



Parent/Student Handbook

Dear Parents and Students in the TLC International School Community,

We are very pleased to present you with the Parent/Student Handbook for the 2019-2020 academic year. We have taken the opportunity to change the format of the handbook, so that the information presented within in is now in alphabetical order. We hope that this will make it more convenient for you to access the information that you are seeking about our school.

We have done our best to make this handbook as comprehensive as possible, however, if you should still have any questions or queries related to our school please don't hesitate to contact the relevant member of staff. We would be very happy to assist you.

The 2019-2020 academic year promises to be another significant year in the developing story of TLC International School. We are due to have a further visit from representatives of ACSI for an accreditation visit in the second semester. Visits of this nature are good news for parents as they help ensure that the school is providing a quality service and is functioning in alignment with established international standards.

We are very grateful to you parents for your continued support for your school.

To help ensure that we have successfully communicates this key information about our school to you, we require that you sign and return a copy of the "Handbook Contract" that can be found on the last page of this handbook.

We look forward to experiencing a successful 2019-2020 academic year at TLC International School.

Yours Faithfully,

TLC School Administration

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Academic Honors

TLC chooses to recognize students who achieve highly in academics. Both the Secondary School and the Elementary School offer AB Honor Roll and the Principal Award. These awards have the following qualifications:

A/B Honor Roll The A/B honor roll requires students to earn all "A" and "B" along with "S" and/or "N". They can not receive any "U".

For K5-2nd grade the A/B honor roll requires all "P" and "BP" along with "S" and/or "N". They cannot receive any "U".

Principal Award - The Principal Award requires all "A" and all "S", Students may not receive any "N" or "U".

For K5-2nd grade the principal award requires all "BP" and one "P" along with all "S". Students may not receive any "N" or "U".

Students who have received a behavior referral, will not be eligible for a Principal Award.

Academic Probation Policy

Students with less than a 2.0 GPA or more than one "F" for any semester will be placed on probation for the next semester. Students with less than a 2.0 GPA or more than one "F" for the probationary semester may not be eligible for continued enrolment.

The Guidance Department monitors student achievement as related to academic probation and communicates regularly with the TLC Administration and with parents of students at risk for being placed on academic probation. When a student is placed on academic probation, the Guidance Department will facilitate communication between the TLC Administration, student, and parents regarding eligibility for re-enrolment as per TLC policy.

Admission

(Faculty Handbook)

The TLC School Board authorizes the administration, with principals and designated admissions personnel, to establish admission procedures.

TLC International 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, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs, nor in the hiring of faculty or administrative staff.

Admission screening or testing for TLC International School has as its primary purpose to discover if the services provided by TLC International School fit the needs of a particular student desiring admission.

Student admittance is determined at the discretion of the Elementary or Secondary Principal based satisfactory assessment scores and the student's proficiency in English.

Upon employment, new TLC International School faculty members are given priority in admissions for their children to TLC International School including adjusting class enrolment to accommodate these children as necessary.

Application for admissions:

- All applicants to TLC International School must submit a completed Registration and Medical Form.
- All applicants must complete an evaluation for class placement.
- Applicants must meet with an administrator or designee for a conference and placement.
- Applicants for grades 10-12 must supply a transcript of grades from their previous school.
- Tuition and fees including registration, curriculum, and facility fees if applicable must be paid in full before a student can begin school.
- A student's admissions file must include a picture of the student, a copy of the parents' and student's passports, immunization record, completed registration and medical form, and records/transcripts from a previous school.
- A student can begin school 24 hours after all of the above steps are complete.

Office Registration Steps

- The Principal conducts an interview and provides an assessment for the prospective student. This assessment evaluates their Math, Reading and Spoken English ability to determine if TLC International School can accept the applicant and where they should be placed.
- The applicant will complete the registration and medical form and turn in to TLC International School office.
- Principal or designee must notify parents of acceptance and placement.
- Admissions personnel must confirm the birth date, placement, and adequate class space for each incoming student. The accounting office will be notified.
- Transcripts must be supplied from the student's previous school.
- The accounting office creates an invoice for each new student and documents that tuition and all applicable fees have been paid before the student begins school.
- Once payment had been received, the designee will notify the following people: principal, bus coordinator, and school nurse if applicable.
- The principal or designee will notify the parents that the student's admission file is complete and give the student a start date. The principal will also notify the teacher or teachers.
- Student identification cards will be produced and distributed on the student start date.

Procedures for returning students:

- Currently enrolled students who return a re-enrolment form by the stated deadline have priority for re-enrolment.
- In March of each year, a re-enrolment form is sent to the parent/guardian. Re-enrolment, stating the parent/ guardian's intentions will be returned by the stated deadline. Students will be required to pay all tuition and fees by June 1st to hold a potion for the following year.
- The principals, in consultation with the teachers, determine whether a student may be re-enrolled.

Air Pollution Policy

The Process

1. If there is a concern about haze/pollution, the Head of School's PA checks the air pollution report from the Dongguan weather report office.
2. If there is a haze warning symbol. The Head of School's PA posts the symbol and the associated communication message on the main teacher WeChat group.
3. The Head of School's PA monitors the pollution level and posts up-dates as appropriate.

Haze Warning	Response	Communication Message
<p>Yellow Level</p>  <p>(Approaching 200)</p>	<p>Stop outdoor activities.</p> <p>PE lessons and recess are indoors.</p>	<p>Dear Teachers,</p> <p>Outdoor activities are suspended today because a yellow haze warning has been issued.</p>
<p>Orange Level</p>  <p>(200 to 300)</p>	<p>Stay indoors as much as possible.</p>	<p>Dear Teachers,</p> <p>An orange haze warning has been issued. Please keep your students in the building as much as possible.</p>
<p>Red Level</p>	<p>School is closed.</p>	<p>Dear Parents,</p> <p>TLC International School will close school today as the Dongguan weather office has issued a red haze warning. Please try to keep</p>

 <p>(Over 300)</p>		your children indoors as much as possible. Thank you for your cooperation with this matter.
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Annual Calendar

The annual calendar is completed by December prior to the start of the next school year.

The calendar is prepared by the Head of School in consultation with the Head of School's Assistant who will find out the days of the Chinese national holidays. The calendar requires the final approval by the School Board.

TLC International School will have 180 academic school days per school year.

Attendance Policy for Students

Responsibility of Parents, Guardians, and Students.

- Parents and guardians of students between the ages of 7-16 are legally responsible to see that their children attend school. All students are expected to be in attendance throughout the school term unless temporarily excused by the school officials due to sickness or other unavoidable cause not constituting unlawful absences.

Responsibility of School Administration and Faculty

- The responsibility of TLC International School is to inform the parents of the attendance policy and procedure that TLC International School has regarding attendance.

Attendance Regulations

Our policies are designed to promote the following:

- Students will maintain the attendance necessary to successfully meet academic standards.
- Parents and guardians receive notification in a prescribed manner consistent with administrative procedures of their child's absences before they become an excessive determining factor with respect to course work completion.
- Attendance records are maintained in an orderly fashion.

Classifications of Absences

- Excused absences include the following: Illness and injury, quarantine, death in the immediate family, medical or dental appointments, immediate family demands which cannot be taken care of outside of school hours and other conditions which are approved by the principals if the need arises.
- When a student misses more than 50% of a school day, the student will be considered absent from school.
- Plans for prearranged absences are to be submitted in writing by the parent or guardian to the appropriate principal for approval at least a week prior to the absence. The principal then excuses the student if it is for a good substantial cause. Students who attend class trip(s) will be counted present for each day of the trip. Students who choose not to attend school during the planned class trip will be credited with an unexcused absence. Principals may modify required attendance on campus.

Record Keeping and Reporting

- The school will maintain attendance records for their students as prescribed by TLC International School. Attendance will be reported on each student's quarterly grade report.

Excessive Absences

- Attendance is a necessity for student learning to be achieved. TLC International School expects students to attend school consistently and on time. If a student has consistent unexcused absences or tardies, the core teacher will notify the supervising principal. The supervising principal will inquire with the family as to the student's absence.

- Students are prohibited from accruing more than 20 absences in a school year and can be retained in their current grade level at the principal's discretion.
- If a student is consecutively absent for 10 consecutive days without notification the student can be removed from the class roster and automatically withdrawn.
- Efforts will be made by both the classroom teacher and principal to contact the family before any withdrawal is finalized.

Missed Assignments

- Students are expected to complete missed assignments by following procedures established by the administrative team.

Tardiness is defined as arriving to school or class after the scheduled time for class or school to begin. Valid reasons for being late are circumstances beyond the control of the student.

- When a student misses more than 50% of a class period in the Upper School, the student is considered absent from a class.
- The principal will notify the parent or guardian when the student tardiness has become excessive.
- Continued tardiness can result in disciplinary action.

Bring Your Own Device Policy (BYOD)

Internet, Network, & Electronic Device Usage

The Internet access, network access, communications systems, and electronic equipment provided by TLC International School for student use is provided for the facilitation of our students' education. Their use should therefore be in support of education, the mission of the school, or school-related business and operations. Student access to these systems and devices (including Internet access) should be limited to times approved by Administration and/or Faculty. Use of the school's equipment, network, and/or Internet access should not be used for social media, recreation, or entertainment purposes.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or at a school activity. General school rules for behavior and communications apply. The use of the network is a privilege, not a right, and may be revoked if abused. Staff members may review student devices, communications, logs, and/or files to ensure that students are using the system responsibly. For this reason, the administrator username and password for any devices brought on campus should be submitted to the Administration and IT Staff of TLC upon request.

Bring Your Own Device (BYOD)

Students in grades 6 and above will be required to 'Bring Your Own Device' (BYOD) to be used for the enhancement of their education. These devices will be subject to the same rules, policies, and/or procedures as those owned by TLC International School. These devices must meet the requirements set by the school, both in hardware and software. This Bring Your Own Device (BYOD) policy will be introduced to Grade 5 students in preparation for their second semester in Grade 5. This will ensure a good transition for them into the Secondary school.

While on school campus and/or under the school's supervision off-campus, these devices access to the Internet, whether through the school's provided Internet service, access provided by the host location, or through one provided by the student's own device, will be subject to the policies and rules of TLC International School. Devices owned by TLC International School, connect to the school's network, and/or that are the campus of TLC International School can be accessed by the TLC Staff in order to ensure that they are being used in a manner consistent with these policies, rules, and procedures.

Disciplinary action can and will be taken when a student is in violation of these policies, rules, and procedures of TLC International School. Students using the electronic devices for unauthorized purposes will have their device confiscated. TLC International School reserves the right to prevent students from bringing devices on campus as a result of the violation of these policies or for other disciplinary actions. Use of software, hardware, or tactics to circumvent the enforcement of these rules, policies, and/or procedures is prohibited and will be subject to disciplinary action as well.

Bus Transportation Policy

- Students should arrive five minutes before pick-up time at their pick-up location. Parents need to be informed of this and know that if they are late, the bus cannot wait for them. (Three minutes is the maximum wait time permitted and even this should not be a regularly repeated offense.) It will throw off the entire bus schedule for that day. (Begin counting from published pickup time)
- In the afternoons, the teachers will supervise dismissal and boarding of the buses.
- If a student does not follow the rules, their bus privileges can be removed and they will have to be dropped off and picked up by their parents.

Expected Student Behaviour on the Bus:

- Students are required to wear seat belts while on the bus. They should remain seated, facing the front of the bus.
- Students should not be loud on the bus.
- Students should keep their hands to themselves.
- Students should not put or throw anything out the window. (Hands, feet, objects)
- Students must show respect to the driver and bus teachers.

