

Tabernacle School

Student Handbook

Teaching in all areas of life,
the Truth, as centered
in the Lord Jesus
of the Bible.



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SECTION 1: GENERAL INFORMATION & DISCLOSURES

MISSION STATEMENT

Teaching in all areas of life, the Truth, as centered in the Lord Jesus of the Bible.

Tabernacle School is committed to excellence in an atmosphere of high-quality caring. We desire to honor the Lord Jesus in every pursuit in an environment where faith in Jesus Christ and academics coexist harmoniously. At Tabernacle we recognize and nurture the unique giftedness and diversity of each child. Through our LIVE and GIFT programs, we build Godly character into the lives of our students while maintaining respect for their diversity.

VISION STATEMENT

The vision of Tabernacle School is to impact children with the message of Jesus Christ within an elementary and junior high school. We desire to instill in our students a sense of worth and competence by emphasizing the unique giftedness of all students and molding their characters in wisdom and truth.

Our core values are as follows:

1. **TRUTH-CENTERED:** Committed to teaching in all areas of life, the Truth, as centered in the Lord Jesus of the Bible. John 1:14
2. **EVANGELICALLY FOCUSED:** Passionate about knowing the Lord Jesus and making Him known. Teaching and mentoring children to develop a Christ-centered life. Matthew 28:18-20
3. **EXCELLENCE BASED:** Vitally engaged in producing academic achievers with an emphasis on each student's unique God-given gifts.
4. **RELATIONALLY ENGAGED:** Dedicated to loving and nurturing students, and mentoring them in foundational character traits. Training students to be self-disciplined and encouraging their leadership abilities. Matthew 15:5-6 **GLOBALLY CHALLENGED:** Involved in expanding our ministry to children around the world with the message of the Lord Jesus Christ. Matthew 28:18-20

NON-DISCRIMINATION STATEMENT

Tabernacle School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in the

administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

Religious Authority and Exemption Disclosure As a private, faith-based educational institution, Tabernacle School operates in full accordance with its sincerely held religious beliefs, Christian doctrines, and Statement of Faith. The school is a religious ministry and reserves all constitutional and statutory rights, protections, and exemptions available under federal and state law (including, but not limited to, Title IX of the Education Amendments of 1972 and the California Equity in Higher Education Act where applicable).

Accordingly, Tabernacle School reserves the right to maintain distinctively Christian standards for student conduct, lifestyle, sexual identity, family structures, and spiritual alignment. The school requires all students, parents, and guardians to respect the Biblical and theological principles set forth in this handbook as a condition of enrollment and continued attendance.

SEXUAL IDENTITY AND CONDUCT POLICY

We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's "biological sex" is a rejection of the image of God within that person.

In conformity with these beliefs and to further our school's mission, Tabernacle School has instituted the following policies:

1. Students at Tabernacle are to dress in conformity with their biological sex.
2. Students at Tabernacle are to use locker rooms and bathrooms in conformity with their biological sex.
3. Students at Tabernacle are to use the pronouns of their biological sex.

STATEMENT OF EDUCATIONAL PURPOSE

Children today need an education that prepares them to think clearly, to act responsibly, and to live ethically. At Tabernacle, we desire to give our students a competitive edge in an increasingly complex society. Our unique approach to education is based upon over fifty years of sound academics and respect for individual giftedness. Our objective is to have a school honoring the Lord Jesus in every area. We strive to provide an education that is effective in forming and expressing the life of the Lord Jesus in its students. We thoughtfully and intentionally build programs and curriculum to accomplish this task. Tabernacle School strives to motivate and impact its students toward Godliness.

STATEMENT OF EDUCATIONAL PHILOSOPHY

The all-encompassing goal of our school is to lead the student into a pattern of life and receptiveness towards the Lord Jesus of the Bible. It is our objective to teach children to love, trust, and follow the Lord Jesus. It is our responsibility to mentor our children in Jesus by living out the Spirit of Jesus in our own lives.

TABERNACLE SCHOOL FAMILY

In accordance with our mission statement, philosophy of education, and expected school wide learning results (ESLR's), we want to encourage Tabernacle families to look to the example of our Lord and Savior, Jesus Christ, in our relationships with one another. As a school community we are committed to maintaining an atmosphere, which reflects our life in Christ and ultimately gives Him praise and glory. The acquisition of knowledge (academics) goes hand in hand with becoming a mature individual in values and lifestyle with Scripture as a foundation (character). Rooted in God's character and law, Biblical truths and principles are universal-unchanged by time, circumstances, culture, or human interpretation. Social guidelines and administrative and academic procedures are intended to promote order and consistency. While we realize that these may not totally reflect the personal preference of each student or family, they enable our school community to function in harmony and under the Lordship of Christ.

1. Accountability - As is true in most organizations, an administrative structure has been put in place to help maintain an orderly community. The purpose of this administrative structure is not to frustrate or thwart an open-door policy, but to improve communication and attention to our students and families. The responsibility and accountability of upholding policies is to be shared by all members within the community (Matthew 18:15-20). An example of the principle of accountability is for students and families to communicate directly with a student's teacher when questions arise regarding curriculum, educational goals, and in-class procedures.
2. Integrity - Individual integrity means adherence to the moral and ethical standards set forth in Scripture. The Holy Spirit, living within believers, helps us in our weaknesses enabling us to live above reproach, being pure and honest, and abiding by the standards one has agreed to uphold (I Peter 1:13-15; II Peter 1:3-8). It is expected that students will conduct themselves in an orderly, courteous manner with prompt and respectful obedience to all school personnel and fellow students. We insist on honesty, fair play, and sportsmanlike conduct under all conditions.
3. Consideration - This simply means putting the interests of others before your own (Phil. 2:3-4) and respecting the property of both individuals and school. Building a community takes hard work, time and willingness. We need to lay aside dislikes, prejudices, and

petty differences, and focus on communicating with each other on an ongoing basis. We realize that there is a wide variety of opinions within the Christian community regarding movies, television, music, dancing, dress, etc. In exercising discretion and consideration of others in the area of music, we do not allow students to bring any electronic media to school or on school authorized trips. As pertains to dress, all students are expected to dress neatly, modestly, and appropriately for the occasion. We recognize that adhering to the Tabernacle dress code may involve temporarily setting aside personal preference in consideration of the larger school community.

4. **Dignity and Worth of Individuals** - The foundation of a community and our school family is a belief in the worth and dignity of individuals. Having been created in the image of God automatically gives us worth, and therefore, makes us worthy of respect. It also bestows upon us the responsibility to respect others and be tolerant of their unique personal expression. This personal expression must be within community parameters and not infringe upon the rights of others. At Tabernacle, we have a rich cultural environment, which includes people from many races and countries. Students are encouraged to take advantage of this diverse environment for the distinct purpose of learning about people and cultures different from their own.
5. **Encouragement** - Believers are called to a ministry of encouraging one another with the ultimate goal of maturity in Christ (Heb. 10:24-25; Eph. 4:11-13). Encouragement in its fullest sense would include unselfish living, accountability, recognition and affirmation of gifts and abilities, and discipline for the purpose of restoring people into right relationships with God and each other. We accept each student as an individual with individual needs and will encourage all students through our LIVE and GIFT programs.
6. **Safety and Security** - To ensure the safety of individuals and our school families, regulations to maintain a secure and safe environment have been made. At times, individual privileges must be set aside for the benefit of the community at large. It is our desire that members of our school community follow established safety guidelines and are actively involved in maintaining a safe and secure environment. For these reasons, all students must always inform a teacher when going to the restroom, lunchroom, or to and from classrooms/locations on campus when not changing classes at specified times.

