any computer system any information or use of which:

1. Violates or infringes upon the rights, or health and safety, of any other person, including the right to privacy. Users are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter\* or material that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. City Tree Christian School has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials.
2. Restricts or inhibits other users from using the system or the efficiency of the computer system.
3. School rules and disciplinary procedures regarding behavior such as **harassment, cyber-bullying\*, obscene language, racism**, etc., are applicable for all telecommunication use, both in and outside of school. Students should be aware that they are held accountable for their behavior as they communicate via email accounts, Facebook, Instagram, Snapchat, Tik Tok, etc. Conduct that can be considered harassment, bullying, obscene, racist, or of objectionable content, will not be tolerated.

\*Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member through usage of technological platforms such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs).

\*Harmful matter includes matter, taken as a whole, by the average person, applying contemporary statewide standards, which depicts or describes in a patently offensive way sexual conduct, and which lacks serious literary, artistic, political, or scientific value for minors (Penal Code 313). Students are strictly prohibited from bringing such materials from home into the school environment and from accessing such materials at school on any computer system.

### **Internet Use**

Only approved websites may be visited while on school grounds. If the internet is in use during class times, the teacher will monitor usage. The internet may only be used for pre-approved projects and websites. Any website that a student wishes to add to the approved list may be submitted to the school administration for consideration.

### **Copyrighted Material**

Users may download copyrighted material, but its use must be strictly within agreement as posted by the author or current copyright law. Using another's ideas or writing and passing them on as one's own (plagiarism) is prohibited.

### **Student Google Accounts**

Students in grades K-8 will be issued a google account that is monitored by, and used specifically and exclusively for, City Tree Christian School. Students will use this account to communicate with staff and peers about projects and assignments as well as store school assignments. All student login

information will be assigned and kept on file by the school network administrator. Accounts will be deactivated once students are no longer enrolled at City Tree. Accounts are NOT private and can be accessed and monitored by the school network administrator at any time for any reason. Student account use guidelines are as follows:

- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- Students are responsible for retaining their login and password information for regular use.
- Students must limit accounts to school use only. Personal use is not allowed.
- Students are required to access and use this account for submission of assignments as directed by teachers.

### **Consequences of General Misuse/Abuse:**

The technology user, in whose name an online or other technology services account is issued, is responsible for its proper use at all times. They shall use the system only under their own username. Depending on the seriousness of any offense, any combination of the following consequences may occur. The user may be:

1. Banned from any system usage, permanently or for a specified number of days
2. Required to pay for damages with regard to hardware, teacher time, and computer resources
3. Assigned in-school suspension
4. Permanently removed from school through expulsion

### **Software and Hardware Vandalism**

Software vandalism is defined as an intentional malicious act to alter, harm, or destroy data of another user or information contained on any computer system, the local network, or any of the agencies or other networks that are connected to the Internet. Hardware vandalism is defined as an intentional malicious act to deface, abuse, alter, or destroy any equipment. Any software or hardware vandalism by a user is a serious breach of this contract and subjects the user to consequences as stated in this document, including cancellation of the user's privileges.

### **Personal/Electronic Items**

Electronic devices such as laptops, iPads, tablets, E-readers, Kindles, and similar items including electronic toys and watches are not permitted on campus before, during, or after school hours. Please leave these items at home. If these items are seen, heard or used at school, they will be taken to the school office and left there until a parent picks them up. Multiple occurrences will result in detention and/or more serious consequences for middle school students. Students who need to contact their parents will be directed to use the phone in the school office. Please contact the school office if you need to give your child a message.

We ask that children not bring toys of any kind from home.

**Cellphone and Smartwatches:** Cellphone or smart watches may not be used at school, before, during or after school hours. Phones and smart watches must remain off and stored in backpacks. If cellphones or smart watches are seen, heard or used at any time, they will be taken to the school office and left there until a parent picks them up.