- Students are responsible for their own items and should make sure that they do not leave anything on the bus. The driver or the school cannot be held responsible for lost items.
- Students are not permitted to bring anything dangerous to other students onto the bus.
- Students are responsible to take care of the bus. Any damage to the seat or to any part of the bus will be the responsibility of the student's parents and could result in losing bus privileges.
- No eating, drinking, smoking or chewing gum on the bus.
- If a student will not be taking the bus for a time, the parent needs to advise the office by 1:00 PM and the class teacher of this change well in advance.
- If a pick up or drop off location changes, the parent needs to submit that request in writing for approval.
- The bus only waits for 3 minutes. Following the 3 minute window, parents will be responsible to alternate transportation on that day.
- Video footage might be resourced should there be a discrepancy in account of an incident between student and bus teacher.
- Parents must present the ID card in the afternoon in order for that student to be released.

Student should sign a bus behaviour agreement at the beginning of each academic year.

Child Abuse and Neglect Reporting Policy: See Appendices 2

Ciao Shelly Policy

Elementary students are not allowed to go to Ciao Shelly unsupervised. Students must not go to Ciao Shelly during instructional time.

Class Size

The standard class size will not exceed 24 students in a class from all classes from Grade 1 to Grade 12.

For the youngest grade levels, the class sizes are as follows: N3 = 14, K4 = 16, K5 = 18.

Class will be restricted to maintain a diverse student population. Class size determination will be made based on classroom size and the discretion of the Head of School.

Class size limits will not be exceeded without approval of the Classroom Teacher. Contract adjustments will be made for extra students.

Communication Policy

Teacher communication to parents and families is extremely important. The most consistent form of teacher to parent communication happens through the student communication book. Daily communication is necessary for the family to feel informed as to their student progress at school. It is important to use the communication book for positive information, not only reporting on negative behavior. Another method of communication from teacher to parent is the newsletter. The newsletter will be used to communicate general information about the class as a whole. This will include topics of study and exciting achievements made by the class.

If parents have general questions or classroom concerns, the parent should contact the teacher directly to hear the concern and look for solutions. This communication can occur by email, WeChat, parent/teacher conference or by phone. If parents believe that this communication did not resolve the problem, contacting the principal is the next step.

If parents have questions that need to be answered by a manager or principal, use the list below as a guide.

Parents can make an appointment with the following managers through the school office.

Elementary or Secondary Principal	Academic Questions, General Parent Conferences
Head of School	General Parent Conferences, Behavior Conferences
Office Manager/School Bursar	Fees and Financial Matters
Transport Manager	Buses

Contagious Disease Response

If there is a case of contagious sickness; Hand, Foot & Mouth Disease, Chickenpox, etc, the following procedure will be followed.

- When a teacher thinks a student has a contagious sickness, they will immediately notify the school nurse and the appropriate principal.

- If the nurse determines that the student does have a contagious sickness, the student's families will be notified by the school nurse or principal.
- The student will remain in the nurse's office until the parents are able to pick up the student from school.
- Appropriate precaution will be taken to protect the other students in the class. These precautions will vary based on which sickness the student has and will be advised by the school nurse.
- The nurse will advise the family of the sick student as to the amount of time the student will need to remain out of school before it is safe to return to school.
 - A folder will be kept in the nurse's office with specific guidelines for common sicknesses in China.
 - In the case of a sickness in which there is not an existing file, the nurse will contact the hospital to determine appropriate steps to provide safety for the healthy students in the class.

Continued Enrolment and Re-enrolment Policy

Secondary School

Throughout the school year a student's progress will be evaluated using the following criteria:

- Number of Detentions
- School attendance
- Progress Reports
- Academic progress
- General attitude
- Support and cooperation of parents

Students with less than a 2.0 GPA or more than one "F" for any semester will be placed on academic probation for the next semester. Students with less than a 2.0 GPA or more than one "F" for the probationary semester may not be eligible for continued enrolment.

Students who have demonstrated through detentions, progress reports and poor attitude a lack of interest in being at TLC will be interviewed by the Administration. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc.

After this interview, a conference with parents will be scheduled. Students may be placed on probation with enrolment for the following year withheld until a review of the student's progress has been evaluated.

Any student expelled from school, or allowed to withdraw in lieu of being expelled, will not be allowed to apply for re-admission for at least one calendar year. Re-enrolment would not be available until the Fall following the one calendar year out of school. Any student allowed to reapply must meet all entrance requirements including entrance testing, interviews and Admission Committee meeting. Requests for re-admission should be made in writing to the Head of School. The Head of School and

the School Board of Directors shall make consideration for re-admission. The school reserves the right to deny re-admission, admission, or continued enrolment to any student whose actions demonstrate that it is not in the school's best interest to allow admission, readmission or continued enrolment.

Core Values

Academic success is achieved when our teachers transfer their love of learning to their students. Classroom teaching in conjunction with a desire to model intellectual honesty and freedom from our faculty promotes lifelong learning among our students.

Social success is achieved by expecting our students to treat each other with respect. Our faculty will model appropriate behaviour and train students specifically how to treat their classmates and teachers with respect.

Spiritual success is achieved by engaging students from a variety of religious backgrounds and exposing them to absolute truth. Because of the absence of a religion curriculum, our faculty is trained to integrate their faith into every subject they teach.

Physical success is achieved through a holistic program that teaches students how to achieve a healthy lifestyle. This happens primarily through our health and physical education program but extends to our institutional standards on what our students eat.

Crisis Handbook: See Appendix 3

Cumulative Student Folders

Student records will be kept in their cumulative student folder. Maintaining the cumulative student folders is the responsibility of the Secondary Secretary, Secondary Registrar and the Elementary Registrar, Elementary Secretary under the supervision of the Office Manager/School Bursar.

These records will include registration form, copy of student's passport, copy of parents' passports, immunization records, report cards, reading assessments, permanent academic records, and discipline records. All information maintained related to students and faculty is held in trust by the administration.

Individuals who have legal responsibility for the student may have access to the student records. Any parent desiring records inspection pertinent to their student will address the request to the appropriate principal or the president in writing. Such a request must be honored within 15 working days. After the records inspection, the notation of this review will be registered in the record. The records file must be viewed in the presence of designated personnel. No materials, test scores, or evaluations may be

removed from the file without the permission of the Chairman of the Board.

Upon withdrawing from the school or a school transfer, the student records will be sent to the accepting school upon their request. No records will be released to parents or guardians without the Chairman of the Board's approval and financial clearance from the business office.

Delinquent Accounts

All tuition payments are due on the first of each month and are if payment is not received a reminder notice will be sent to parents the following day.

The accounting office will monitor and manage delinquent accounts by sending the Tuition Notice (Appendix 4) to the family.

If the notices from the accounting office are not successful, the Office Manager will send a notice home for the purpose of informing the parents that the child will not be permitted into class until the account is paid. (Appendix 5)

No records will be sent to any other school until payment of all fees is paid in full.

Twelfth grade students will not be allowed to participate in graduation programs, receive a diploma, or have a final transcript presented until all financial obligations to the school are fulfilled.

Desired Student Outcomes

Academic

- Students will attend the college or university of their choice.
- Students will possess a set body of knowledge commensurate with the grade level/graduation requirements
- Students will have good study habits and a commitment to lifelong learning and intellectual growth
- Students will have the mind to think in a Christ-like manner
- Students will discern between truth and error
- Students will successfully compete academically with their peers of like ability
- Students will make a commitment to creating quality work and striving for excellence

Social

- Students will take responsibility for personal actions by living in accordance with TLC Core Values.
- Students will appreciate and accept themselves and others as valued persons.

- Students will have a lifestyle of service to others.
- Students will embrace a work ethic that exemplifies honesty, motivation, and integrity.
- Students will reach outside peer groups to include others.

Spiritual

- Students will respect the different beliefs of each other.
- Students will be encouraged to look beyond the physical and temporal for meaning in life.
- Students will be exposed to the concept of absolute truth.
- Students will practice morality in interpersonal relationships.

Physical

- Students will be taught a variety of exercise skills for lifelong activity
- Students will learn how to work as a member of a team
- Students will understand the value of a healthy diet and the benefit of good hygiene

Desired Parent Outcomes

Parents will partner with the school to achieve the goal of educating their student academically, socially, physically, and spiritually.

Parents will reinforce the student's schoolwork at home

Parents will volunteer and be involved in the school

Parents will value the holistic approach of educating the whole student embodied at TLC.

Parents will avail themselves of opportunities to be informed about their student's progress spiritually, academically, socially, and physically.

Discipline Plan

The goal of the discipline plan at TLC is to ensure an atmosphere where learning is safe and enjoyable for all students. TLC desires to train students how to live and learn in a community that is built around respect. With that principle in mind, TLC has structured the discipline policy around five Core Values created to take students beyond adherence to rules to developing habits for their lives. Understanding that institutional rules are necessary, each classroom teacher will explain and display classroom standards for each student to follow. Each classroom standard is derived from a Core Value so our students will understand why each standard is necessary to achieve our Core Values.

- Have Integrity in my Academics – Students will take pride in completing their work to the best of their ability.

- Obedience to my teacher - Students will respond in immediate obedience to the teacher.
- Stewardship of our facility - Students will treat our facility with care.
- Respect to my classmate - Students will respect their classmate's person, possessions, and feelings
- Timely in my attendance - Students will learn time management skills and discipline themselves to be considerate of other people's time.

Each teacher will establish rules for the classroom consistent with school wide rules. These rules are to be for observable behaviours, which can be understood by the students. Each teacher states the consequences of negative behaviour in a concise manner.

School Discipline Code

Minor breaches of conduct will be handled by the classroom teacher.

Serious Disciplinary Breaches of Conduct

When it is necessary to impose consequences and punishments for the violation of classroom and core values, school administrators and teachers will follow a progressive discipline process. A progressive discipline policy varies the degree of discipline to be imposed by each school official in proportion to the severity of the misbehaviour of a student and will consider the student's discipline history, the age of the student, and other relevant factors. Different strategies will be incorporated to motivate students to change behaviour when needed. TLC reserves the right to set discipline at whatever level it deems appropriate based on the offense including, but not limited to, admonition, counselling, probation, suspension and expulsion.

Cheating and Plagiarism

Stealing violates a core moral principle at TLC International School, and society in general. Plagiarism is the theft of ideas, written, or visual expression. Plagiarism is viewed as Level 2 Disciplinary Offense and can result in suspension from school. Students who are guilty of plagiarism will receive the following consequences:

- 1) First Offense- The student will complete a plagiarism assignment given by the teacher. After completing the plagiarism assignment, the student will be allowed to re-do the plagiarized work but will receive a maximum mark of 75.
- 2) Second Offense- The student will not receive credit for the plagiarized assignment. The student will serve time in In-School Suspension as determined by an administrator.
- 3) Third Offense- The student will receive an Out-of-School suspension. No credit will be issued for coursework missed. The student's actions will be reviewed by the Board of Directors to determine if the student can remain at TLC.

Test/Quiz cheating policy:

The assignment will be retaken with the starting grade for that assignment being a **C (75)**. The offending student will have behaviour consequences issued by the appropriate principal. The principal will contact parents when the incident is reported and confirmed.

Bullying

Definition of bullying

In the context of these procedures, bullying is defined as unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in this non-exhaustive definition:

1. deliberate exclusion, malicious gossip and other forms of relational bullying;
2. cyber-bullying; and
3. identity-based bullying such as homophobic bullying, racist bullying, and bullying of those with disabilities or special educational needs.

In addition, in the context of these procedures placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour. Isolated or once-off incidents of intentional negative behaviour including a once-off offensive or hurtful text message or other private messaging do not fall within this definition of bullying and should be dealt with, as appropriate, in accordance with the school's code of behaviour. A single incident can have a serious effect on a pupil and may also constitute harassment which is legally prohibited in schools under equality legislation. Harassment is any form of unwanted conduct related to any of the nine discriminatory grounds (gender including transgender, civil status, family status, sexual orientation, religion, age, disability, and race).