While not every life situation is specifically mentioned above, these six principles generally address every circumstance and can be applied to the daily decision making process in attitude and behavior. As we focus on the Lord Jesus Christ and allow our lives to be governed by such principles, our school family will be one, which is nurturing and God-honoring. (Adapted from Moody Bible Institute)

CONFLICTS AND COMMUNICATING CONCERNS

In accordance with God's Word, it is our desire that all Tabernacle community members labor towards the same goal of unity in a godly manner that brings glory to God. In all situations, assume the best. Everyone is working in the best interest of the student. If you have any concerns, please follow the Matthew 18:15-17 principle, the procedures to follow are:

- Communicate in a polite and respectful manner
- Contact the teacher or staff member directly via email to state your concerns and/or schedule an appointment
- If no resolution is determined, you may schedule an appointment with the supervising administrator, which is typically the vice principal or principal. The teacher, administrator, and parent will work together to resolve the problem

MANDATED CHILD ABUSE REPORTING POLICY

In accordance with the California Child Abuse and Neglect Reporting Act (CANRA) (Penal Code §§ 11164–11174.3), all administrators, teachers, instructional aides, daycare staff, and support personnel, including volunteers, at Tabernacle School are legally designated as **Mandated Reporters**.

Our staff is bound by California state law and professional ethics to actively protect the safety and well-being of all students under our care. As mandated reporters, school personnel are legally required to make an immediate report to local law enforcement or Child Protective Services (CPS) whenever they, in their professional capacity, have knowledge of or reasonably suspect that a student has been the victim of child abuse or neglect.

STUDENT SAFETY AND PROFESSIONAL BOUNDARIES

To maintain an environment focused on learning and mutual respect, all interactions must adhere to strict professional boundaries.

Interactions Between Adults and Pupils

School employees, adult volunteers, and contractors (collectively referred to as "Adults") shall maintain strict professional boundaries with pupils at all times.

1. **Prohibited Conduct:** Adults shall not engage in romantic, sexual, or inappropriately familiar relationships with students. This includes grooming behaviors, giving personal or non-academic gifts without administrative approval, or inviting students to private residences and/or non-school relevant meetings in public or private locations.

2. **Tone and Demeanor:** All interactions must remain professional, respectful, and focused on educational or extracurricular objectives.

Communication and Social Media Limits

To protect pupils and adults, direct communication between adults and pupils must remain transparent, verifiable, and educationally relevant. Communication limits vary by grade level to account for developmental age.

General Standards

1. All electronic communication with pupils should utilize official school-approved platforms (e.g., school email, learning management systems like Canvas/Google Classroom).
2. Direct communication that excludes parents/guardians via personal social media, personal text messaging, or private messaging apps is strictly prohibited, except in time-sensitive emergencies involving student safety.

B. Grade-Level Variations

Grade Level	Allowed Communication Channels	Restrictions & Guardrails
Elementary (K–5)	- Official School Email - Approved Parent-Teacher Platforms (e.g., Google Classroom, RazKids)	No direct messaging to students' personal phones. All communications must be related to school academics or behavior and go through or directly include a parent/guardian.
Middle School (6–8)	- Official School Email - Approved School Platforms (e.g., Ignitia, Google Classroom, etc.)	Direct electronic communication must be strictly academic or extracurricular. Parents must be copied or have access to the platform.



High School (9–12)	• Official School Email • School-Approved Apps (e.g., When2Work)	Direct messaging for school updates is permitted <i>only</i> via approved platforms. Personal phone numbers/social media accounts remain strictly off-limits, except for employee updates.
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Safe Facilities and Environmental Design

The physical environment must naturally support student safety, visibility, and ease of supervision.

1. **Line of Sight:** Classrooms and non-classroom environments (e.g., libraries, study halls, laboratories) must be arranged so that there are no blind spots where an adult and pupil can be completely isolated from view.
2. **Window Clarity:** Classroom door windows and side-panels must remain unobstructed by posters, curtains, or paper, ensuring clear visibility from hallways.
3. **Furnishing Layout:** Furniture configuration must prioritize open pathways and clear lines of sight for supervising staff.
4. **Non-Classroom Spaces:** Common areas, corridors, restrooms, and locker rooms will be monitored via regular staff rotations, clear signage, and, where appropriate, electronic surveillance in compliance with privacy laws.

SECTION 2: SCHOOL OPERATIONS & DAYCARE

SCHOOL OFFICE HOURS

The school office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday, when school is in session. For school breaks wherein daycare is open the office hours are from 8:30 a.m. to 3:00 p.m. Please refer to your school calendar for specific dates, as well as days that both school and daycare are closed.

ARRIVAL/DISMISSAL TIMES/STUDENT SIGN-OUT

The school begins at:

- 8:10 a.m. for 6th through 8th grades
- 8:20 a.m. for 1st through 5th grades

- 8:30 a.m. for TK and Kindergarten.
- 9:00 a.m. for Preschool

The school day ends at:

- 2:30 p.m. for 6th through 8th grade
- 2:40 p.m. for TK and Kindergarten
- 3:00 p.m. for 1st and 2nd
- 3:15 p.m. for 3rd through 5th
- 3:30 p.m. for preschool

TK through eighth grade parents may drop off students in the morning car line between 8:00 a.m. and 8:20 a.m. Pick-up time for younger siblings will be at the oldest child's time of dismissal. For safety reasons, please do not arrive early. A parent who wishes to pick-up his/her child prior to the end of the school day will need to stop in the front office to do so. Please do not go to your child's classroom. It is necessary that the authorized adult sign the child out.

CLOSED CAMPUS

Tabernacle School is a closed campus. Upon arriving at school, students are to remain on the grounds until properly dismissed from school and released to the care of the appropriate parent/guardian/adult as designated on the pickup list. A student will be considered truant if he/she "cuts" a class or school or leaves school early without permission. If this occurs, parents will be contacted and immediate disciplinary action up to and including suspension will occur.

ATTENDANCE AND MAKE UP WORK

Regular attendance and classroom participation are essential to the education process. The missing of presentation, discussion, demonstration, or laboratory exercises for any reason is detrimental to class goals and the learning process. Students jeopardize their academic success by absences. ***Parents of students who have 20 or more unexcused tardies or absences will be required to meet with the administration to address the child's truancy.*** Excessive absences and/or tardies may cause the school administration to consider grade retention.

Students will be given the same number of school days to complete and submit missed assignments as the number of days they were absent. Example: If a student is absent for 3 school days, they will have 3 school days after returning to complete and turn in any missed work. If a student is absent on Monday, Tuesday, and Wednesday and returns on Thursday, all missed assignments would be due by the end of the day on Monday. Teachers may establish alternate deadlines for long-term projects, tests, or assignments when appropriate. Students are encouraged to communicate with their teachers regarding any questions about missed work.

1. All children should attend school each day unless they are ill or there is an emergency that prevents them from doing so.
2. It is the parent's responsibility to request missing work and continue student education when absent.
3. Vacations during the school year are strongly discouraged.
4. Medical or dental appointments should be made after school, if possible. Otherwise, the last part of the day is best.
5. Please do not plan to take your children out of school early on a regular basis unless special arrangements have been made with the administrator.
6. Children who come to school late **must** report to the student care office for a pass to class.
7. Children who return from an absence should bring a note explaining the absence and give it to the teacher. Please email a note, even if you have phoned the office, to office@tbs.org. Absences over 3 days require a doctor's excuse.
8. If a child is absent, please call or email the office by 9 a.m. If you need to get a child's homework, please call early (by 11 a.m.) so that the teacher can send it to the office for 3:30 p.m. pick-up time.