**\*\*\*All K-8 parents must sign and acknowledge the Technology Use Policy every school year\*\*\***



## City Tree Christian School Dress Code 2023/2024

### Monday through Friday Regular Dress Uniform

Boys	
<b>Tops</b>	<ul style="list-style-type: none"> <li>• White, dark green, grey, or navy blue short or long sleeve Pique Polo shirt with CTCS Logo worn tucked in</li> <li>• White short or long sleeve Oxford shirt with CTCS Logo worn tucked in</li> <li>• Navy blue or grey CTCS T-shirt with school logo worn tucked in</li> <li>• T-shirt ordered through CTCS</li> </ul>
<b>Belts/Bottoms</b>	<ul style="list-style-type: none"> <li>• Navy blue chino style pants or shorts</li> <li>• Solid navy blue, black, or brown belt without embellishments worn with pants and shorts for grades 2<sup>nd</sup>-8<sup>th</sup></li> </ul>
<b>Socks &amp; Shoes</b>	<ul style="list-style-type: none"> <li>• White crew or at the ankle length socks with no visible logo.</li> <li>• Athletic/closed toed shoes in solid white, black, brown, blue or any combinations of those colors</li> <li>• The following styles are not permissible**: Patterned, light-up, glitter shoes, High-tops or shoes higher than the ankle bone, heels, dress up shoes with slick soles, Crocs, Ugg style boots, boots, sling backs, sandals, or backless shoes, flip flops, open toed shoes, Heelys, and shoes that distract from learning.</li> </ul>
Girls	
<b>Tops</b>	<ul style="list-style-type: none"> <li>• White, dark green, grey, or navy blue short or long sleeve Pique Polo shirt with CTCS Logo worn tucked in</li> <li>• White, dark green, grey, or navy blue short or long sleeve button-up blouse with rounded or pointed collar with CTCS logo worn tucked in</li> <li>• Navy blue or grey CTCS T-shirt with school logo worn tucked in T-shirt ordered through CTCS</li> </ul>
<b>Bottoms Tights/Belts</b>	<ul style="list-style-type: none"> <li>• Navy blue chino style pants or shorts</li> <li>• Navy blue or plaid skirt, skort, or jumper or solid polo dress worn no more than 4 inches above the top of the knee purchased from the Uniform Store. Navy blue, grey, white, or dark green knee-high socks may be worn with skirts, skorts/jumpers</li> <li>• Jumpers must be worn with a white collared blouse with the CTCS logo</li> <li>• Navy blue or black with or without feet tights (No leggings) may be worn under skirts and jumpers</li> <li>• Solid navy blue, black, or brown belt without embellishments worn with pants and shorts for grades 2<sup>nd</sup>-8<sup>th</sup></li> </ul>
<b>Socks &amp; Shoes</b>	<ul style="list-style-type: none"> <li>• White crew or at the ankle length socks with no visible logo</li> <li>• Athletic/closed toed shoes – solid white, black, brown, blue or any combinations of those colors</li> <li>• **The following styles are not permissible: Patterned, light-up, glitter shoes, High-tops or shoes higher than the ankle bone, heels, dress up shoes with slick soles, Crocs or similar styles, Ugg style boots, boots, sling backs, sandals, or backless shoes, flip flops, open toed shoes, Heelys, and shoes that distract from learning.</li> </ul>



## City Tree Christian School Dress Code 2023/2024 Monday through Friday Regular Dress Uniform

Uniform Specifications	
<b>Outerwear (Cold/Rainy Days)</b>	<ul style="list-style-type: none"> <li>• Dark green or navy-blue crewneck or hoodie sweatshirt with CTCS logo</li> <li>• Dark green or navy-blue V-neck cardigan with CTCS logo</li> <li>• Dark Green or navy-blue polar fleece or windbreaker with CTCS logo</li> <li>• Outerwear must be ordered from CTCS or the Uniform Store</li> </ul>
<b>PE Uniform</b>	<ul style="list-style-type: none"> <li>• Athletic grey t-shirt, dark green mesh shorts or sweatpants</li> <li><u>PE apparel must be purchased from the Uniform Store.</u></li> </ul>
<b>Spirit Wear</b>	<ul style="list-style-type: none"> <li>• Blue denim jeans with no rips or tears or CTCS uniform bottoms</li> <li>• CTCS Spirit T-shirt (Purple-up, CTCS logo, current year band/chapel gear)</li> <li><u>Jean shorts, leggings, &amp; jeans of any other color are not permitted</u></li> <li><u>Spirit wear shirts must be ordered from CTCS</u></li> <li>• White crew or at the ankle length socks with no visible logo</li> <li>• Athletic/closed toed shoes in solid white, black, brown, blue or any combinations of those colors</li> <li>• Additional shoe restrictions also apply for Spirit Wear **</li> </ul>
<b>Sun Hats</b>	<ul style="list-style-type: none"> <li>• Navy or dark green baseball-style cap with CTCS Logo for outside wear</li> <li>• Hats must be purchased from CTCS or the Uniform Store.</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>• Hair must be the student's natural color well-groomed, clean, neat, and worn in a casual style.</li> <li>• Hair cannot be in the eyes, no bleached or eccentric colors i.e., pink, blue, purple, green, yellow, orange, red, etc. Hair can't be a distraction to self/others.</li> </ul>
<b>Nails</b>	<ul style="list-style-type: none"> <li>• Must be short, clean, neatly trimmed</li> <li>• Nail polish- clear polish or neutral colors only</li> <li>• No fake/false nails</li> </ul>
<b>Jewelry/Make-up</b>	<ul style="list-style-type: none"> <li>• Middle school girls may wear a modest amount of mascara and/or lip gloss</li> <li>• Girls may not wear more than one earring per ear &amp; must not extend below the earlobe.</li> <li>• No Gizmo, Fitbit, or Smart Watches of any kind are permitted.</li> </ul>