Types of bullying

The following are some of the types of bullying behaviour that can occur amongst pupils:

1. **Physical aggression:** This behaviour includes pushing, shoving, punching, kicking, poking and tripping people. It may also take the form of severe physical assault.
2. **Intimidation:** Some bullying behaviour takes the form of intimidation: it may be based on the use of very aggressive body language with the voice being used as a weapon. Particularly upsetting can be a facial expression which conveys aggression and/or dislike.
3. **Isolation/exclusion and other relational bullying:** This occurs where a certain person is deliberately isolated, excluded or ignored by some or all of the class group. This practice is usually initiated by the person engaged in bullying behaviour and can be difficult to detect. It

may be accompanied by writing insulting remarks about the pupil in public places, by passing around notes about or drawings of the pupil or by whispering insults about them loud enough to be heard. Relational bullying occurs when a person's attempts to socialize and form relationships with peers are repeatedly rejected or undermined. One of the most common forms includes control: "Do this or I won't be your friend anymore" (implied or stated); a group ganging up against one person (girl or boy); non-verbal gesturing; malicious gossip; spreading rumors about a person or giving them the "silent treatment".

4. **Cyber-bullying:** This type of bullying is increasingly common and is continuously evolving. It is bullying carried out through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies. Being the target of inappropriate or hurtful messages is the most common form of online bullying. As cyber-bullying uses technology to perpetrate bullying behaviour and does not require face to face contact, cyber-bullying can occur at any time (day or night). Many forms of bullying can be facilitated through cyber-bullying.
5. **Name calling:** Persistent name-calling directed at the same individual(s) which hurts, insults or humiliates should be regarded as a form of bullying behaviour. Often name-calling of this type refers to physical appearance, e.g., size or clothes worn. Accent or distinctive voice characteristics may attract negative attention. Academic ability can also provoke name calling. This tends to operate at two extremes. There are those who are singled out for attention because they are perceived to be weak academically. At the other extreme there are those who, because they are perceived as high achievers, are also targeted.
6. **Damage to property:** Personal property can be the focus of attention for bullying behaviour. This may result in damage to clothing, mobile phone or other devices, school books and other learning material or interference with a pupil's locker or bicycle. The contents of school bags and pencil cases may be scattered on the floor. Items of personal property may be defaced, broken, stolen or hidden.
7. **Extortion:** Demands for money may be made, often accompanied by threats (sometimes carried out in the event of the targeted pupil not delivering on the demand). A pupil may also be forced into theft of property for delivery to another who is engaged in bullying behaviour.

Consequences of bullying:

If a student or students, after proper investigation, is found to have engaged in bullying that student shall be subject to the consequences of his or her actions as identified in the sub-section, "Consequences when the disciplinary code is violated."

Sexual Harassment

TLC International School is committed to providing all students with an environment that is free of sexual harassment. Therefore, TLC International School strictly prohibits all forms of sexual harassment. Sexual harassment includes and is not limited to: unwanted sexual advances; making or threatening reprisals after a negative response to sexual advances; visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs, and jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body,

sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation; and physical conduct: touching, assault, impeding, or blocking movement. Reports of sexual harassment in the student body will be investigated by the appropriate principal. If the case is found to be valid, disciplinary action will be taken against the student in the way of expulsion or suspension.

Students involved in any serious breach of conduct listed above may be subject to immediate out-of-school suspension, expulsion, restitution, or other appropriate consequence.

The school follows the discipline procedures as outlined. However, there are circumstances in which the school administration and/or the School Board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behaviour, the school reserves the right to suspend or expel the student immediately.

Consequences when the disciplinary code is violated

The following disciplinary actions may be imposed for any violation depending upon the level of the offense:

Level 1 - The following infractions, which include but are not limited to, may result in after school, lunch, or recess detention:

- Three class tardies
- Three dress code violations
- Horseplay leading to injury, personal or property damage
- Inappropriate displays of affection
- Leaving campus without authorization
- Skipping class
- Disrespectful behaviour
- Profanity
- Lying
- Repeated cell phone violations.

Level 2 – The following infractions, which include but are not limited to, may result in In School Suspension (ISS) or Out of School Suspension (OSS):

- 3 detentions in the school year
- Cheating/plagiarism
- Fighting or other acts of violence (initiation or retaliation)
- Harassment/Bullying
- Insubordination
- Violation of Acceptable Use Policy
- Violation of Social Media Policy

Level 3 – The following infractions, which include but are not limited to, may result in expulsion:

- Any combination of suspensions
- Assault and battery
- Endangering the health and safety of others
- Harassment/Bullying
- Engaging in behaviour occurring on or off campus that is antagonistic to the basic goals and objectives of the school and has an adverse effect on the student or others
- Possession of, distribution of, or being under the influence of alcohol or drugs, or possession of drug paraphernalia while enrolled at school
- Possession or distribution of cigarettes, cigarette paraphernalia, or any other tobacco product while enrolled at school
- Possession or use of prescription drugs, other than your own
- Property damage or vandalism
- Sexual misconduct: lewd behaviour or obscene language (written or spoken), possession of pornographic material
- Theft
- Prolonged academic probation
- Violation of social media policy

Detention:

Students may be assigned time out from activities during recess, during lunch or after school at the discretion of a teacher or administrator. Students may be asked to complete assigned classwork or be given light physical jobs, such as wiping tables, sweeping a floor, or picking up litter during detention time. A student may not be deprived of his or her meal during detention. A student must be monitored during detention.

Suspension:

Depending on the severity of the infraction a student may be assigned either In-School Suspension or Out of School Suspension. Students who are suspended may not participate any extra-curricular activities sponsored by the school.

- **In-School Suspension:**

A student is assigned to location that is monitored by faculty or staff member. The student may not have any social interaction with other students while assigned to I.S.S. The student can complete all assigned work without penalty. The student must obey the rules of In-School Suspension.

- **Out-of-School Suspension:**

A student who is assigned out-of-school suspension is not allowed to be on the school campus. Work may be assigned to the student to complete at home but must be completed and turned in upon return to campus.

Expulsion:

Expulsion of a student is determined by the appropriate principal. Expulsion may occur after a student commits several serious breaches of conduct or the breach of conduct is of a nature that the breach requires the removal of the student. The Head of School will report to the Chairman of the Board when a student is expelled.

In determining a student's level of discipline for a serious breach of conduct, administrators may take into account the student's prior disciplinary record, parental involvement in further discipline at home, the student's attitude, the student's desire to repent, and impact of the breach of conduct on the TLC International School community.

Student Conduct at Sporting Events

- Student conduct at sporting events should be consistent with behaviour during regular school hours. Students are expected to observe the following guidelines during sporting events: Display respect for people and property of both schools; derogatory remarks and inappropriate gestures should never be expressed to players, coaches, spectators, or the officials.

Conduct Probation

- TLC International School seeks to teach students holistically. Some of this training is to help students understand how their behaviour affects those around them in an instructional setting. Conduct probation provides an avenue for the student who needs a measure of grace and direction.
- Conduct probation is a period of time as determined by the principal during which students are to correct previous behavioural problems.
- Students may be placed on conduct probation whenever there is clear evidence that the student falls below minimum TLC International School behavioural standards. This may be identified as an accumulation of office visits, detentions that lead to suspension, a serious violation accompanied by a history during the current school year of numerous detentions or discipline referrals or other circumstances deemed inappropriate by the principal.
- Students on Conduct Probation are ineligible for extracurricular activities.
- If a student does not show satisfactory improvement to meet TLC International School standards, the student may be asked to withdraw at the end of the probationary period.

At the end of an employment contract, TLC has not obligation to offer a new contract. No dismissal procedure' is necessary.

EFL Assessment

Assessment Goals- Using Fountas and Pinnell Reading Assessment

Grade Level	Mainstream end of year Goal	EFL needed next year	Possible retention (2 nd year EFL students)
1 st grade	H	Below H	Below F
2 nd grade	L	Below L	Below J
3 rd grade	N	Below N	Below L
4 th grade	Q	Below Q	Below P

EFL Mainstreaming Procedure

If an EFL teacher believes that a student needs to be mainstreamed, he or she will fill out the Mainstream Form and discuss the mainstreaming possibility with the parents and the core teacher. Students need to meet all of the goals listed on the Mainstream Form for mainstream entry. The mainstreaming needs to be approved by the supervising principal.

EFL Program

Incoming students of TLC International School will be assessed before admittance to determine the correct class placement. Students from first grade and above who lack English proficiency will be required to undergo the English as a Foreign Language (EFL) program. Students will attend the EFL class according to their grade level during language periods such as reading, spelling, phonics, and language arts. The class size is kept to a maximum of 12 students, ensuring sufficient attention and care is given to every learner.

The EFL program begins with laying out the foundation in phonics wherein students will learn letters and sounds. Additional vocabulary, reading, writing and speech will be acquired correspondingly. The simplified method of teaching will allow students to gain self-confidence, unlike in a regular classroom setting where native English speakers could overwhelm them.

EFL students will be in their regular homeroom class for other subjects. This is a good opportunity for them to be immersed in the language in various contexts. They will receive accommodations during math class wherein directions and word problems will be read out to them.

First year Elementary EFL students will be graded only in EFL and Math. During their second and third year in EFL, they will receive grades in other academic subjects except Reading and Writing.

Expected Student Outcomes

Our Students will be...

Truth Seekers

Who...

- understand absolute truth exists
- discern by questioning

Reading and Writing Specialists

Who...

- discover the world and themselves through the art of reading and writing
- who communicate effectively

Independent Thinkers: Critical and Creative

Who...

- analyze and apply knowledge across content areas and in the world around them

Nurtured Worldview: Global Thinkers

Who...

- respect and appreciate all cultures, customs and mindsets
- work collaboratively in diverse groups

Innovative Learners: Multiple Intelligences

Who...

- are aware of and use to their advantage their own learning styles
- develop other learning styles

Technologically Capable

By...

- competing in the ever growing, highly innovative technological front

Yielding Exceptional Results

By...

- striving for excellence in every aspect of their spiritual, academic, physical and social lives

Expulsion

Expulsion is the denial to a student of the right to attend school, to take part in or to attend any school function. It is the responsibility of the Head of School to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the administration, the following procedures will be followed:

- The administrator will communicate with the student and parent/guardian to summarize the reason(s) for a recommendation of expulsion.
- The administrator will notify the Head of School as to his/her recommendation. A date and time will be established for the Head of School to hear the recommendation and all involved persons so notified.
- The Head of School will then meet with the administrator, involved teacher, parent/guardian and student for a hearing. The Head of School can choose to meet with the people involved individually or as a group.
- The Head of School will make a final decision regarding the expulsion with the confirmation of the school board.
- The Head of School will notify the Parents and Students, Teacher and Administrators of the final decision.

Extracurricular Activities Policy

Participating in extracurricular activities (sports and other extracurricular activities) is a privilege that carries with it a set of responsibilities. For a student to participate in extracurricular activities a student must:

- A student must have at least all “C’s” to participate in an extracurricular activity representing TLC International School.
- A student with either a D or a F in any class, is automatically ineligible from full participation in an extracurricular activity and will be placed on “probation”.
- Grades are taken from the most recent report card or progress report.
- No disciplinary referrals that have resulted in In-School Suspension or Out of School Suspension.
- No excessive absenteeism.
- Students absent from school cannot participate with the team in practice or games on that day. A student is absent if he or she misses the first four full periods of instruction.
- At the beginning of each sport’s season or extracurricular activity the coach or sponsor must submit an eligibility request to the counsellor’s office. Students who are ineligible may not participate in the activity; including, but not limited to try-outs, practices, rehearsals, scrimmages, and games; until eligibility is met.
- Probation is for at least one week and the student will be placed on a monitored, weekly grade report. A progress report is issued and reviewed once a week with possible full reinstatement beginning on the following school day.
- An ineligible participant’s grades and conduct will be reassessed each Friday morning. If the student has regained his or her eligibility the student may participate beginning the next day.
- Ineligibility is from Saturday-Friday Morning.
- If a student is ineligible for a total of three weeks during a season they will be dismissed from the team.
- Students on probation may not partake in practice or away games. They may sit with the team at home games if it does not cause the student to miss classes.