CALENDAR

Your school calendar should be posted at home ([Calendar Link](#)). We are not always able to remind you of dates. Please check your Tuesday envelope, weekly newsletters and our website for reminders, changes, and other important information.

TUESDAY COMMUNICATION ENVELOPE

Expect your child(ren) (grades preschool – 5th) to bring home a large white envelope with important information each week. Every student will be issued one envelope at the beginning of the school year. Lost envelopes may be replaced at the cost of \$1.00. Parent(s)/guardian(s) are to sign and return this envelope by the next school day. Please do not put your tuition, daycare, or lunch payments in this envelope. Payment may be submitted to the office or paid via Facts. .

MESSAGES

If you need to get in touch with your child or a teacher during school hours, please email the teacher directly or telephone the school office and leave the message with the office staff. Please do not interrupt the class to leave your message. The teacher will be happy to contact you and set up an appointment. Staff will reply to all messages within 24 business hours.

DELIVERIES TO STUDENTS

To help maintain campus safety, minimize classroom disruptions, and support the smooth operation of the school day, food delivery services are not permitted on campus. Should you need to deliver anything to your child during the school day, please drop it off at the Student Care or front office. Please do not deliver anything directly to your child's classroom.

Policy Guidelines

1. Students may not order or receive food deliveries from services such as DoorDash, Uber Eats, Grubhub, Postmates, Instacart, or similar delivery providers.
2. Parents/guardians may not arrange for third-party food delivery services to bring meals, drinks, snacks, or treats to students during school hours.
3. School staff will not accept, store, or distribute food deliveries made through delivery services.
4. Any unauthorized food deliveries may be turned away or held in the office until the end of the school day, depending on the circumstances.

Lunches and Forgotten Items

Parents/guardians who need to bring a forgotten lunch or lunch-related item may deliver it directly to the Student Care Office. The item should be clearly labeled with the student's name and grade level.

VISITORS ON CAMPUS/VOLUNTEERS

All visitors on campus must stop by the front office to sign in, out, and receive a visitor pass. All individuals without a pass will be sent to the office to sign in. Please do not bring your pets on campus.

VOLUNTEER CLASSIFICATION & REQUIREMENTS

At our school, we deeply value the vibrant community of parents, guardians, and local citizens who donate their time and talents. Volunteers play a vital role in enriching our students' educational experiences. To ensure a safe, organized, and productive environment for everyone, all volunteers must adhere to the following guidelines.

To ensure student safety in compliance with the **California Education Code**, volunteers in a capacity where they may be left unsupervised with students are required to be fingerprinted with the DOJ & FBI Background Clearance (Live Scan), provide a current TB test result, and complete the Mandated Reporter Training. Forms are available in the front office.

As a volunteer, you may inadvertently see or hear personal information about students' academic performance, behavior, or medical needs. **All student information is strictly confidential.** Sharing student details, grades, or behavior with other parents, community members, or on social media is a direct violation of the Family Educational Rights and Privacy Act (FERPA) and is grounds for immediate termination of your volunteer status.

DAYCARE

Tabernacle daycare is available to any enrolled student age 2 years 9 months to a graduated eighth grader (through July after graduation).

1. Daycare hours on school days are from 6:45 a.m. to 8:00 a.m. and from 3:30 p.m. to 6:00 p.m. Daycare hours during non-school days are from 6:45 a.m. to 6:00 p.m.
2. Daycare is available year round. The year is split into two time periods, summer and school year, for plans. See rate sheet for daycare plans and costs.
3. Parents may choose to be Full Time Daycare or Drop In. Parents may change their plan once during the school year. Exceptions are made for major life events. Summer and school year plans are independent from each other. Plans are not prorated for any month. Any change must be made in writing before the 10th of the month.
4. During the school year, students must remain in school dress code until picked up unless permission has been given for a sports activity only. Non-school day dress code follows the school's "free dress" guidelines.
5. Discipline issues which occur during daycare hours are handled by our daycare director, but may affect school activities and become part of the discipline record.
6. Cereal and milk is available for those arriving before 7:30 a.m. at a cost of \$1.00 (cash only please).
7. Students may not wait by the office, their classroom, or be left unattended on campus. All students must be checked into either daycare before or after school hours.
8. If a parent fails to check out his/her child by the 6:00 p.m. checkout time, they will be assessed an additional \$1.00 per minute penalty fee.
9. Daycare fees and related additional costs will be billed through Facts.

HOT LUNCH/SNACKS

All lunches will be handled through Choice Lunch Catering (Monday through Thursday). Friday's hot lunch option will continue to be the Friday pizza fundraiser lunch. Pizza is provided by Little Caesars. Children may bring a sack lunch any day of the week. Please see our website for a link to Choice Lunch ([Choice Lunch Link](#)). Emergency lunch is available to purchase if lunch is forgotten. Students will receive a cup of noodle, snack, and water bottle as the emergency lunch. See rate sheet for price.

TABERNACLE WEBSITE AND SCHOOL ADVERTISEMENTS

Permission to Publish-I hereby authorize and give full consent to Tabernacle School to publish and copyright all photographs in which my child or the likeness of my child appears while enrolled as a student in any and all programs of Tabernacle School. I grant permission to Tabernacle to crop photographs of my child at their discretion. I further agree that Tabernacle School may transfer or use these photographs in school brochures, newsletters, advertising, posters, displays, slide shows, videotapes, catalogs, CD-ROMs, and like publications, literature, or materials without limitations or reservations. If you do not give permission to use your child's picture, you must notify the front office in writing.

SECTION 3: EXPECTED SCHOOL-WIDE RESULTS & ACADEMICS

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR's)

Our Goal at Tabernacle School is that every student will become a(n)

1. Faithful Follower of Jesus Christ (who, as age appropriate,)

- a. After accepting the Lord Jesus Christ as personal Savior, demonstrates an on-going, deepening love relationship with the Lord as evidenced by a Christ-centered life displaying the personal attributes of Jesus.
- b. Develops a Biblical worldview, which results in a proper perspective of God as Heavenly Father and produces a growing trust in Him as Provider, Sustainer, and Controller of life.
- c. Shows evidence of a conscience sensitive to God's commandments by knowing and applying God's Word to all aspects of life.

2. Life-Long Learner (who as age appropriate,)

- a. Is accountable for exerting personal effort toward his/her educational responsibility to be self-controlled and productive in the classroom and his/her commitment to life-long learning.
- b. Recognizes and develops his/her unique gifts by setting short-term and life-long personal goals which honor God, the creator and giver of gifts.
- c. Demonstrates leadership skills, which are evidenced by living ethically and morally pure before both God and man while cultivating mental discipline and discernment as an involved citizen of the society.

3. Citizen of Character (who, as age appropriate,)

- a. Demonstrates respectful and responsive behavior towards others, with the right heart attitude.
- b. Exhibits responsible conduct in word and action, employing resourcefulness in accomplishing educational and life objectives.
- c. Works receptively with a diversity of people in a variety of frameworks with a resolute approach to learning.

4. Academic Achiever (who, as age appropriate,)

- a. Reads with good comprehension and writes with clear expression, meaningful vocabulary, and organization of thought.
- b. Applies critical thinking and problem solving skills to all types of learning and life situations.
- c. Communicates effectively with others by listening attentively and speaking clearly with confidence.
- d. Exercises a variety of methods, strategies, and tools, including technology, to conduct research, evaluate information, and make responsible decisions in light of Biblical truths.