Uniform Expectations
<p>A CTCS logo is required on all uniform tops, including outer wear. Please note that for a fee our uniform supplier, The Uniform Store, will add a logo to a new top that is not purchased from their store. City Tree Christian School requires that K-8 grade students be dressed in the approved CTCS uniform every day during the academic year:</p> <ul style="list-style-type: none"> <li>• If students come to school not dressed in proper uniform attire, parents will be called to bring the needed items to school.</li> <li>• We will provide students with the needed uniform items if parents cannot be reached or are unable to bring the items to school. The cost of the items will be billed to incidental billing</li> </ul> <p style="text-align: center;"><b><u>Student uniform compliance is the parent's responsibility</u></b></p>

## **UNIFORM and CLOTHING POLICY**

Our exclusive logo wear and uniform provider is:

### **The Uniform Store**

**8160 La Mesa Blvd**

**La Mesa, CA 91942**

**Phone Number: (619) 461-4112**

**Text Us: 619-373-8500**

City Tree Christian School requires that K-8 grade students be dressed in the approved CTCS uniform during the academic year. Uniforms may be purchased at The Uniform Store, but some items are also available at local department stores in the "uniform" section of other clothing retailers. The way a student is dressed is the parent's responsibility. Please take the time to make sure your child is adhering to the uniform policy. Monitoring uniforms in the classroom needlessly wastes class time. We ask for your cooperation in maintaining the standards.

### **Consequences for students who fail to comply with the uniform policy:**

- If students come to school not dressed in proper uniform attire, parents will be called to bring the needed items to school.
- We will provide students with the needed uniform items if parents cannot be reached or are unable to bring the items to school. The cost of the items will be billed to incidental billing.

**\*\*\*Student uniform compliance is the parent's responsibility\*\*\***

**Middle School Physical Education Uniforms:** Middle school physical education uniforms include green mesh shorts with school logo or green sweats with logo, gray and green PE t-shirt with school logo, tennis/jogging shoes, and socks. All students (except those with an injury or limiting medical condition) are expected to dress for all physical education activities including regular PE days, Mile Fun Runs, and other special activities designated by the physical education teacher. Students who fail to dress appropriately will receive a lower grade. Uniforms may be available to borrow from the office. Students who borrow a uniform are expected to return it, washed and in good repair, within two days. Each uniform component not returned in good condition will result in a \$25.00 charge.

## **SPECIAL DRESS DAYS**

Sometimes, the student council or a student's teacher will ask the student to participate in wearing special clothing for a particular play, event, or celebration. Some examples of this might be Wacky Dress Day, 100-day Celebration (dress like 100-year-old folks), and Valentine's Day. These days will be posted and will be explained in our weekly email. Teachers may also modify dress for field trips. Attire for field trips is always noted in field trip information.

## **STUDENT LIFE**

### **SNACKS & LUNCHES**

Parent(s) may provide their child with a healthy morning snack and lunch. K-5th grade students eat this snack at their morning recess and middle school students have a mid-morning nutrition break. We suggest small, nutritious snacks such as cheese, fruit, vegetables, etc. Sweets or bars with chocolate or candy are not appropriate snacks. Parents whose children attend our after-school program must also provide an afternoon snack.