Any TLC International School athlete who displays unsportsmanlike conduct, including, but not limited to the use of profane language or gestures, fighting, overt disrespect for the game officials, opposing coaches, or players, may be removed from the game by the coach. The player may be suspended from further games as determined by the coach, athletic director, and school administration. Depending on the severity of the offense, the school reserves the right to remove the athlete from the team for the remainder of the season. A second offense may result in a removal from the team.

Any student receiving an in-school or out-of-school suspension during the activities season will not be permitted to practice or travel with the team for a time equal to the length of the suspension. The athlete is not allowed to participate in the next scheduled competition or performance. A second suspension in the same school year may result in a suspension from participation for the remainder of the school year as determined by the athletic director and school administration.

All students wishing to try-out for or participate in intramural and interscholastic sports, must present the following documents to the Athletic Office:

- Athletic Agreement – Appendix I

Attendance Requirements

- Students absent from school cannot participate with the team in practice or games.
- To be eligible for extracurricular activities, the student must be in attendance at school for at least one half of the school day on the day of the extracurricular activity. This includes sports practices, games, music, theatre practices, and performances.
- Secondary School teams may conduct games on teacher conference days and teacher workdays.
- Athletic teams may be released prior to the end of the school day at the discretion of the Athletic Director and Principal.

Coaches or sponsors will be present when students are playing in the gymnasium, game room, on the fields, or other recreational facilities at school related activities. This includes post game and practice supervision. Students must be supervised at all times.

Scheduling of games

- The Athletic Director or administrative designee will schedule games in each season.

Faculty and Staff

TLC Staff is a group of dedicated professionals excited about making your child's educational experience the best it can be. Our teachers are experienced and highly qualified with a gift for teaching, and a love for students.

Fees

The Chairman of the Board, in combination with the School Board, establishes annual fees that include Registration and Testing fees, Tuition, and Other Fees in order for TLC International School to pay its debts and remain financially solvent.

Registration Fee Policy

- All students must pay a registration fee annually. Registration funds are used for the following:
 - Classroom supplies and materials
- The Registration Fee is the same no matter at what time a student may enter TLC.
- Registration Fee is non-refundable. In case of a family move out of our geographical area, if the position of the child in the class can be filled, the registration fees may be refunded.

- Registration Payments
 - A non-refundable registration fee for returning students is paid by the pre semester deadline to maintain the rate of payment from the previous semester.

Curriculum Fees

- Curriculum fees are paid to cover the cost of books, curriculum materials and other supplies
- Curriculum fees are non-refundable due to the fact that the material is purchased ahead of time and cannot be returned.
- Some classes, such as Virtual High School courses, require the cost of the course to be paid by the parent. In order to qualify for a group discount, the school will pay the cost of the course and materials. Parents will be billed for the course costs.

Assessment Fees

- All new students at TLC International School must be assessed by the principal or a designee for admission. The assessment charge will be set by the school administration and will be applied toward the registration fee for students who enrol at TLC.
(The fee is currently 500 RMB)

Tuition Fees

- The TLC Chairman of the Board in collaboration with the Head of School and School Board will determine Tuition rates and publish them no later than February before the fall semester.
- Tuition is encouraged to be paid in two equal parts, one for each semester. Tuition charges may be paid in 10 equal payments due on the first of each month, but a charge of 20% will be assessed to families choosing to use this service.
- Payments are due on the 1st of each month and are considered delinquent on the 15th day of the month. Section 2006 establishes policy for delinquent accounts.
- Since TLC International School has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student leaves the school for any reason, or enters after the school year has begun, charges are prorated according to actual number of days enrolled. No deduction will be made for tuition for absence during the school year regardless of a cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and are made effective when such notice is delivered to the school.

After School Care Fees

- Students who are not picked up by 4:00 will be charged based on the rate in the accounting office.

Bus Fees

- Bus fees may be paid for the entire semester or monthly. Fees are determined based on the distance travelled on the bus. There is no penalty for paying monthly.

Lunch Fees

- Lunch fees are determined annually by the Chairman of the Board and Head of School and can be paid for the entire semester or monthly. There is no penalty for paying monthly. Students

can be exempted in rare cases from lunch fees but need to apply for exemption by a letter written by their parents to the Office Manager. Once exempt, students are not permitted to enter the cafeteria.

Field Trip Fees

- Field trip expenses are due in advance according to a timetable established by the teacher in consultation with the school administration.

Other Fees

- The Head of School works in consultation with faculty and principals in establishing policies for the collection of additional fees using established accounting methods.
- Miscellaneous fees for appropriate classes are established by the teacher in consultation with the school administration.

Final Exam Exemption Policy

(Faculty Handbook and Parent/Student Handbook)

As a reward for excellent attendance or academic performance, Juniors and Seniors can exempt final exams if they meet the following criteria:

- Academic: The student must have an A (non-rounded grade) on each academic quarter's report card. The student must have an A (non-rounded grade) in the fourth quarter.
- Attendance: The student's absences may not exceed twenty absences for the year. (There is no distinction between excused and unexcused absences.)
- Behaviour: Students who have been suspended in or out of school during their final semester will NOT be eligible to exempt exams.

Opt-In: Students who are eligible to exempt an exam may choose to take the exam without the risk of lowering the final average. The exam can improve the average but cannot lower it.

Important Notes:

- If a parent wants their student to take the final exam, then the student must take the final exam.
- Students who are eligible to exempt an exam must turn in textbooks prior to the exam day.
- Students must have clearance from the Media Center that they have no books outstanding
- Final Exams may not be given earlier than the designated dates.
- Transportation to school will be the student's responsibility if they have exempted an exam scheduled for the first exam period but not exempted an exam for the second scheduled period.

Financial Aid Grants Emergencies

Emergency Financial Aid may be given to a family experiencing a temporary financial crisis. The application will be reviewed by the Office Manager and the Head of School. The request, if accepted, will be for a minimum period of one month and not to exceed six months. Parents should complete the Financial Aid Request form before arranging a meeting with Office Manager and the Head of School.

Financial Aid Grants Objectives

TLC financial aid serves to allow more families who desire to be educated at TLC but cannot afford full tuition and fees the opportunity to attend.

A mission of TLC is to use education to impact the international community with the Truth. This is done both by serving international Christians and by being a light to the unsaved international community.

Financial Aid Grants Policies

TLC International School will assist all who have made request and qualify for a Financial Aid Grant within budget limitations.

The maximum Financial Aid Grant is 15% off Tuition.

Financial Aid is available for kindergarten through twelfth grade. Students in the early education program who have siblings currently enrolled in TLC International School may also be considered for Tuition Aid.

Financial Aid could be discontinued because of:

- Failure to keep tuition payments current
- Student behaviour requiring serious disciplinary action
- Lack of financial need
- Breach of confidentiality concerning financial aid

Financial Aid Grants Procedures

- Financial Aid Grants are to be requested by formal application for each school year
- A Financial Aid Application (Appendix V) will be completed before any discussion of financial aid occurs.
- The Financial Aid Application is sent to the Head of School or the Office Manager/School Bursar to review and discuss with Administrative Team.

- Once the determination of Financial Aid has been determined, the Head of School or Office Manager/School Bursar will return with the awarded financial aid to the Accounts Department.
- The Accounting Staff will communicate to the applying family the awarded financial aid in a new invoice.

Financial Aid Grants Special Conditions

TLC will allow third party families or individuals to provide direct financial aid to cover any cost related to a student.

Any family participating in any type of Financial Aid program must sign a confidentiality pledge. The amount or type of assistance they are receiving may not be disclosed to anyone not authorized by TLC International School to receive this information. The family must sign this pledge before receiving any benefits. If TLC International School verifies that this information has been shared, the family will no longer qualify to receive any reduction of tuition as long as their student is enrolled in TLC International School.

The Head of School, with the approval of the School Board, under extraordinary circumstances, may waive registration fees and tuition fees for a limited amount of time.

Fire Drills

Signal: Fire Alarm

Pulled by: Office Manager

Teacher responsibilities:

- Once the fire drill is heard, the teacher will give instructions for all students to calmly line up to prepare to exit the classroom
- Before leaving the class, the teacher will evaluate if all students are present in the classroom and send assistant teacher to retrieve any student who may be in the bathroom, etc.
- Teachers will bring grade book to verify attendance for that day.
- Each teacher will follow the evacuation plan shown on the map inside the classroom.

- Once outside, teachers will proceed to the soccer field in front of TLC's main entrance. Please line up in the designated area assigned to your class during orientation. *Elective teachers will take students to their homeroom teacher.*
- Upon reaching the outside designated area, the teacher will **again** verify attendance using their grade book.
- After attendance has been taken the teacher will hold up either a green card indicating all students are present or a red card if a student(s) are missing. If a red card is signaled, a designated staff member will get the student's name and notify the Principal's clearing the building that the student is missing.
- Once the principal has received an all clear and recorded the time, he/she will announce for classes to return to their classrooms.

Student Expectations:

- Walk silently
- Walk safely
- Keep hands to yourself and eyes to the front
- Wait silently at courtyard until it is time to go back to the classroom

Grading and Grade Reporting

The primary intent of every academic course is to effect student growth. Growth may be evidenced by retention and utilization of information, the demonstration of skill proficiencies, and understanding and application of concepts. Purposes of grading are to:

- Provide an assessment of the student's achievement in relationship to the curriculum.
 - Provide an opportunity for teachers to identify areas of needed improvement in order to facilitate instructional assistance.
 - Recognize excellence and achievement.
 - Provide information to teachers and principals for appropriate student placement.
 - Provide information to secondary agencies concerning student accomplishments.
-
- TLC International School provides to parents at the end of each nine weeks a grade report on the academic progress for their student. Interim grading reports will be issued as needed. Grade Reports will be issued at the end of each semester and then added to the student cumulative record. Grade books and lesson plans will be retained for two years.
 - A final report card will be issued at the end of each school year that reflects a student's cumulative average(s) for the grade or courses. The final grade will be recorded on a student's grade transcript.

- See Appendix 8: Grading Scales

Graduation Requirements

Grade	Math	English	Science	History	Fine Arts	Mandarin	Other Requirements and Electives
9 th	Algebra I	Freshman English	Physical Science	Geography	Computer Science	Freshman Mandarin	PE/Health
10 th	Geometry	Sophomore English	Biology	World History	Art	Sophomore Mandarin	Student selected
11 th	Algebra 2	English Composition	Life Science	U.S. History Since 1900		Junior Mandarin	Student Selected
12 th	Advanced Math	English Literature	Advanced	Government/Economics		Senior Mandarin	

College Prep Diploma

English	Math	Science	SS	PE/Health	Mandarin*	Computer	FA	Electives	Total
4	4	4	4	1	3	1	2	4	27

(Another foreign language may be substituted for Mandarin)

Certificate of Completion

English	Math	Science	SS	PE/Health	Mandarin	Computer	FA	Electives	Total
4	3	2	2	1	1	2	1	3	19

TLC students earn 1 Carnegie credit for each full time, two-semester course completed and a 0.5 credit for any single semester course completed successfully. TLC adapted this standard for credits, as all American universities recognize Carnegie credits as a strong representation of work completed by a student. Students must earn 27 credits to earn a College Prep diploma, or 19 credits to earn the Certificate of Completion. This number of credits meets or exceeds what most universities in the United States will require.

Head Lice

Head lice are tiny grey to brown insects about the size of a sesame seed that live in human hair and must feed on human blood to survive. They lay tiny white oval-shaped eggs about the size of a knot in a thread, called nits that attach to strands of hair close to the scalp. Although it's hard to see head lice, you can see the nits if you look closely. Nits are most often found in the hair behind the ears and at the back of the head and neck. The first sign of lice is itching of the head, which is caused by the bite of the head lice. Head lice do not spread disease Any child can get head lice. Head lice happen mostly with elementary school-aged children. Children get lice from other children through head to head contact during play or sports or nap time, and most often in school settings. Sharing combs, brushes, hair accessories, hats, or lockers can spread head lice. You can't spread nits...only live lice.