GIFT PROGRAM

We are made in the image and likeness of God and each individual is incredibly unique. We believe that intelligence should be considered multidimensional. Our Gift program gives self-confidence to all students, recognizing them at least once during the year for their accomplishments in a particular area.

1. **Linguistic - Having the ability to use words effectively.** A student with this gift will show great skill with written and/or spoken language. Political leaders, legal experts, and writers have developed this ability to a high degree.
2. **Logical - Mathematical - Having the ability to reason well.** A child with this ability is interested in patterns and relationships among things and loves puzzles and brainteasers. Computer and financial specialists are especially gifted logically and mathematically.
3. **Musical - Having a keen ear and sense of rhythm.** Musically gifted children frequently sing, hum, or whistle because they possess an innate sensitivity toward the musical elements of melody, tone, and rhythm. Many professional musicians first demonstrated musical potential at a very early age.
4. **Spatial - Having the ability to perceive and transform things visually.** Children who are spatially oriented think in three-dimensional terms. They not only "see" things clearly in the mind's eye, but they can manipulate them in their imaginations. These children are future artists, designers, surgeons, mechanics, and scientific theorists.

5. **Kinesthetic Having grace or agility, using one's body in a highly skilled way.** Kinesthetically gifted children are gifted with fine motor skills used for sewing, crafts, typing, drawing, and fixing machinery. Future athletes, dancers, swimmers, and sometimes inventors or actors are among this group.
6. **Interpersonal - Being gifted at understanding others.** Children gifted with interpersonal skills have the ability to empathize and understand other people. They have the uncanny sense of saying or doing the right thing at just the right time. People in service professions such as teachers, therapists, and counselors exhibit this gift.
7. **Intrapersonal - Having deep insight into oneself.** Children who recognize their own strengths and weaknesses are gifted with intrapersonal skills. When these skills become highly developed, one is able to detect and to symbolize complex and highly differentiated sets of feelings. Poets are good representatives of this group.
8. **Moral Intelligence - Having a desire to live ethically.** Children who have a heart attitude and desire to conscientiously seek truth and justice are gifted with moral skills. They are able to delay self-gratification and make good decisions. Moral intelligence is the foundation upon which the seven gifts must be nurtured and developed.
9. **Leadership - Having the ability to take people where they would not go alone.** The key to leadership is to be a servant to others. It is necessary to be compassionate and loving. These children are future CEOs, diplomats paramedics, founders of rescue missions, politicians, doctors, and missionaries.
10. **Creationist - Having the faith to comprehend and love God's creation.** Children with this ability see God's creation as a gift to mankind to prove His existence. This gifted child is outside most of the time, and would love to be a farmer, scientist, geologist, veterinarian, oceanographer, astronomer, or paleontologist.

LIVE PROGRAM

Learning Important Values Everyday

Character building is important work within the life of the school. The conscience is the soul's voice and warning system. The conscience holds all of us accountable to the highest standard we have been taught about right and wrong.

We emphasize the following character traits:

1. **Responsible** - Expresses love, industrious, truthful, productive, self-disciplined, determined, persistent, ambitious, wise, servant hearted, resistant to sin.
2. **Respectful** - Thinking like Jesus, polite, obedient, a leader, accepting, rule keeping, encouraging, quiet, admission, honoring.
3. **Compassionate** - Caring, gentle, empathetic, understanding, discrete, attentive, friendly, forgiving, passionate, and selfless.
4. **Cooperative** - Obedient, attentive, flexible, peaceful, fair, joyful, thankful, positive, faithful, patient.

5. **Courageous** - Determined, loving, receptive, disciplined, thinking skills, vigilant, thoughtful, brave, decisive, trustworthy, controlled, reliable, focused.

ACADEMIC HONESTY

Tabernacle School expects students to demonstrate honesty in all academic work. Academic dishonesty is viewed as a serious ethical issue and a violation of the principles of justice and personal responsibility inherent in the school's ideals as expressed in its statements of Mission, Vision, Philosophy, Goals and Objectives.

Cheating involves taking information from another source and presenting it as one's own information. Thus, it involves both the components of stealing and lying. Therefore, students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation. Classes should always be reminded by the teacher of the consequences of cheating. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

As technology continues to develop, Artificial Intelligence (AI) tools can be valuable resources for learning when used appropriately. Our goal is to teach students to use these tools responsibly, ethically, and with integrity while continuing to develop their own critical thinking and academic skills.

If it has been determined that a student has indeed cheated, the following actions will be taken:

1. **Homework:** The student will receive a grade of "zero" for the assignment. Other than assignments, which are determined to be "cooperative assignments," this includes a student who copies another student's homework, or a student who allows others to copy his/her work.
2. **Cheating on a Quiz or Examination:** The student will receive a grade of "zero" for the quiz or examination.
3. **Plagiarism:** "The use of quotations within a paper is a way of representing the continuity of research within a field and introducing the ideas of others by referring directly to their works...By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgement whenever one is indebted to another for wither words or ideas...Failure to give credit is plagiarism." (Cf. Kate L. Turabian, *A manual for Writers of Term Papers, Theses, and Dissertations*, Sections 5.1 and 5.2) The student will receive a grade of "zero" on any assignment that is plagiarized.

Repeat offenses and behaviors not included in this list will be assessed on an individual basis by the administration and personnel involved. Cheating of any kind may result in the loss of academic honors.

Academic dishonesty and AI

As technology continues to develop, Artificial Intelligence (AI) tools can be valuable resources for learning when used appropriately. Our goal is to teach students to use these tools responsibly, ethically, and with integrity while continuing to develop their own critical thinking and academic skills. See Technology agreement for more information ([Tech agreement link](#))

Students are expected to demonstrate honesty in all academic work. Using AI in a manner inconsistent with a teacher's instructions may be treated in the same manner as plagiarism, cheating, or other forms of academic misconduct.

Because AI tools can produce inaccurate, incomplete, or biased information, students should not rely on AI as an authoritative source. Students are responsible for verifying information and ensuring that all submitted work meets the school's academic and ethical standards.

As a Christian school, we believe that God has given each student unique abilities and gifts. Technology should be used to support learning, not replace the effort, creativity, and character development that come from engaging thoughtfully with academic work.

HOMEWORK

Tabernacle believes that meaningful homework is a necessary part of each student's educational program and that it should be related to the educational philosophy and goals of the school. Homework is a purposeful extension of the school day, which provides the student with additional opportunities for the development, and reinforcement of the school's instructional objectives.

Assignment of homework should be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and included in the evaluation of the student's progress. Character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Care must be taken though, not to take away from the family by too much homework. Family communication and togetherness must be a priority.

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher or is the completion of work not finished in class. These assignments are of

such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

1. Practice: Most common-given to help students master specific skills; limited to material presented in class.
2. Preparation: Given to prepare students to gain maximum benefit from subsequent lessons.
3. Extension: Given to determine if students can transfer a skill or concept to another situation.
4. Creative: Requires a student to integrate skills and concepts in the process of producing a response or product.

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning is not just a classroom activity.

It is the responsibility of the parent(s) to see that the student has organized and completed assignments. Parents should monitor work being done, making certain the student is working independently.

GRADING

Percentages: We use a 90% - 80% - 70% etc. system for grades.

Extra credit: Each teacher may, or may not, give extra credit questions or assignments to their entire class. This type of credit is not given to only one individual or small group.