Please minimize desserts (foods high in processed sugar) in your child's lunch. Gum, candy, sodas, energy drinks of any kind (such as Prime), nuts, or seeds in the shells are prohibited and if found in lunches will be sent home. Do not send anything in glass containers. Any item needed for eating lunch should also be provided such as spoons and forks – we do not provide these items. It is not possible for lunchtime assistants to supervise what every student eats on a daily basis. Please label all lunch boxes, bags, and containers.

**Lunches may not be heated up on campus. Refrigerators are not available for student use.**

### **Hot and Emergency Lunches**

City Tree partners with Wholesome Food Service (WFS) to provide our hot lunch program. Wholesome Food Services offers a variety of great lunch choices from local restaurants. All orders and payments are done through an account you create with WFS, the food is then delivered and distributed at school.

Parents are responsible for ordering or packing lunch for your student every day. Parents are also responsible to provide their students snacks every day, no matter how lunch is provided. Please make every effort to pack your child's lunch or drop off a lunch for your child when it's forgotten at home. Students without any food to eat will be given an emergency lunch from supplies purchased by the school office. Emergency lunches are only available if absolutely necessary. When an emergency lunch is issued, the student's incidental account will be charged \$10 for the price of the food and the time spent preparing it.

### **FIELD TRIPS**

During the course of the year, we take students on excursions to places of educational interest. Details of the trip and permission forms will be sent to parents via email. No student of any age is allowed to leave the school grounds without parent authorization. Most of these trips will cost a small fee. In some cases, the cost of field trips will be added to the student's incidental bill. In the event that the charge is collected via cash, please make payment directly to the teacher, no checks please. Transportation will be via car, van, bus, or walking. Disruptive behavior on field trips will result in loss of the privilege to attend the next field trip.

Parent drivers and/or chaperones are needed for most field trips throughout the year. If helpers are not available, field trips may be cancelled. Please notify your child's teacher if you are available to assist with field trips. Parents who drive on field trips will need to provide a copy of their driver's license and proof of insurance along with a signed Field Trip Driver information form. Students 12 and under are not permitted to ride in a front seat with an airbag. All students must wear seatbelts. Children under 8 years old must ride in a booster seat unless they are 4 feet 9 inches or taller.



**LIABILITY:** Parent Volunteer Drivers must file a copy of current proof insurance (100,000/300,000 minimum) and Driver's license. If insurance does not meet the minimum, contact your insurance agent, insurance plans can be changed for the day.

### **LABELING ITEMS**

Please label **all** lunch boxes, backpacks, coats and sweaters, books, and sharing items brought to school.

Help your child remember to take home whatever he/she might have brought to school daily.

### **LOST and FOUND**

The main lost and found is at the top of the west stairwell just immediately before entering the roof playground. Items found in the hallway or in classrooms will be taken to this spot for pick up. Small or expensive items (jewelry, glasses) will be taken to the office for safekeeping. Middle school students should be sure to check classrooms, locker rooms, and hallways for lost items as well. Items not claimed by the end of the semester that are not labeled will either be given away or thrown out.

### **PARENT COMMUNICATION FOLDERS**

Each student at City Tree is issued a parent folder at the beginning of the school year. These folders are sent home weekly with important information from the school and your child's teacher. Please keep this folder in your child's backpack and review the information in the folder regularly.

### **STUDENT CUBBIES (GRADES K-5)**

- Student cubbies and parent folders are for official school use only.
- Birthday party invitations are not allowed into the cubbies unless every student in the class, or every student of the same gender is invited. We want to create a family atmosphere, one in which children feel loved and included. Social events that include many classmates but exclude some are very hard for children to understand, hurtful, and are at times very disruptive to classroom teamwork. Please consider this when you plan special events and birthday celebrations.
- Flyers/announcements/etc. to be distributed to students must first be approved by the school administration.

## **FAMILY INVOLVEMENT**

### **PARENTAL VISITOR POLICY**

It is the policy of CTCS that parents who visit classrooms or assist on campus must first sign-in at the school office in the visitor log and obtain a visitor badge. Parents are invited to come and have lunch with their child and attend chapel, just be sure to check in at the office when you arrive. City Tree Christian School welcomes and encourages parents to participate in classroom activities, however the teacher/administration has the authority to determine the level of parental involvement in the classroom. Be sure to check with your child's teacher at least 24 hours in advance if you wish to visit the classroom. Major school events or field trip chaperoning do not require parental sign-in.