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

The School's Responsibility

Head lice are transmitted through close person-to-person contact. Head lice cannot fly, but only crawl and can also be transmitted through sharing personal belongings like brushes, combs, helmets and hats.

Prevention:

The school will take the following measures to avoid getting head lice in the classroom:

- Desks should be spaced a part, so children are not sitting shoulder to shoulder.
- Children with long hair should be encouraged to tie it back.
- Have separate pegs for coats and hats. Children shouldn't hang coats and hats on top of those of other children or pile them on top of each other.
- Ensure ample space between children in lines or when working together as groups.
- Minimize shared use of headgear such as earphones, helmets and clothing (such as concert costumes). Hand-vacuum these items between users.
- Make sure that the health curriculum of all pupils contains information about head lice and how it is identified, transferred and treated.

Intervention:

If a student is suspected of having head lice, the student should be respectfully taken to the school nurse for a private examination. The examination will be performed by using a louse comb. If lice are found to be present in a student's hair the parents will be notified by phone or electronic means that head lice were detected on their student. A letter will be sent home with the student detailing treatment methods. Parents of other students in the classroom should be notified by letter also so parents may inspect their student's hair. Students do not need to be sent home in the middle of the day for head lice. A student may return to school after one treatment.

Parents' Responsibility

It is the expectation of parents/carers and families attending this school that you will:

- Check your children's hair for head lice weekly, at home, using the recommended conditioner/combing detection method.
- Not allow your child to attend school with untreated head lice.
- Regularly inspect all household members and then treat them if necessary.
- Tie your child's hair back if it is long.
- Treat head lice safely and as recommended by the school nurse or the family doctor.
- Notify the parents or carers of your child's friends so they can check their children and treat if necessary.
- Maintain a sympathetic attitude and avoid stigmatising or blaming families who are finding it hard to control head lice.
- Act responsibly and respectfully when dealing with members of the school and broader community around issues of head lice.
- Sign an agreement accepting the terms of the School Head Lice Policy contained in the Parent-Student Handbook.

Health and Safety

Illness

If a student becomes ill or is injured at school, the student should be seen by the school nurse for documentation purposes and to assess the seriousness of the injury or sickness. In the case of emergencies, the school will act in the best interest of the student until the parent or guardian can be contacted. Students who have a fever or vomiting or diarrhoea in the morning should not be sent to school. Students should be fever free for 24 hours prior to sending them back to school.

The School Nurse will take the students temperature to identify fever. A fever is defined as a temperature of 99.5 degrees Fahrenheit (37.5 degrees Celsius) and higher. Upon detection of a fever the nurse should contact the parents and require that the parent come and collect the student. Students who have vomited in school or who have diarrhoea whilst in school should also be sent home.

Immunizations

(Faculty Handbook and Parent/Student Handbook)

TLC International School requires immunization records for all students who enrol. We desire to provide an environment that is safe for all students, so it is necessary for us to obtain a record of what immunization has been obtained for each child enrolling. If a family has chosen to not immunize their

child for religious or other reasons, a waiver must be signed and submitted to the Registrar for the student's record.

Medications

Authorization slips from parents with verification of dosage must be filled out and recorded by the office of the school nurse. All prescribed medications are kept in a TLC nurse's office, and students are to come to the office to take the medications. No student is to give or sell medications to another student. Violations will result in disciplinary actions. The school's nurse will maintain appropriate records and when medication is complete, records will be sent to be stored in the student's cumulative file.

Medical Emergency

In the event of medical emergency, TLC will contact the parents immediately when possible, to determine the desired course of action. Should time not permit, or should we be unable to reach the parents, TLC administration will act in accordance with our best judgment.

If a medical situation arises involving a student, the core teacher will send the affected student to the school nurse and notify the appropriate principal. The school nurse will check the student information sheet to ensure that TLC has documented consent to provide treatment. The school nurse is responsible to communicate to parents, in conjunction with the school principal, depending on the severity of the situation. If an emergency situation requires a hospital visit, TLC will provide transportation to the hospital visit at the discretion of the school nurse and administration.

High School Credits

TLC International School students earn 1 Carnegie credit for each full time two semester course completed and a 0.5 credit for any single semester course completed successfully. TLC International School adapted this standard for credits, as all American universities recognize Carnegie credits as a strong representation of work completed by a student. Students must earn 23 credits to earn a College Prep diploma, or 19 credits to earn the Certificate of Completion. This number of credits meets or exceeds what most universities in the United States will require.

History of TLC International School

TLC International School was started by Dr. and Mrs. Craig Kempf after decades of experience in teaching and administrating in American school settings. They came to China in 2002 invited by a local university to lead their English Training Department. However, after some exposure to the local international schools in Dongguan, they felt there was still an unmet need in this age bracket as well. A

small group of expatriate families who were looking for a school for their children approached the Kempfs. They wanted to find a school that would teach strong moral character as well as hire teachers with a loving approach and strong grasp on truth. Trinity Learning Center began with those three families and their children in a couple of small apartments. But it didn't take long for other families to find out about it and want their children to benefit from this nurturing environment using a structured curriculum and building the foundation for students to one day thrive at international universities, studying completely in English.

The school quickly outgrew the small apartments and moved into the Splendid Land clubhouse building that was largely vacant at the time. Due to word-of-mouth advertising because of outstanding results seen in their children, only a couple of years passed before the student body had also outgrown the clubhouse facilities and a middle school and high school facility was needed. A new campus was found near DaLingShan town where the fifth grade and above were able to begin study.

In 2013-2014, Trinity Learning Center became TLC International School with 35 foreign teachers, over 100 total staff members and a total student body of over 350 students. TLC now has ACSI accreditation and is anticipating completion of WASC accreditation. In 2015, TLC graduated its first class. In 2016 TLC moved to a new campus in Niushan combining both the elementary and secondary schools at one location.

Holidays

TLC International School observes the following holidays: Mid-Autumn Festival, National Day, Thanksgiving Holiday, Christmas Holiday, Chinese New Year, Tomb Sweeping Holiday, Easter Holiday, Labor Day/May Holiday, and Dragon Boat Festival.

Students and faculty should avoid taking regular absences for the purpose of vacation before or after the conclusion of holidays.

Homework Policy

Homework can be regular assignment provided the assignments are reasonable, and contribute to the child's education through individual work, responsibility, comprehension, completion of projects, and the establishment of good study habits. Students are expected to complete all homework assignments. Late assignments may receive an academic penalty determined by the teacher. The completion of homework assignments may be recorded by the instructor and included in the evaluation of the student's progress. Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher.

Daily Guidelines

Grade	Total Time
Grades K-1	15-25 minutes
Grades 2-3	20-30 minutes
Grades 4-5	40-60 minutes
Grade 6	1 to 1 ½ hours
Grades 7-8	1 to 1 ¾ hours
Grades 9-12	2 to 2 ½ hours

House System

All TLC students will be divided into four houses. Each homeroom class at TLC will have representatives of all four houses. The houses will each have a specified name and a colour:

Red = Kardia (Heart)

Blue = Gnosis (Knowledge)

Green = Charis (Grace)

Yellow= Diakonia (Service)

The house system will be organized and run by a teacher who is the 'Whole School House Coordinator' this will be a position of responsibility. They will be supported by a teacher who is the 'Elementary House Coordinator' and a teacher who is the 'Secondary House Coordinator.' These will also be positions of responsibility.

Each house in Secondary and Elementary will have a teacher who is the house leader and two student house captains (one male and one female) from each house.

The main aims of the house system are to promote:

- Teacher and student leadership
- Opportunities for inter-mural sports competition throughout the school. (The sports days and the inter-mural team sports days)
- Access to competitive sport for those outside of the inter-school teams.
- Opportunities for inter-mural arts competitions.
- Student responsibility.
- Cross section and cross grade-level collaboration.
- House based community service initiatives.

New students will be allocated a house upon registration with the aim of maintaining an equal number of students in each house.

Internet Use Policy

Student access to the Internet should be limited to supervised and structured classroom time. Students will not be given access to the school Wi-Fi for recreation or entertainment purposes.

Length of School Day

The Elementary school day starts at 9:00 AM and ends at 3:30 PM. The secondary school day starts at 8:37 AM and ends at 3:45 PM.

The faculty and staff day starts at 8:30 AM and ends at 4:00 PM. On days that are regular Professional Development days the day ends at 4:30 PM.

Any change to the length of school day must be approved by the School Board.

Library Check-Out and Curriculum

All students grade K5-5th visit the library weekly at scheduled times. During this time, K5 students may chose a book to take to their classroom, and 1st-12th grades may check out books to take home. Students are responsible to take care of their books and return them within the three-week checkout period. The number of books that may be checked out by a student are as follows:

K5 = 1 book (to be kept in the classroom)

1st-5th = 2 books

5th-12th = 3 books

Should a student need a book longer than three weeks, the book will be renewable one time, allowing the student to keep the book for a maximum of six weeks. If the book becomes overdue, there will be a one-week grace period without fines. Fines will begin seven days after the due date and will be 0.1 RMB per day past the grace period. Should a student lose a book or part of a book be damaged beyond repair, the student will be charged a lost book charge:

Elementary students: 50 RMB/book

Secondary Students 100 RMB/book

There is no charge for minor, repairable damage.

Lost and Found

All lost and found items will be collected. A designated person will then post pictures of the lost items in the Parent Chat. If the parents do not promptly claim the items, they will be donated.

Make-Up Work

When students are absent from school because of an excused absence, teachers will allow students to make up all assignments within a reasonable time-frame without penalty.

If students miss days due to a behavior consequence, the teacher may place a letter grade penalty for all assessments not turned in on the day of absence due to behavior.

The classroom teacher in conjunction with the supervising principal will assess absences that are unexcused but are not the result of a behavior consequence to assess the length of time required to make up all work and assessments before a penalty occurs.

If the absence falls during a report card period, the student will receive an incomplete (I) until all work has been made up and all assessments have been completed.

Medical Emergency

In the event of medical emergency, TLC will contact the parents immediately when possible, to determine the desired course of action. Should time not permit, or should we be unable to reach the parents, TLC administration will act in accordance with our best judgment.

Medication Policy for Non-Prescribed Drugs

Students will not bring any non-prescribed medication to school unless it is absolutely necessary. If an elementary student must bring a non-prescribed medication to school, the medication must be kept in the Nurse's office. An authorization slip from parents with verification of dosage must be filled out and recorded by the Nurse. The Nurse will maintain appropriate records.

Secondary students are responsible for taking the medication as necessary. The medication will be stored in the Nurse's office.

No student may at any time give medication to another student. If a student does give medication to another student, all privileges to take non-prescribed medication at TLC International School will be forfeited plus further disciplinary action may be taken.

Medication Policy for Prescribed Drugs

Authorization slip from parents with verification of dosage must be filled out and recorded by the office of the school nurse. All prescribed medications are kept in a TLC International School nurse's office, and students are to come to the office to take the medications. No student is to give or sell medications to another student. Violations will result in disciplinary actions. The school's nurse will maintain appropriate records and when medication is complete, records will be sent to be stored in the student's cumulative file.

Mission Statement

The mission of TLC International School is to plant seeds of knowledge that can grow to equip students academically, socially, physically, and spiritually for temporal and eternal success.

Motto

Seeds for Success

Parent/Teacher Conferences

Parent-Teacher conferences are held at the end of quarter. First quarter conferences are mandatory for all primary grade students. Secondary conferences are scheduled for those students who are experiencing academic and behavioural problems, as needed. Parents may request a conference with their student's teacher or teachers at any time other than established conference days. Conferences should be scheduled through either the classroom teacher or the counselor's office. Teachers are

expected to attend parent-teacher conferences unless their assigned duties interfere with their attendance. If a teacher is unable to attend, the teacher should provide a report for the parent that covers any issues and suggested remedies. As needed, the guidance counsellor, building administrator, or special services director will serve as a facilitator in conferences. The guidance counsellor will meet with each grade 11 student during the third quarter and grade 12 student in the second quarter to audit their graduation potential. Parents are to be invited to those conferences.