Homework (6th – 8th grades only): All homework assignments are due by 8:15 a.m., unless otherwise stated by the teacher. After the initial training period, NO late papers will be accepted (exceptions are made due to absences).

Major assignments - Students are given ample time to complete any major projects, therefore no late projects are accepted. Several notices go home with due dates and these projects are listed in the classroom newsletters.

In class work - When designated by the teacher, in class work will be collected at the end of the class period. Students missing in-class work may not be required to make this up, however, it will not be counted against his/her grade.

REPORT CARDS

Report cards will be available on Facts at the end of each quarter. Paper copies will not be sent for quarters one to three. A cumulative year end report card for kindergarten through eighth grade will be sent home in your child's Tuesday envelope on the last day of school, also available on Facts.

PARENT/TEACHER CONFERENCES

Parents are encouraged to confer with their child's teacher regularly. A formal Parent/Teacher Conference will be scheduled in the fall and again at the end of the year (the latter specifically to review achievement test scores). Other conferences may be requested by either parents or teachers whenever necessary. Please contact the teacher via e-mail or through the school office to schedule an appointment.

HELP CLASSES

Help classes are supplemental instructional sessions held outside of the regular school day and are arranged between the teacher and the student's family. These sessions are designed to provide targeted support for students who need additional assistance with specific academic skills or who are earning below-average grades.

Participation in help classes may be discontinued when the student demonstrates adequate progress and is able to perform successfully without additional support. The teacher will communicate with the family regarding the student's progress and any recommendations for continuing or ending help classes.

VALEDICTORIAN REQUIREMENTS (8th)

Tabernacle School uses the grades from ALL classes from both the seventh and the eighth-grade years to determine academic class rank. In order to compute who is the valedictorian (the highest-ranking member of the graduating class), we convert grades from both years into a "12" point scale. The student's 7th and 8th grade achievement scores are factored in as well. Once we have determined who the valedictorian is, we will notify him/her within two weeks of graduation so that he/she will be able to prepare a valedictory address for the commencement exercises.

SUPPLIES & TEXTBOOKS

Supply lists are on our website (tabernacle.school). Additional supply lists are available in the front office. Students are required to take care of each textbook checked out to them. Hardbound books need to be covered. These may include, but are not limited to lost textbooks or library books, damage to Chromebooks, iPads, desks, lab equipment, lockers, or buildings/grounds. If a book or device is damaged the family will be responsible for the replacement cost.

SECTION 4: STUDENT LIFE, CONDUCT, & HEALTH

STUDENT RESPONSIBILITIES/CONDUCT

Our purpose at Tabernacle School is to partner with parents in the teaching and nurturing of children. We pray that the person of Jesus Christ will live in the hearts of every child here at Tabernacle and be real to them. Throughout their school day, we seek to instruct them not only in academics but also in how to walk with the Lord and turn to Him for daily needs. This includes having the proper respect for authority, developing appropriate attitudes, and learning ways to communicate with peers, teachers, administration, and others.

It is expected that every student at Tabernacle will conduct himself/herself in an orderly, courteous manner with prompt and respectful obedience to all school personnel and fellow students. We insist on honesty, kindness, fair play, and sportsmanlike conduct under all conditions. **It is the student's responsibility to know and obey school rules and regulations.** Students will punctually and regularly attend assigned school classes and be prepared to work in class with needed materials and assignments. We ask Tabernacle students to contribute to a positive learning environment through acceptable behavior, and to respect the rights and property of others. Students are not to lie, cheat, or steal. Appropriate language should be used at all times.

Tabernacle School has a zero-tolerance policy, which is detailed below. Please read it carefully as you will be responsible for understanding its content. Other actions which will not be tolerated include continued willful disobedience or open persistent defiance of the authority of school personnel. No one may harass, threaten, abuse or assault anyone at any time. Each student will keep hands, feet, and objects to himself/herself.

Each student is accepted as an individual with individual needs. Every effort is made to develop those attitudes and habits of behavior that will be conducive to a compatible relationship with teachers, parents, and fellow students. Each teacher establishes an in-class discipline plan based upon the school-wide philosophy of discipline. All grade levels have the

same four basic classroom rules. Whether teachers use color cards, checks on the board, etc., the in-class discipline plan is a progressive and logical set of consequences based upon the student's choices. Most discipline is easily handled at this level. However, when a student's conduct (attitude or behavior) does not correspond to the school's standards, disciplinary procedures will be undertaken in order to correct the student. These procedures may include sending the student to a mentor staff member, lunch detention, a conduct referral, parent/teacher/administrator meetings, suspension, or expulsion.

ZERO TOLERANCE POLICY

Tabernacle School is committed to providing the students with a safe and nurturing learning environment. We have a zero-tolerance policy with regard to the following issues:

1. The possession of or offering for sale of illegal drugs, hallucinogenic substances, or related paraphernalia and/or positioning oneself as possessing and using drugs
2. The possession of alcohol, firearms, lethal weapons, or anything intended to be used as such.
3. The expression of violent, threatening behavior and/or statements of violent intent.
4. The possession of obscene material Any activity of an illegal nature.

Because Tabernacle has the solemn responsibility to educate the future leaders and parents of America, the administration reserves the right to take whatever action is necessary for the good of the students and the school.

SEXUAL HARASSMENT AND BULLYING

Tabernacle School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, which is free from all forms of intimidation, exploitation and harassment including sexual harassment and bullying.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the conditions set forth in our policy.

Bullying, another form of harassment, is a distortion of how God intended us to live in relationships emotionally, physically, spiritually, and socially. Our task is to nurture students toward that which God intended. Bullying can be physical or verbal aggression, non-verbal body language, intimidation, discrimination, social isolation or alienation. All harassment and bullying have a negative impact on the learning environment, and therefore cannot be condoned.

It is the student's responsibility to:

1. Conduct himself/herself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to our Administration.
5. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

This school is prepared to take action to prevent and correct any violations of our policy. Anyone who violates our policy will be subject to discipline, up to and including termination or expulsion.

SEARCH AND SEIZURE POLICY

Tabernacle has expectations of students in the areas of conduct, integrity, responsibility, and respect. In the event that a student fails to meet these expectations by violating a school rule or where there is suspicion involving controlled substances, drug paraphernalia, weapons, or other objects that are prohibited or constitute a threat to the health, safety or welfare of the occupants of the school building, or, when there is reason to believe that a person or group of persons are in the possession of stolen articles and/or money, it may become necessary to conduct a search of the student's person, property, or school locker. The sole intent of this action is to maintain the safety and welfare of both the individual student and the school. The Administrator of school personnel conducting this search will follow these guidelines:

1. The person or persons conducting said search must have a reasonable suspicion that the person, property, or PE locker being searched relates directly or indirectly to an infraction of school rules and/or standards. The term reasonable suspicion is defined as having credible sources and/or personal observations that a student is engaging in wrongful behavior.
2. The search that is conducted will be no more intrusive than necessary to serve the school's legitimate needs.
3. The search, and any item that is observed or seized, must be documented as to maintain the sequence of events leading up to the search and the subsequent results of the search itself. A record of all searches will be maintained by the Administration.

MIDDLE SCHOOL DISCIPLINE

The demerit system is a guide for discipline in the sixth through eighth grades at Tabernacle School. To maintain high standards of character and academic excellence, students are expected to abide by standards of respectfulness and responsibility. Failure to follow the rules in the Parent/Student Handbook results in demerits or other disciplinary actions.