### **PARENT-SCHOOL COMMUNICATIONS**

The following policies and events facilitate parent-school communication:

- Teacher Newsletters and/or emails are the best way for you to stay informed about class and school news and events.
- Our weekly email updates and the website (<http://www.citytree.org>) are a great way to stay informed and learn about upcoming events. Middle school students and families will have access to grades on FACTS Family Portal <https://factsmgt.com>
- Parent Communication Folders are sent home weekly with important information from the school and your child's teacher. Please keep this folder in your child's backpack and review the information in the folder regularly.
- All parents are members of the City Tree Parent Teacher Organization (PTO). General PTO meetings are held throughout the school year. Your participation is encouraged. These meetings are also an opportunity for parents to earn Parent Participation hours and find out more ways you can volunteer.

### **FACTS FAMILY PORTAL**

FACTS Family Portal is an online forum for parents to access important information regarding grades, directory information, billing, and more. FACTS Family Portal is where parents can update their contact information, add authorized pick-up people, or change payment methods. To login to FACTS Family Portal, please follow the steps below:

1. Go to <https://factsmgt.com/>
2. Click on "Parent Login" on the top banner and
3. Select FACTS Family Portal
4. Our district code is CT-CA
5. Enter your username and password you set up when completing online enrollment.

Please contact the school office at 619-232-3794 if you do not remember your username or would like to reset your password. We are able to look up your username and can reset your password for you. FACTS Family Portal is a vital resource for parents, and we encourage you to login to your account regularly.

## **BRIGHTWHEEL**

Our touch-free drop-off and pick-up procedures include the use of Brightwheel which is a free app that can be downloaded to any smart phone. You will be sent a link prior to the first day of school, if you already have an account, you can use that account. Teachers and staff will also communicate with you through Brightwheel. Please make sure you download the app when you receive the invitation and complete the sign-up process.

### ***Brightwheel student check-in:***

- 1. Open Brightwheel app on your phone*
- 2. Press "check in/out". You may check in more than one student at a time.*
- 3. Scan QR code, available at check-in gate, office, or classroom door by holding a phone camera over code. Make sure that the entire code fits the frame; adjust as needed.*
- 4. Enter your 4-digit code and sign. Your personal code can be found at the bottom of your profile page.*

### ***Brightwheel student check-out***

- 1. Open Brightwheel app*
- 2. Press "check in/out."*
- 3. Scan QR code by holding phone camera over code. Make sure that the entire code fits the frame; adjust as needed.*
- 4. Press "check out" for the child you are picking up.*
- 5. Enter your 4-digit code and sign*

*\*Parents that are picking up students from our after-school program will need to scan the QR codes posted at the gate, classroom, or after school location in order to check-out your student. Please refer to the bulletin board located in the stairwell to the right of the school office to pick-up your student at their assigned location during extended hours of care.*

Please note that teachers will be using their personal phones for this process also, and if you need any help, they can assist you.

## **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are an important way for parents and teachers to communicate about your child. They are required following the end of the first academic quarter. Report cards will not be given out until the conference is completed. Optional conferences are held in the spring. You may also request a conference at any time of the year.

## **FAMILY PARTICIPATION PROGRAM**

Our classes, student programs, and Parent Teacher Organization (PTO) events need your support to be effective and successful. In an effort to encourage that kind of support, all K-8 families are required to participate in the CTCS Family Participation Program. This is a mandatory program that renews each school year.

- All families of students grades K-8 must participate.
- Minimum requirement is 20 hours per year.
- Participants must be 18 or over.
- Hours must be completed by March 31 of each school year.
- Parents are responsible for keeping track of their own hours in FACTS.
- Families who do not meet the 20-hour minimum will be subject to a \$250 fee due in May. Families must complete the entire 20 hours to be eligible for the \$250 fee waiver. Partial waivers will not be given.
- If you are unable to complete the participation hours, you may choose to opt out at the beginning of the school year. Each tuition account for families who opt out will be charged a \$250 fee in May of the school year.
- Families with more than one K-8th grade child are only required to complete 20 hours total.
- When hours have been earned parents can record hours on FACTS Family Portal. In the notes section please record the staff member you worked most closely with.