Parent/Teacher Relationships

The desire of TLC International School is that teachers maintain an open and regular line of communication with the parents. Teachers should set clear expectations for communication via WeChat with parents within the first two weeks of school.

Parent and Student Agreement to Handbook

Parents or guardians and Secondary School students must annually sign the contract in the TLC International School Parent/Student Handbook.

Failure to sign and return the handbook contract to the TLC International School office may result in the termination of the student at TLC International School.

Philosophy

Education is more than intellectual development. True education develops the mind, body, spirit and social skills of the child. Children at TLC learn cooperation, integrity, respect, creativity, and self-discipline. Positive values and behaviour are rewarded in an environment that provides a safe-haven for children to attempt new challenges without fear of failure.

Plagiarism Policy

When there is an incident of plagiarism, the student will be given an assignment to be completed during in school suspension. (ISS) The student will write a correctly documented paper on the definition of plagiarism and penalties for plagiarism from four major universities (two secular universities and two Christian universities) and include a section on how to avoid plagiarism. This assignment will take precedence over all other work during ISS. The student will be ineligible for extracurricular activities on the day of ISS and cannot resume activities until the assignment is completed correctly. All missed work from the day of ISS can be made up with no grade penalty. The student will also correct the plagiarized

assignment. The starting grade for that assignment will be a C (75%) and then graded for content and structure from that point. The plagiarism will be documented in the student's disciplinary file and communication will go out to parents/guardians. Repeat offenses of this nature will result in additional consequences which could include academic probation or expulsion.

Promotion and Retention

TLC International School weighs carefully the following factors when deciding to promote or retain.

- Elementary and Middle School
 - Chronological age
 - Developmental readiness
 - Past retention
 - Level of academic progress
 - Testing scores – Formal assessments (MAP assessments)
 - Report card grades
 - Parental support
 - Attendance records
 - Results from Fountas and Pinnell Reading Assessment
 - Teacher recommendation

Elementary level students must successfully complete the core curriculum of the current grade before promotion to the next grade level. Any exceptions are at the discretion of the principal in consultation with the teacher and guidance staff.

- High School

Students must satisfactorily complete courses with a minimum passing grade to receive credit for the class. Students receiving failing marks in core classes will need to successfully complete the class before taking the next class. (For example, a student must complete Algebra I before attempting Geometry.) Due to scheduling constraints students may be required to re-take a class using a virtual class. The parents of the student will be responsible for the credit recovery class.

Academic Progress

- To move from 9th grade to 10th grade: should have accumulated a minimum of 8 credits
- To move from 10th grade to 11th grade: should have accumulated a minimum of 16 credits
- To move from 11th grade to 12th grade: should have accumulated a minimum of 23 credits and have a tentative plan to graduate in the immediate year.

Purpose of TLC International School

Academically - Provide a classroom environment that is conducive to learning. Produce students who desire to learn and respect the opinions and ideas of other students

Socially - Provide character development curriculum that is instructed by administration and teachers. Teach students appropriate behavior and equip students with conflict resolution skills

Spiritually - Train students from different religious backgrounds how to respect other people's beliefs. Provide and train Christian teachers to model biblical living and thinking to their students,

Physically - Provide instruction and opportunity for physical activity multiple times a week through recess and physical education classes. Teach students healthy habits in diet and hygiene

Reenrolment of Current Students

TLC will retain spots for current students and provide first option for siblings of current students, holding places until April 1st, when enrolment is opened to the public. A reminder letter from TLC should be sent on March 1st, and another on March 15th, reminding parents that they need to pay registration and curriculum for every student they need to reserve a place for, by April 1st. They will not need to pay tuition until June 1st. If registration and curriculum fee is not paid by April 1st, TLC cannot guarantee that places will be available after that date.

Once classes are full, students will be placed on a waiting list (after paying registration and curriculum fees), pending the start of another class. If another class is not started, fees paid will be refunded to those on the waiting list.

Decisions regarding number of classes will be made on April 1st, based on the enrolment information available at that time.

Reporting to Parents

The progress of each student should be reported to his or her parents periodically throughout the school year. Grade reports are issued quarterly. Parents may request a student's grade between reports with understanding that reports may take 24 hours to be assembled. The final grade report will reflect a student's cumulative performance for the year and will be used to determine advancement or retention in a grade or course.

School Day Schedule

Below are sample school day schedules for each section:

Elementary School Schedule

	9:00-10:15	10:15-10:45	10:45-11:15	11:15-12:00	12:00-12:30	12:30-1:30	1:30-2:30	2:30-3:00	3:00-3:30
Mon.	Lang. Arts	Snack	Mandarin	Math	Lunch	Reading	Elective	Science	Handwriting
Tue.	Lang. Arts	Recess	Mandarin	Math	Lunch	Writing	Elective	History	Dismissal
Wed.	Lang. Arts	Snack	Mandarin	Math	Lunch	Reading	Elective	Science	Handwriting
Thu.	Lang. Arts	Recess	Mandarin	Math	Lunch	Writing	Elective	History	Dismissal
Fri.	Lang. Art	Snack	Mandarin	Math	Lunch	Reading	Elective	Science	Handwriting

Secondary School Schedule

8:45	9:30	10:15	10:30	11:15	12:00	12:45	1:30	2:15	3:00	3:45
1 st Period	2 nd Period	Snack	3 rd Period	4 th Period	5 th Period	Lunch	6 th Period	7 th Period	8 th Period	End of Day

Severe Weather Process

TLC International School follows the advice and guidelines give to schools by the local government authorities. The procedure related to severe weather, rainstorms and typhoons is as follows:

1. The Head of School's PA reviews the Dongguan government weather web-site at 6:30 am each day.
2. If there is a warning symbol. The Head of School's PA phones or messages the Head of School.

3. The action that is undertaken is shown in the tables below. No distinction is made for N3 and K4 classes.
4. Any decision to close school must be made before 7:00. After 7:00, school will proceed as normal (unless under exceptional circumstances).
5. The Head of School sends a WeChat message to the Admin chat, the general teacher chat and to the Bus Coordinator using the pre-translated messages shown below.

Symbol	What happens?	Messages Home
	<p>The school will watch for bad weather.</p> <p>Check the web-site again at 6:45 to see if the level has changed.</p>	<p>No message is sent home.</p>
	<p>School remains open.</p> <p>Schools are not required to close but students are not counted tardy.</p>	<p>Dear Parents, The local authority has issued an orange severe weather rainstorm warning. Please be careful on the way to school. Students will not be counted tardy today.</p> <p>尊敬的家长们，地方当局发布了暴雨橙色预警，在上学的路上请注意安全。今天学生将不被记迟到。</p> <p>안녕하세요 TLC 학부모님, 오늘 기상청에서 오렌지색 악천후 경보를 발령했습니다. 학교 수업은 정상으로 진행합니다. 학생들이 안전하게 등교할 수 있도록 도와 주시기 바랍니다. 오늘 지각은 지각으로 기록되지 않습니다.</p>
	<p>The school is closed.</p>	<p>Dear Parents, The local authority has issued a red severe weather rainstorm warning. School is closed today (for 1 day</p>

		<p>only) for all pupils. Please stay safe.</p> <p>안녕하세요 TLC 학부모님, 오늘 기상청에서 황색 악 천후 경보를 발령했습니다. 지방 정부 규칙에 의하여 오늘 (하루만) 수업이 취소되었습니다.</p> <p>尊敬的家长们，地方当局发布了暴雨红色预警，今天学校将停课 1 天，请注意安全。</p>
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If the severe weather warning changes to red in the course of the school day. The following message will be posted:

Dear Parents, The local authority has posted a red rainstorm warning. The local authority recommends that students stay in place if they are already in school. If you would like to come to school to collect your child you may do so. If you cannot come and collect your child they will be kept safe in school. School transportation will leave at the normal time at the end of the day. Special arrangements will be announced later if necessary.

尊敬的家长们，地方当局已发布红色暴雨警告。地方当局建议学生们停留在安全的地方以确保安全。请您根据个人情况看是否需要来学校接您的孩子，如果你不能来接您的孩子，我们会保护好您孩子的安全。预计学校校车会按正常时间离开学校，如有特殊安排我们会稍后另行通知。

안녕하세요 TLC 학부모님, 오늘 기상청에서 황색 악 천후 경고를 발령했습니다. 지방 정부에서는 학생들이 학교에서 안전하게 머물러 있기를 추천 했습니다. 만일 자녀를 픽업하기 원하신다면 학교로 오셔서 픽업 하실 수 있습니다. 수업이 끝난후 차량 운행은 정시에 학교에서 떠납니다. 그 외 특별한 사항이 있으면 알려드리겠습니다

Typhoon Warnings		
Symbol	What happens?	Messages Home

White typhoon warning	No action is taken. The school continues to monitor the weather warnings.	No message home.
	<p>Typhoon Warning: Yellow, orange and red. All schools are closed.</p>	<p>The night before:</p> <p>Dear Parents, The local authority has issued a typhoon warning. School is closed tomorrow (for 1 day only) for all students.</p> <p>前一天晚上 : 亲爱的家长们 · 当地政府已经发布台风警报。明天学校将停课一天。</p> <p>안녕하세요 TLC 학부모님, 기상청에서 태풍 경보를 발령했습니다. 지방 정부 규칙에 의하여 내일 (하루만) 수업이 취소되었습니다. 내일 태풍 경고에 유의하시기 바랍니다.</p> <p>Dear Parents, The local authority has issued a typhoon warning. School is closed today (for 1 day only) for all students.</p> <p>亲爱的家长们 · 当地政府已经发布台风警报。今天学校停课一天。</p> <p>안녕하세요 TLC 학부모님, 기상청에서 태풍 경보를 발령했습니다. 지방 정부 규칙에 의하여 오늘 (하루만) 수업이</p>

		취소되었습니다. 오늘 태풍 경고에 유의하시기 바랍니다.
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Special Learning Services

The purpose of the Learning Services program is to provide additional support for students who have demonstrated severe needs in school. These may or may not be diagnosed.

How are LS students identified?

Teachers who have noticed a student severely struggling with grade level or below grade level work, a student whose maturity level is well below his or her peers, or a student who struggles with staying on task or paying attention may want to consider recommending the student for LS. The teacher should keep records of all accommodations that have already been tried in the class as well as the student’s response (Ex. change in seating; small group meeting with teacher). This will help both the Principal and the LS teacher as they observe and make decisions concerning student needs.

Where are IEP's stored and how often are they reviewed?

LSPs (IEPs) are currently stored on SharePoint “Student Information.” A hard copy can also be found in the LS filing cabinet. These should be reviewed quarterly.

How is the LS program funded?

LS should have a line in the 2019-2020 school year budget. It is funded by additional fee payment from parents.

How is the LS program staffed?

1 LS Coordinator and 1 LS Assistant

Does the LS program partner with any assessment centres?

We currently partner with the CDC in Hong Kong for student assessment. Parents receive a 20% discount if they agree to have a copy of the assessment sent directly to TLC. Our contact at the CDC is Yvonne So.

How do students exit the LS program?

A student can exit the learning services program once he or she is able to demonstrate ability to grade level work and/or demonstrate the necessary organizational and behavioural skills necessary to function in the regular classroom. This step would need to be evaluated based on goals met and whether any additional goals should be considered.

Standardized Assessments (for measuring academic progress)

Standardized Testing:

- TLC International School participates standardized testing using the Measurement of Academic Progress (MAP) Test.
- Necessary additional testing is referred to an outside provider at the parent's expense

Statement of Non-discriminatory Policy

TLC International Schools admit students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. TLC International Schools do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, financial aid, athletics, and other school-administered programs or with respect to employment of faculty and administrative staff.