Demerit Policy & Procedure

The goal of the discipline policy is to keep students accountable and promote an environment of cooperation and learning.

- A student receives a demerit for disrespectful, defiant, or irresponsible behavior.
- Demerits accrue from August through the end of the school year.
- The issuing teacher/administrator completes a behavior report in FACTS.
- Parents are notified of the infraction and number of demerits.

Demerits serve as:

- A record of student behavior
- A communication tool for parents
- A guide for character development

Demerits may be adjusted for:

- Severity
- Repeated offenses
- Deliberate or defiant behavior
- Irregular disciplinary scenarios
- Off-campus behavior

Students may be asked to withdraw at the administration's discretion.

Levels of Discipline

Demerits Consequence

10	One lunch detention for each 10 demerits earned, served the following school day.
20	One-hour Thursday detention (2:30–3:30). One-week extracurricular suspension.
40	One-day out-of-school suspension. Parent-teacher conference with administration. Ineligible for extracurricular activities for the season. Ineligible for field trips, including the 6th-grade Wolf Mountain trip and 8th-grade Washington DC trip

60	Two-day out-of-school suspension. Immediate disqualification from extracurricular activities for the school year. Possible denial of re-enrollment.
80	Expulsion for the remainder of the school year; possible alternative schooling options.

Infractions & Demerit Values

1 Demerit

- Unexcused tardy
- Unprepared for class
- Leaving books/cinch bags/supplies outside locker
- Dress code violation (double after 2nd offense)

2 Demerits

- Eating in class
- Chewing gum
- Excessive talking
- Passing notes in class or chapel
- Running/disruptive hallway behavior
- Loitering/wandering
- Disruptive behavior

3 Demerits

- Disrespectful behavior
- Defiance of authority
- Dishonesty
- Leaving class without permission
- Cell phone usage (Cell phone taken away and must be picked up by an adult.)
- Violation of electronic use policy
- Public display of affection
- Violation of locker contract

3–10 Demerits

- Cheating or appearance of cheating

5–10 Demerits

- Plagiarism/forgery
- Inappropriate language
- Taunting/teasing
- Slander/gossip
- Obscene jokes

5–20 Demerits

- Hurting another student

10 Demerits

- Vandalism
- Sharing passwords

20 Demerits

- Stealing

20–40 Demerits

- Fighting (initiating or participating)
- Sexual harassment
- Verbal harassment
- Possession of fireworks, matches, lighters, pocket knife

40 Demerits

- Possession of pornography

Expulsion

- Possession of a weapon on campus
- Possession or distribution of drugs or paraphernalia

STUDENT RELATIONS

All students need to form relationships, which are pleasing to the Lord (Philippians 4:8). An important part of the maturing process is the development of proper and respectful attitudes toward members of the opposite sex. We strive to foster the development of wholesome, God-glorifying boy-girl relationships, which are appropriate to the age of the student. Therefore, all students will refrain from inappropriate conversations and displays of affection at school or at school sponsored activities. Any display of affection (i.e. handholding, kissing, etc.) deemed inappropriate by the school could result in disciplinary action.

BATHROOM & HALL PRIVILEGES (MIDDLE SCHOOL ONLY)

Students in Junior High are able to wait until breaks, lunchtime, and physical education to use the bathrooms. Bathrooms are not to be used for group discussions and "hanging out."

Exceptions: Illness and/or other personal problems associated with illness as discussed with the teacher. Any other exceptions to the above require a note from a parent/physician.

At morning break, students will be allowed to go to the lunchroom and the bathrooms. Students are not allowed in the foyer, the sanctuary, the front office, or any other classrooms unless permission has been granted by one of the Junior High Staff or Administration.

After school, students are to be signed in to daycare or waiting in the "go-home" lines.

LOCKERS (MIDDLE SCHOOL ONLY)

Students are expected to use their assigned lockers to securely store personal belongings, school supplies, backpacks, and PE items during the school day. During lunch periods, backpacks, school materials, and other personal belongings must be stored in lockers and should not be left unattended around campus. Care should be taken not to share locker combinations with ANYONE (including friends). A student defacing or damaging their locker will be financially responsible for the cleaning, repair, or replacement of the locker.

Students are responsible for keeping their lockers clean and organized and should only use the locker assigned to them.

Items left in locker rooms or other common areas at the end of the school day may be collected and placed in the Lost and Found. Unclaimed items may be donated, discarded, or otherwise disposed of according to school procedures.

The school reserves the right to inspect lockers when necessary to maintain a safe and orderly campus environment.

PE UNIFORMS (MIDDLE SCHOOL ONLY)

P.E. uniforms will be issued for both boys and girls at the start of the school year. PE uniforms will be billed to your incidental account. Please inquire with the PE staff directly if you need replacements during the school year.

PERSONAL ITEMS / LOST & FOUND

The school's Lost and Found is intended to help reunite students with misplaced personal belongings. To increase the likelihood of lost items being returned, families are strongly encouraged to clearly label all clothing, lunch boxes, water bottles, and other personal belongings with the student's name.

The Lost and Found will be cleared on the **first school day of each month**. Items that are clearly labeled with a student's name will be made available for return whenever possible. Items without a name, or with names that are missing or illegible, will be considered unclaimed and may be donated to a charitable organization or otherwise disposed of at the school's discretion.

The school is not responsible for lost, stolen, or damaged personal property. Students and families are encouraged to check the Lost and Found regularly for missing items.

TELEPHONES

Telephones will not be available to your child during school hours except in case of an emergency; please do not ask your child to call you regarding transportation home, making after school social appointments, to find out where you are, etc. Students may call if they should return late after a game or field trip. Also, we ask that students make after school arrangements prior to coming to school. Students may not use their personal cell phones to contact parents. They must call from the front office. Students caught using their cell phones without permission will receive a demerit and have their phone taken away. A parent must pick it up from the office. Students may not call home for a P.E. excuse. All P.E. excuses must be hand written or emailed to the front office and PE staff.

ELECTRONICS/CELL PHONES/VALUABLES

Please do not allow your child to bring toys or other valuables to school or to daycare. The only exception to this rule is on "show & tell" day or if special permission has been given for a particular educational assignment. If toys are brought to school, the teacher will hold them until the end of the day. Electronic reading devices are allowed in classrooms only—no games or music to be used. While cell phones are not illegal to have on school campus, if a student is

found to be using his/her cell phone without permission or it goes off in class, the teacher will retain the phone until a parent retrieves it. More than three warnings will result in disallowing the use of the cell phone by that student. We are not responsible for items of any value that are brought from home. Any electronic device that has Internet access is not allowed. Smart watches are not allowed. Tabernacle reserves the right to inspect content on all devices that are brought onto our campus. See the Tabernacle Technology Use Agreement for more information.

BICYCLES/SKATEBOARDS/ROLLER BLADES/SKATES

Bicycles may be parked and locked in the rack near the back gate (students provide their own locks). The school is not responsible for their security. Skateboards, roller blades, and skates are not allowed to be used on school property. All items must be walked while on campus.

DRESS AND PERSONAL APPEARANCE

All students are expected to be neat, clean, modest, and appropriately dressed. Please refer to the Tabernacle School Uniform Standards ([standards link](#)) for appropriate dress for TK through eighth grade, along with detailed information on style, etc. Athletic footwear is required at all times. Extreme hairstyles are to be avoided by both boys and girls; hair is to be neat, styled, and maintained. These standards apply at school and all school-sponsored activities, unless specific permission for exceptions is obtained in advance. Final decisions in the interpretation of the dress standards reside with the school Administration.