### **The following is a list of possible participation opportunities:**

1. Help in a classroom, including, but not limited to, driving on field trips, preparing supplies for projects or assignments, grading papers, working with students, supervising activities, etc.
2. Performing Room Parent duties such as organizing class activities/parties, working on the Christmas program, etc.
3. Attending PTO meetings, serving on PTO committees for such activities as Fall Festival, Gala, fundraising, etc.
4. Assisting with school-sponsored activities such as basketball, King's Daughters, or choir.
5. Assist in the office with clerical tasks.
6. Help with school events such as assemblies, field trips, picture days, mile runs, etc.
7. Help in the library or at the park.

This list represents just a few opportunities to get involved. Specific school-wide opportunities are often posted on the bulletin board outside of the office or in the weekly email update. If you desire to volunteer in any capacity, or if you have other ideas of how you might assist our school, please make arrangements in advance so that we can take full advantage of your help.

### **To find where to record your hours please follow the directions below:**

It is recommended you familiarize yourself with where to enter Service Hours for the 2023-2024 school year. You can record your hours by logging into your FACTS Family Portal, click the "Family" section, and begin entering your service hours by clicking "Add +" found at right hand corner of the screen.

## **ROOM PARENTS**

Room Parents are needed for each classroom or grade (middle school) to help coordinate PTO events and classroom activities. Since room parents must be designated in early September, please see your child's teacher or homeroom teacher (grades 6-8) right away if you are interested in serving in this way. There is a room parent coordinator who will regularly communicate with room parents. Room parents are also expected to attend the general PTO meetings that will be held once a month during the year.

## **AFTER SCHOOL PROGRAM**

### **Structure**

Participants in City Tree's After School Program are divided into developmental and age-appropriate groups at the start of most days. Activity choices reflect our goals to meet each student's developmental needs. The components of the program are:

### **Academics**

Each day, children in grades 2-8 are given a designated time to work on homework. Group Leaders are available to assist children with homework or projects. If a child does not have homework, an educational activity or reading will be completed. Students are encouraged to have a book that they enjoy with them each day. Grades K-1 children participate in activities designed to strengthen literacy as well as other learning games.

### **Enrichment**

Children participate in many different enrichment activities that include, but are not limited to, music, dance, science, community service projects, literature, art, sports, team building, and community development.

### **Snacks**

Students have an opportunity to eat snacks in the after-school program. Please send your child an additional, healthy snack for their lunch if they are staying in the after-school program.

### **Recreation**

Recreational activities are included on a daily basis. Students participate in a variety of sports and games. Other activities offered include cooperative games, board games, puzzles, blocks, Legos, and other hands-on materials.

### **Program Schedule**

A daily schedule is posted on the CTAS bulletin board located in the stairwell to the right of the office door. In addition, when schedule changes are necessary, they will be posted both on the bulletin board and office door or announced on Brightwheel via afterschool leaders.

### **Emergency Contact Policy**

1. Emergency contact procedures are the same as those used during the school day.
2. After School Group Leaders will have access to student files and will use the emergency contact information parents provided in FACTS or contact parents through Brightwheel.
3. Emergency information must be kept current in order to ensure the safety of every child in the CTAS Program. If you make a change to your information, please make sure the office staff has been notified.
4. **Please make sure you have at least three (3) emergency contacts listed in FACTS.**
5. In the event of an emergency or illness, the parent or guardian will be notified immediately. If a parent or guardian cannot be reached, the alternate emergency contact people listed in FACTS will be notified.
6. In the event of a medical emergency or illness, CTAS staff will be responsible for making decisions to contact emergency medical professionals depending on the severity of the situation.
7. It is the parent/guardian's responsibility to inform the CTAS Program of any medical condition and/or allergies that may affect their child's healthy participation in the program.

## **After School Illness Policy**

CTCS provides an isolated resting-place in the office for children who become ill during the school day. However, children who become ill after school must be picked up as soon as possible. There is no staff member available to monitor the sick area after 4:00pm, any ill child will most likely remain with his/her group.

## **After School Program Contact Information**

Office Hours are 7:30am-4:00pm, Monday-Friday

School Hours are 8:30am-3:15pm, Monday-Friday

If you need to notify the After School Program because you anticipate being late, please send a message via Brightwheel.