Student Cell Phone Policy

Cell phones are allowed on school grounds but may not be used for any purpose other than instructional use from 8:45-3:45. If a student needs to call a parent/guardian, these calls should be made from the school office with the permission of a teacher or administrator. If students are using cell phones for instruction, they should be used when instructed and placed face down on the desk where a teacher can see each device when not in use. Students who violate this policy will refer to the electronic device policy for consequences to the cell phone policy.

Student Code of Conduct

TLC students will be held accountable to conduct themselves in accordance with the following principles. These principles communicate to our students the characteristics we as an institution see as valuable.

The Code of Conduct includes:

- Integrity in my Academics
 - Students will take pride in completing their work to the best of their ability.
- Obedience to my teacher
 - Students will respond in immediate obedience to the teacher.
- Stewardship of our facility
 - Students will treat our facility with care.
- Respect to my classmate
 - Students will respect their classmate's person, possessions, and feelings
- Timely in my attendance
 - Students will learn time management skills and discipline themselves to be considerate of other people's time

Student Dress Code

The desire of TLC International School is to train its students to dress in a manner that is modest, neat and appropriate.

Specific guidelines:

- Students are prohibited from wearing shorts that are shorter than 5 inches (12.7 cm) above the top of the knee.
- Sleeveless t-shirts are also prohibited.
- No flip-flops, athletic/beach sandals
- No shoe heels above 4 inches
- Female students are prohibited from wearing skirts that are shorter than 4 inches (10 cm) above the top of the knee, even if worn with leggings or tights.
- No leggings, tights or yoga pants, unless worn under a skirt that meets the dress code requirement.
- Male students are prohibited from wearing hats inside the educational building.

Student Electronic Device and Internet Policy

Students at TLC International School should use the Internet and electronic devices for educational purposes only. Students using the electronic devices for unauthorized purposes will have their device confiscated. Cell phones should be kept out of sight while on campus unless a teacher is allowing the student to use the phone for classroom activities. Violation of the cell phone policy will result in the

phone being kept in the school office for the remainder of the day. Repeat offenses will result in lengthening the time the electronic device will be held in the school office. Multiple offenses of the electronic device policy could result in disciplinary action.

Student Extra-Curricular Activities and Organizations

TLC desires to create an institution that meets the needs of students holistically. Part of the way to fulfill this goal is to create opportunities for students to develop skills in addition to their academic skills. The main extra-curricular activities provided at TLC are fine arts and athletics. TLC provides opportunities for students to take music lessons on campus during their school day. Drama and music classes are available based on student interest level and faculty availability. In the secondary school, interscholastic athletics are available for male and female students from 6th-12th grade in sports including Soccer, Basketball, Volleyball, Cross Country and Badminton.

Student Inappropriate Displays of Affection

Students must refrain from inappropriate displays of affection such as hand-holding, hugging, kissing, and other physical actions while on school grounds. Students should maintain conduct, which is within the bounds of good taste, with regard for the conscience of others and the learning environment of TLC.

Student Lockers

TLC has assigned lockers to some students at both Elementary and Secondary campuses. It is the student's responsibility to keep their assigned locker neat and in good condition. He/she will be responsible to pay for any damages. The following guidelines should be following in regard to lockers:

- Lockers should never be slammed or kicked shut
- No food should be left in lockers overnight
- Locker is to be used only by the assigned student
- Locker combinations should not be shared with other students
- Lockers may be checked by administration at any time

Student Organizations and Clubs

Student organizations such as Model United Nations and Student Government (Secondary School) are used to train students in leadership and social skills. These organizations are supervised by TLC faculty to allow additional opportunities for mentoring and training in a more individualized way.

Events organized by a student organization (such as spring fling, prom, etc.) are generally categorized as either a middle school or high school event. High School students are not allowed to attend middle school events, and middle school students are not allowed to attend high school events.

Student Social Media Policy

Inappropriate postings, using technology or social media, will result in consequences that range from warning to expulsion. The following, without limitation, are examples of inappropriate postings: Unauthorized photos and recordings (audio or video), derogatory comments regarding the school, staff, or students or any posting that negatively portrays TLC.

The administration and school board may, at their discretion, impose different or additional consequence in particular circumstances.

1. Action: Derogatory statements or comments about TLC. Consequence: In school suspension
2. Action: Repeated derogatory comments about TLC. Consequence: Suspension
3. Action: Inappropriate postings or links about oneself or others. Consequence: Suspension or Expulsion
4. Action: Creating an unauthorized social network account in someone else's name and/or attributing false or derogatory comments or links to others. Consequence: Suspension or Expulsion

Student Support Services (Counseling)

The TLC International School Guidance Counselor provides the following services to all students as needed: standardized and/or criterion-referenced testing, counseling, and referrals, and post high school planning when needed. Our desire is to work together with parents for optimum guidance for their children, but in a collaborative approach that adequately involves the parents in all areas.

Student Withdrawal

If a teacher is contacted by a parent to give notification of a student withdrawal, the teacher is to communicate immediately with the principal and office assistant. The office assistant will complete the student withdrawal process, which is found in the "Policy and Procedure" manual. The teacher's responsibility in the withdrawal process is to fill out the "Student Withdrawal Form" and submit it to the office assistant. The teacher will be notified once the process is complete and the student name can be removed from the class roll.

Families will be notified in the Parent/Student handbook that the student withdrawal form must be completed at least a week prior to the withdrawal date.

Test/Quiz Cheating Policy

The assignment will be retaken with the starting grade for that assignment being a C (75). The offending student will have behaviour consequences issued by the appropriate principal. The principal will contact parents when the incident is reported and confirmed.

Textbook and Library Book Care

Media materials and textbooks are provided for use by students at TLC International School. The responsibility of the student is to maintain these materials in satisfactory condition throughout the school year. Some materials are purchased by the student and not retained by TLC. If the original material is lost or needs replaced, the student will be required to purchase the replaced material. The principals establish payment procedures in consultation with the accounting department for damaged or lost materials. The responsibility of the parent is to pay for lost or damaged materials.

Transfer Policy

TLC Secondary School will honor and accept the transferring credits of any accredited academic institution. Since Preparing for college is vital, any secondary student who has already completed a core class that meets the objectives of the TLC course or has completed courses that have higher standards than the TLC equivalent, will not require the student to repeat that course as long as graduation requirements are being met.

Transportation: Drop-Off and Pick-Up

Parents may choose to drop off and pick up their students personally if they prefer to not use the bus system. Parents choosing to operate in Parent Pick-up will be issued a student identification card to present when picking up their student. Excessive conversation with teachers at student drop-off should be avoided to allow teachers the opportunity to greet each student at the beginning of every day. In order to maximize student safety, the play area between A and B building will be closed off during drop-off (8-9 am) and parent pick-up (3:20-4:00 pm).

Transportation: Safety

TLC offers busing services to more conveniently provide transportation for our students. For all parents choosing to use the bus service, detailed bus instructions are provided to ensure the safety of students

traveling on each bus. Bus teachers escort students on each bus and are responsible for the safety of their students. Student identification (ID) cards are used on the buses and parents are required to show a student ID card to remove a student from the bus.

Tuition Discounts

- Referral Discounts will be given to families who recommend TLC to other families and the referred family registers and pays full tuition.
- Second Child Discount will be given to families with multiple children. A 5% discount will be given for each additional child enrolled at TLC.

Tuition Refund Policy

TLC International School makes ongoing financial commitments to faculty and staff. Refunding tuition payments is difficult and only given in extraordinary circumstances. No portion of tuition will be refunded for a student dismissed by expulsion or disciplinary reasons.

Vision Statement

Our vision is to provide the best in education, partnering with parents to prepare students for life with academic tools, character training, development of social skills and spiritual mentoring.

Visitors

To ensure safety on our campus, all visitors will be asked to check in at the guard station before entering the campus and also be required to wear a school provided visitor's tag.

Volunteers

Parent Volunteers

TLC International School has instituted a Parent Teacher Organization (PTO). This organization will serve and support the school community through events and functions.

Week Without Walls

The TLC 'Week Without Walls' program enhances our school curriculum by exposing students to new cultures and academic and personal growth opportunities that cannot be achieved in a regular classroom. These are residential field trip opportunities that will enable students to have an opportunity to participate in: team building exercises, community service and outdoor adventure activities.

For students from Grade 6 to Grade 12, the 'Week Without Walls' will last for 4 nights. Normally, students would leave from school on Monday and return on a Friday. For students in Grade 3-5, their 'Week Without Walls' would extend over 2 nights. For example, from a Wednesday to a Friday.

All students are encouraged to take part in the 'Week Without Walls' activities. If students choose not to attend, a limited program will still be offered from them in school. Students who choose to attend the 'Week Without Walls' will not be disadvantaged academically and will not be required to make up work that was given to the students who chose to remain in school.

The cost of 'Week Without Walls' will be covered by the students and their families. The overall cost of the 'Week Without Walls' will be adjusted to ensure that the costs for accompanying faculty are also covered.

Faculty, from Grades 3 to 12 will need to understand that their participation on these 'Week Without Walls' extended field trips is required and expected. Typically, their roles on these excursions are as observers and faculty are normally only to step in should disciplinary action be required. The activities are run by the 'Week Without Walls' facilitators.

Withdrawal Policy

The withdrawal process should be completed a week prior to the expected withdrawal date. The process for withdrawal is as follows:

- If parents notify the Core Teacher/Teacher Assistant:
 - The teacher will notify the office assistant to complete the process.
 - The teacher will notify principal.
- Before the withdrawal form is issued, the office assistant will check with the accounting office to investigate the financial status of the student account.
 - If a balance remains, the accounting office will contact the family to arrange payment.
 - If there is no balance, the office assistant will give the withdrawal form to the Core Teacher.
- After the Core teacher has completed the form, the office assistant completes the form electronically.
- Once the form is complete the following things will take place
 - The principal will sign the form.
 - The accounting office will stamp the form, signifying a zero balance.
- A copy of the report card will be printed and issued to the family or student.
- Once the student has withdrawn, the office assistant will notify the Elementary Secretary and classroom teacher to remove the student name from the class roll.
- The student file will be moved from active students to former student

APPENDICIES

Appendix I: Athletic Agreement

Playing _____ will take a commitment of time and energy from both the students and the parents. Please sign below only if you are willing to be committed to playing basketball this year for TLC. We are looking forward to a fun first season and many more in the future.

I understand the information presented in this packet and am willing to dedicate myself to the team.

I will practice good sportsmanship and be a team player.

I will remember that my grades and behavior directly affect whether or not I am allowed to play.

I will respect and give my attention to my coach as he is in authority during practices and games.

Student Signature:

Parent Signature:

Athletic Director Approval

Appendix 2: Child Protection Policy



TLC International School

Child Protection Policy

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TLC International School believes that all human beings, regardless of race, gender, age, mental capacity or physical condition, born or unborn, rich or poor, educated or uneducated, young or old, reflect God's image. Believing all human life is sacred, TLC International School strives to be intentional agents of God's love and compassion for those who find themselves in difficult, unwanted circumstances as well as those who suffer pain because of illness, injury, injustice, or oppression. Children are to be viewed as a gift from the Lord. Jesus viewed children with a special regard and pointed out that anyone who would harm a child that it would be better if that person be cast into the sea. These strong statements make protection of children an imperative. Child abuse and neglect are obstacles to the physical, intellectual, and spiritual development of children.

TLC International School plays an institutional role in society as protectors of children. Schools should ensure that students have a safe and secure environment to grow and develop to their maximum potential. Educators are in a unique position to observe and interact with children over time and observe when children are not thriving and need protection. As such, TLC International School's administrators, faculty, staff, and volunteers have a professional and ethical obligation to identify children who need help and protection, and to take steps to ensure that the child and their family receive services to remedy any situation that constitutes child abuse or neglect.