Our dress code will be strictly enforced throughout the school year. If a child comes to school wearing clothing that is not within the stated guidelines, an email will be sent home via FACTS stating the dress code violation.

The most important details regarding the dress code:

1. Moderation - Not extreme in style or fashion (Phil. 4:5)
2. Modesty – Clothing of the right size, not tight fitting or revealing, nor overly large (I Tim. 2:9)
3. Neatness – orderly and clean (I Cor. 14:40), It is not appropriate for under garments to show.
4. Solid colors are the key words with all uniform clothing and the only logo allowed is the Tabernacle Tiger.
5. Preschool students follow the school free dress standards and do not have to wear uniform clothes. They must wear athletic shoes.

NON-UNIFORM DAY

A non-uniform day is regarded as a privilege and, therefore, the students are expected to dress appropriately according to our “free dress” guidelines (see link above). Students are still expected to dress moderately, modestly, and neatly.

HEALTH FORMS/IMMUNIZATIONS

The Department of Health requires record of a health test on file for all first grade students; forms will be available at the orientation meeting or in the office for those who have not yet completed this requirement. All preschool, TK and kindergarten students must have the immunization form completed before the first day of school. Effective July 1, 2011, all children entering the 7th and 8th grades are required to have a Tdap booster (whooping cough) prior to the first day of school. We are mandated to follow the State of California requirements. Tabernacle School cannot enroll a student without the required immunizations.

ILLNESS

To maintain a healthy environment for all students and staff, children who are ill must remain home. Parents are requested to notify the school office by 9:00 a.m. on the first day of a student's absence due to illness. All children who come to school are expected to participate in all activities, including recesses and PE. If a student becomes ill during the school day, the office will call the parent to discuss how to best proceed. Please note that the school has final discretion if the student is well enough to attend classes and activities.

Parents must pick up a sick child, or send someone if they are unable to pick up the child, *within one hour*.

Tabernacle School follows a strict "**Symptom-Free for 24 Hours**" policy. Students who have been absent due to illness, or who are sent home from school by the staff, may not return to campus until they have met the specific criteria outlined below.

General Guidelines for Returning to School:

1. **Fever:** The student must be completely fever-free (temperature below 100.4°F / 38°C) for at least 24 full hours *without* the use of fever-reducing medication (such as Tylenol, Motrin, or Advil).
2. **Vomiting and Diarrhea:** The student must be free from any episodes of vomiting or diarrhea for at least 24 full hours, and must be able to digest a regular diet before returning.

3. **Respiratory Symptoms:** Coughing must be mild or infrequent, and any nasal discharge must be clear. Students with a severe, persistent cough or heavy, discolored nasal discharge must stay home. Students who are not able to control their cough or are coughing continuously must stay home.
4. **Antibiotic Treatment:** If a student is diagnosed with a bacterial infection requiring antibiotics (such as strep throat or pink eye), they must complete a full 24-hour course of the medication *before* returning to school.
5. **Rashes:** Any student with an unidentified or contagious rash will not be permitted on campus. To return, the school must receive a written clearance note from a licensed physician stating that the rash is non-contagious.

Medical Clearance Requirements: The administration reserves the right to require a written note from a licensed healthcare provider clarifying a diagnosis or certifying that a student is no longer contagious before permitting re-entry to the classroom or after an absence lasting three (3) or more consecutive school days.

MEDICATIONS

Please note that students are not permitted to medicate themselves, nor are they permitted to keep medications with them; including inhalers, unless preapproved by the student care coordinator. If your child needs to take prescribed or over-the counter medications (for any reason), he/she must have an “Authorization for Medication to be Given During School Hours” form filled out by both the parent and physician. Parents are responsible for supplying these medications. The administration of medication to students by school staff may be done only for ongoing health conditions. If the time of the dosage is flexible, parents should make arrangements to provide the medication to their son/daughter outside of the school day.

SECTION 5: SCHOOL ACTIVITIES & ENRICHMENT

PUBLIC PROGRAMS

Our public programs contribute greatly toward the overall training of your children. Please note the dates of these programs now. All students of the grade level(s) performing are expected to participate. The only legitimate excuse for non-participation is, of course, sickness.

SCHOOL PICTURES AND YEARBOOK

School Portraits will be taken in the fall and graduation (Kindergarten and 8th Grade only). Please watch for the notices that your student will bring home. Purchase of these photos is

entirely optional. If your child is not here on graduation photo day, there is a possibility your child's photo will not be in the yearbook. If you take a photo at the Lifetouch studio, you must notify the front office that this has been done so we can receive a copy.

PARTY INVITATIONS

Please be sensitive to the feelings of others. Invitations may not be given out at school; however, if you bring invitations to the school office in stamped envelopes, we will address and mail them for you.

FIELD TRIPS/SPORTS DRIVERS

Our educational program at any grade level may include special excursions and trips for students. Field trips are designed to coincide with the curriculum. These trips will be to places of historical, industrial, civic interest, or places of similar nature. Only students from the participating class may attend the field trip. A friend or sibling is not allowed to attend another grade's field trip. Any parent who chooses not to let their student go on a field trip must keep them at home. Charges for the field trips will be added to your student account. Please note that the refund policy will vary depending on when the ticket/admission is paid for by the school.

All chaperones responsible to supervise students beyond their children must complete the volunteer requirements; including live scan with the DOJ/FBI, TB test, and Mandated Reporter training. In order to drive students to field trips and/or sporting events, the adult must provide proof of insurance coverage with limit amounts shown, valid driver's license, and a completed Tabernacle Insurance Form, along with the other volunteer requirements.

OUTDOOR EDUCATION

Wolf Mt. Science Camp and Rock-N-Water Pioneer Camp

Each spring, the 6th and 4th grade students have an opportunity to spend time at an outdoor education camp. The camp stresses daily Bible studies, team building and leadership skills, while enhancing our science and California history curriculum. Announcements regarding the exact dates and costs will be sent home to parents. Students and parents must be in good standing with the school to attend these events.

WASHINGTON, DC

At the end of their eighth grade year, the students have the opportunity to go to Washington, DC for five to seven days. This trip to our nation's capitol is a once-in-a-lifetime, culminating event for our graduating students. Parents may also attend, although space is limited and reserved first for students. Students and parents must be in good standing with the school to attend this event. Accounts must be current to attend. A preliminary meeting is held in September each year, so watch for the announcement as to date and time!

SPORTS ELIGIBILITY AND FORMS

Tabernacle School is very proud of its sports and programs. We are members of the Bay Area Christian School Athlete League (BACSAL). Because of our dedicated staff and students, we are able to offer the following competitive team sports: softball (girls), flag football (boys), basketball, volleyball, and soccer for both boys and girls. Each student is required to have a sports physical prior to beginning his or her first sport. Every student wishing to try out, participate in, and remain on a team must maintain a 2.0 grade point average (GPA) and have no "F's" on two consecutive progress reports or on the report card immediately preceding the sport (or during the sport).

In addition each student will sign a "student contract" for each sport stating their acknowledgment that all decisions made by the coaches/administration are final, including how much time a student participates in a game. Students must be present for at least the latter four previous periods in a school day, and dress out for PE on game days. It is understood a student may be removed from the team for attitudes, behavior, conduct, or academic difficulty.