All administrators, faculty, staff, and volunteers at TLC International School must report suspected incidences of neglect and abuse whenever there is reasonable cause to believe that a child has suffered or is at risk of suffering abuse or neglect. As long as there is reasonable cause to suspect neglect and abuse, administrators, faculty and staff are protected from retaliation in reporting suspected neglect and abuse. Reporting and follow up of all suspected incidences of child neglect or abuse will proceed according to the policy, procedures, and guidelines as outlined in the TLC Child Protection Policy. Cases of suspected neglect and abuse will be referred local law enforcement authorities and may be reported to employers, the appropriate consular officials, and child protection agencies in the home country of the child abuser.

Copies of TLC International School's Child Protection Policy will be sent home with each student. TLC International School will provide annual training for its administrators, faculty, staff, volunteers, and students in its child protection policy. The school will also implement hiring practices that make every effort to ensure the safety of children. Administrators, faculty, staff, and volunteers reported as an alleged offender will be fully investigated following due process procedures.

Abuse and Neglect Indicators

Physical Abuse and Neglect:

- Abuse is actual or potential harm to a child directly or indirectly caused by a parent or caregiver.
- While abuse refers to acts of commission by a parent or other legally responsible caregiver, child neglect usually refers to acts of omission, the failure to provide for a child's basic needs.
- Both abuse and neglect can be detrimental to a child's development, therefore it is essential that suspected abuse and/or neglect be reported to the proper authorities.

Physical Indicators of Child Abuse

- Unexplained or recurrent bruises and welts on the face, lips or mouth
- Unexplained or recurrent bruising on the torso, back, buttocks, thighs
- Nail scratches or bite marks
- Welts reflecting shape of article used - cord, belt buckle, hand
- Welts or bruising regularly appearing after absence or vacation
- Unexplained burns with cigars or cigarettes
- Immersion burns
- Pattern burns like electric burner
- Rope burns on arms, legs, neck, or torso
- Unexplained fractures, sprains, or dislocations
- Recurrent vomiting, limping or protection of a body part
- Unexplained lacerations or abrasions to mouth, lips, gums, eyes, external genitalia, or missing teeth
- Symptoms that suggest fabricated or induced illness

Behavioural Indicators of Child Abuse

- Shying away from adult contacts
- Apprehensive when other children cry
- Behavioral extremes such as aggressiveness or withdrawal
- Frequent and severe mood swings
- Frightened of parents
- Avoids home (consistently arrives at school early and leaves late)
- Reports injury by parent
- Constantly alert to danger
- Cries easily and often
- Refusal to remove outer garments
- Attempted suicide

Physical Indicators of Physical Neglect

- Consistent hunger, poor hygiene, inappropriate dress
- Consistent lack of supervision, especially in dangerous activities or for long periods
- Constant fatigue or listlessness
- Unattended physical problems or medical needs
- Abandonment
- Speech disorder

Behavioral Indicators of Physical Neglect

- Begging or stealing food
- Extended stays at school
- Constantly falling asleep in class
- Alcohol or drug abuse
- Delinquency

- States that there is not a caretaker
- Constantly hungry
- Age-inappropriate behavior (as “little adult”)

Sexual Abuse

Sexual abuse is a form of physical abuse ranging from rape, incest, and intercourse to exposure and seduction; also, sexual exploitation, which refers to the use of children and teen-agers in pornographic films or as prostitutes.

Physical Indicators of Sexual Abuse

- Difficulty in walking or sitting
- Torn, stained, or bloody underclothing
- Pain or itching in genital area
- Lacerations, bruises or bleeding in external genitalia, vaginal, or anal area
- Pregnancy
- Semen around the genitals or on clothing

Behavioral Indicators of Sexual Abuse

- Unwilling to change for gym or participate in physical activity
- Withdrawal, fantasy, or infantile behavior
- Bizarre, sophisticated, or unusual sexual behavior or knowledge
- Poor peer relationships
- Delinquent or runaway
- Makes indirect allusions to or reports sexual assault by caretaker
- Separation anxiety
- Enuresis (bed wetting or daytime accidents)
- Encopresis (soiling)
- Sexual talk
- Hypochondria
- Substance abuse

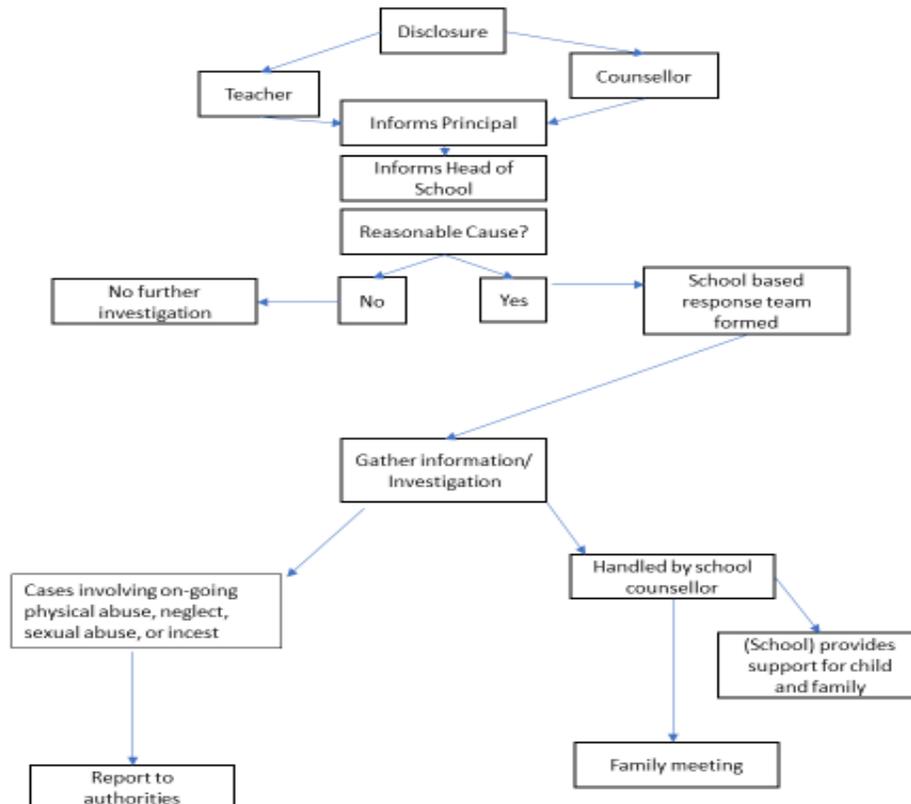
Emotional Abuse and Neglect

Emotional abuse and neglect are a pattern of destructive interaction between a child and a parent (guardian) illustrated by either an attitude or rejection (sarcasm, belittling, verbal assault, or constant criticism). It can also be non-acceptance of the child as illustrated by a lack of feedback to the child.

What happens after a suspected abuse or neglect is reported?

Where there is cause to suspect that there is child abuse or neglect, it is the responsibility of the teacher or staff member to report those suspicions to the school counselor or a school administrator. All staff members and employees are mandated reporters of incidences of abuse and neglect. Failure to report in a timely manner could result in disciplinary action against the staff member or employee.

Flow Chart of steps to follow after disclosure¹



Procedures for reporting suspected cases of child abuse or neglect

Step 1: Gathering information and personnel

When a child reports abuse or neglect or there is reasonable cause to suspect abuse or neglect, the teacher or staff member will inform the school counselor as soon as possible. Failure to report within

¹ For specific roles and functions refer to Response Teams section.

48 hours will result in disciplinary action. The counselor will take the initial steps to gather information regarding the incident and will inform the school principal regarding the reported incident. The principal will determine if there is reasonable cause to proceed further. If sufficient cause is found, the principal will inform the head of school. The principal will activate the school response team. The school-based response team will be composed of the school nurse, counselor, school psychologist, and other individuals needed. All information gathered will be factually documented and strict confidentiality will be observed. The following procedures will be used:

1. Interview staff members as necessary and document information relative to the case.
2. Consult with school personnel regarding student information held by the school.
3. Report case status to the Head of School.
4. Determine the course of follow-up action.

Step 2: Determining a follow-up course of action

Based on acquired information, a plan of action will be developed to assist the child and family. These actions **may** take place:

- Discussion with the child and the counselor in order to gain more information. Depending on the age of the child this discussion might include pictures or playing with dolls to elicit more information on what may have occurred.
- In-class observations of the child by the teacher, counselor, or principal.
- Meeting with the family to present the school's concerns.
- Referral of the family to external professional counseling.
- Notification of the management of the sponsoring employer or to the home of record child protection services.
- Consultation with the consulate of the country of involved family.
- Consultation with the school's or another attorney.
- Informal consultation with local authorities and agencies.

Levels of Follow-Up:

Most cases of suspected abuse or neglect will be handled by the school counselor. Examples include:

- Student relationships with peers
- Suggesting parenting guidelines relating to disciplining children at home
- Student-Parent relationships
- Mental health issues such as depression, low self-esteem, grieving.

Some cases will be referred to outside resources, for example:

- On-going mental health issues such as depression, psychosis, disassociation, suicide ideation.

Cases that will be reported to law enforcement and/or outside agencies (consulates, employers, and/or home of record child protection agencies):

- Severe and on-going physical abuse or neglect
- Sexual abuse or incest.

Step 3: Follow-up

After a reported and/or substantiated case of child abuse or neglect: The school counselor will

- Maintain contact with the child and family to provide support and guidance.
- Provide support for the teachers and principal through resource materials and strategies to use.
- Maintain contact with outside therapists to update the progress of the child in school.

All documentation of the investigation will be kept in the student's confidential records file. Records sent to other schools should be flagged to indicate the presence of a confidential file. The school will make every effort to share information with other schools upon request to protect the student.

If the accused is a faculty or staff member

In the event the abuse or neglect allegation involves a staff or faculty member of TLC International School, the school principal will follow board policy pursuant to ethical professional behavior. According to policy:

The staff members who are accused of child abuse may be suspended or given leave without pay, pending investigation of the accusation. Such staff may also be removed from the classroom and given a job that does not require interaction with children. However, no accusation or affirmation of guilt will be made until a thorough investigation is complete. Teachers found guilty of child abuse will be immediately dismissed. (TLC Policy Manual 4011.60)

Allegations, depending on the severity of the accusation, will be investigated by either the school-based response team or local law enforcement authorities.

Response Team

The School-based Response Team

- 1) The School-based Response Team will consist of:
 - The individual (when an adult) reporting the case
 - Counselor (as case manager)
 - School personnel making the report in accordance with school policy and procedures
 - Division level principal
 - Head of school or his designee
 - Translator
 - Depending on case, involvement of local resources or consultant expertise
 - Nurse
 - Teacher representative from each level within the school (i.e. pre-k, elementary, and secondary)
 - Someone to provide a combination of corporate (school) historical memory and school and local expertise. (Record keeper)

Members of this team will be identified by the Head of School at the beginning of the school year. Members of the team are not limited by time but may serve as long as desired. The role of a school-based response team is to ensure that there is a comprehensive Child Protection Program in place at the school and to annually monitor the effectiveness of the program. Specific tasks include:

- Investigate and determine the facts of the alleged abuse or neglect.
- Interview staff members as necessary and document information relative to the case; Consult with school personnel regarding student information held by the school; Report case status to the Head of School; Determine the course of follow-up.
- Ensure a comprehensive Child Protection Program is in place for school
- Work within the school's existing structures to ensure development and adoption of a Child Protection curriculum that will meet the needs of the school
- Ensure that child protection curriculum is taught and assessed annually
- Support teachers and counselors in implementing Child Protection Curriculum
- Ensure/guide Professional Development for training for all staff

Handbook Contract

Please turn this page in to the office once the handbook has been read and understood.

I, _____, have read, clearly understand, and agree to abide by all policies and procedures laid out in the TLC International School Handbook.

Student Printed Name: _____

Student Printed Name: _____

Student Printed Name: _____

Parent Printed Name: _____

Parent Signature: _____

Date: _____