Any sixth through eighth grade students participating in after school sports must have a Sports Medical Approval Form signed by a physician. Once your child receives a sports physical, they are good for 2 years. Copies are available in the front office. Also, if you are planning on driving Tabernacle players either to or from a sporting event, you must have an insurance form filled out and on file with a copy of your driver's license, proof of insurance and limits required by our insurance carrier, along with the required volunteer .

EMERGENCY PREPAREDNESS

At Tabernacle School, the safety and well-being of our students and staff are our highest priorities. The school has developed a comprehensive **Emergency Preparedness Plan** to effectively respond to potential crises, including fires, floods, earthquakes, chemical spills, power outages, or campus emergencies requiring a lockdown.

Our entire staff is fully trained in emergency protocols to ensure a coordinated, calm, and safe response.

Emergency Care & Student Release

In the event of a severe disaster, Tabernacle School is fully equipped to care for your child:

- **Student Retention:** All students will be retained at the school and cared for by staff until they can be safely dismissed.
- **Authorized Release:** Students will *only* be released into the care of a parent, guardian, or a responsible adult explicitly designated on the student's emergency form.
- **Supplies:** The school maintains emergency food, water, and large-scale relief supplies on campus.
- **Food Allergies:** If your child has specific dietary restrictions or food allergies, parents are encouraged to provide a personalized emergency food kit, clearly labeled with the child's name on the outside.

Off-Campus Evacuation Site

If the school buildings become unsafe for occupation, staff will safely evacuate and relocate students to our designated emergency assembly point:

- **Location: Dave Brubeck Park** (situated between Concord High School and Stonebrook).

Safety Drills & Preparedness

Practice builds confidence and ensures readiness. Tabernacle School conducts regular drills to familiarize the campus community with safety protocols:

- **Fire & Earthquake Drills:** Practiced **monthly**.
- **Shelter-in-Place & Emergency Procedures:** Practiced periodically throughout the year.
- **Lockdown Drills:** Conducted to ensure students and staff know how to remain secured inside classrooms or designated safe areas.

A Note on Lockdown Drills: We understand these drills can be sensitive. Lockdown drills are always conducted in an **age-appropriate manner** designed to minimize anxiety while reinforcing safety. Teachers will guide students to designated safe zones within the classroom, practice remaining quiet, and wait for an official "all-clear" announcement.

Parent Communication & Support

- **Advance Notice:** Whenever practical, parents will be notified in advance of scheduled **lockdown** drills.
- **Continuous Improvement:** Following every drill, administration and staff review our performance and adjust procedures to maintain peak preparedness.

- **Home Support:** We encourage parents to talk with their children about the importance of safety drills, reassuring them that these practices are done to keep everyone safe.

If you have any questions or concerns regarding our school safety procedures, please do not hesitate to contact the school office.

SECTION 6: FINANCIAL POLICIES

STUDENT INFORMATION UPDATES

You may email or call the front office at office@tbs.org to communicate status changes to the school (example: address, phone, medical information, authorized pickup, daycare changes, etc.). Please note that both parents/guardians will need to authorize student information and pick up or emergency contact updates in split custody families.

PAYMENT INFORMATION

All school charges will be billed through the Facts Financial account, unless specified otherwise. Instructions on creating an account through Facts and making payments will be distributed at time of enrollment.

All payments are encouraged to be made online through Facts ([Facts link](#)). All families must enter into a payment agreement plan with the school through FACTS. A new agreement will be implemented each school year. Payment plan options are chosen through the FACTS Family Portal Login. Fees for online payments are communicated at the time the agreement is created, through FACTS. Incidental charges will be billed monthly. Please note you will receive two invoices each month. One will be for tuition, due by the 10th, and the other incidental charges, due by the 15th.

NOTE: Invoiced payments (Check or Cash only) may be dropped off in the front office. Cash/checks brought into the main office will have a seven to ten business day average of processing before the payment is posted on the Facts account.

When making payments in cash, parents and guardians must be certain to obtain a physical cash receipt at the exact time of the transaction. If a cash receipt is misplaced or not obtained, the school may have no other record of your transaction available. The school utilizes the cash receipt(s) given at the time of the transaction as the definitive proof of payment for maintaining documentation. If no proof of payment can be supplied, the school reserves the right to consider the payment not made.

ACCOUNTING

For billing questions, call (925) 685-9169 or email the office at office@tbs.org. All fieldtrips, activities, sports, P.E. order forms, emergency lunches, etc., will automatically be billed to your account. All fees are non-refundable, unless otherwise stated.

TUITION & LATE FEES

Tuition and fees are outlined in the tuition and rate sheet found on our website ([Rate Sheet Link](#)). Tuition payments are due by the 10th of each month. Incidental payments are due by the 15th of the month. A late fee amount of 15.00 may be charged following the 10-day grace period. Unpaid accounts of more than 45 days may result in disenrollment. Any personal checks returned will receive a \$25 penalty-processing fee on their account.

Tuition will be prorated if a student withdraws before the end of the school year. The tuition due will be based on how many days the student was enrolled for the year. Please note that the tuition is not based on how many days of the month students are enrolled.

ACTIVITY CANCELLATION & REFUND POLICY

Tabernacle School is committed to providing high-quality extracurricular activities, sports, field trips, and after-school programs. Because these activities require advanced staffing, purchasing of materials, and non-refundable booking fees, the school has established the following cancellation and refund policy. To cancel an activity registration, please submit a written request via email to the program coordinator or the main school office. Verbal cancellations or absences from the activity do not constitute an official cancellation and will not be eligible for a refund.

Standard Cancellation Policy

1. Refund eligibility is determined by the date the written cancellation notice is received by the school office or program coordinator. See activity informational documentation for specific cancellation/refund availability.
2. Once the program session begins, no refunds or prorated credits will be issued for missed days or early withdrawals.

Non-Refundable Vendor & Field Trip Fees

Certain activities involve third-party vendors, specialized ticketing, or chartered transportation (e.g., overnight class trips, specific sports leagues, or specialized STEM clubs). Any fees explicitly designated as "Non-Refundable" at the time of registration cannot be refunded under any circumstances, regardless of when the cancellation notice is given.

Medical & Emergency Exceptions

We understand that unexpected hardships happen. Exceptions to the standard cancellation policy may be made under the following circumstances:

1. **Illness or Injury:** If a student cannot participate due to medical reasons, a full or prorated refund (minus non-refundable vendor costs) will be considered upon submission of a doctor's note within five (5) business days of the cancellation.
2. **Family Relocation:** If a family withdraws from the school entirely during a program session, refunds will be evaluated on a case-by-case basis.

Cancellations by the School

If Tabernacle School must cancel an activity, club, or trip due to low enrollment, staffing shortages, or unforeseen safety/weather events families will receive a 100% full refund or the option to apply a credit toward a future school activity.

PRE-TAX SPENDING

If you are utilizing a "pre-tax" spending account through your employer and are required to provide a formal statement for your employer or administrator, please contact the business office at office@tbs.org to make arrangements for signature.

TAXES AND DONATIONS

Parent(s)/Guardian(s) are responsible for maintaining expenses expense records for tax purposes. Itemized statements and account information is available on Facts. Please contact the business office if you need other tax documentation.

Tabernacle School has been classified as a 501 (c) (3) non-profit religious organization. Our tax identification number is 94-3304430. Donation receipts will be provided for donations made with a value of \$250 or more per campaign. Please note that a donor cannot receive goods, services, privileges, or personal benefits in exchange for a tax-deductibility acknowledgement. If a direct benefit is received by the donor or a specified student, **no tax donation letter will be issued.**

INSURANCE

Parents are responsible to maintain medical and any other insurance for their child(ren).