
CITY TREE CHRISTIAN SCHOOL
PARENT HANDBOOK
K-8TH GRADE
2024-2025



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GENERAL INFORMATION

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

MISSION and PHILOSOPHY

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

We believe:

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

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

FIRST PRESBYTERIAN CHURCH

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

Jeff Myers – Lead Pastor

Riley McRae – Executive Director of Pastoral Care and Administration

Peggy Gross – Director of Christian Education (Infant through 5th grade)

Elizabeth Rico – Director of Youth Ministry (6th grade through high school)

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

SCHOOLWIDE LEARNER GOALS



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

Christ-like Individuals who:

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

Effective Communicators who:

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

Critical Thinkers and Problem Solvers who:

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

Productive Individuals who:

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

Responsible Citizens who:

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

Culturally Sensitive Individuals who:

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

SCHOOL DROP OFF AND PICK UP

School Schedule

The academic school day for K-5th grade begins at 8:30am and ends at 3:15pm. For middle school students (grades 6-8) the hours are 8:15am - 3:15pm. K-5th grade students enrolled only for the academic day may arrive as early as 8:00am, but no earlier. Middle school students may arrive as early as 7:45am. Before school care is available beginning at 6:45am each morning. Aftercare is provided until 6:00pm. Two before school care options and two after-school options are available. Please see the fee schedule for current rates and time options. You must have prior approval to change your child's contracted schedule. To change contracted hours of care, please come to the school office and fill out a "Billing Status Change" form, a \$25 change fee is applied.

Drop Off Procedures

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

Elementary (grades K-5): Once signed in, students in grades K-5 should then be escorted to the supervised childcare area for their class. Students may not roam the hallways or stairwells without a parental escort. From 8:00-8:30am, K-5 students may be dropped off at the 3rd Avenue gate and walked into school.

Middle school (grades 6-8): Students can be dropped off outside the school and walk in on their own or be escorted into the building by a parent. Please open the gate for your student if it is not already open. Do not share your gate code with your child(ren). The middle school door code does not work on the gate. City Tree utilizes the Brightwheel app to facilitate the sign-in and sign-out process. Parents, please scan the QR code at the school entrance or office to complete the sign-in process each morning. Please do not double park when dropping off your child. Once a student enters the school grounds, he/she may not leave without a parent.

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

Pick-Up Procedures

Elementary (grades K-5): K-5th students not requiring after school childcare should be picked up at their classroom door at 3:15pm. Students who are not picked up at 3:20pm will be walked by the teacher to the after-school program.

Middle school (grades 6-8): School is dismissed at 3:15pm. Parents of 6-8th grade students check out their students via the Brightwheel app and staff will dismiss students once they are checked out. Students not picked up by 3:30pm will be dismissed to their afterschool care location.

Students who are not picked up at dismissal time will be sent to our after-care program. Parents can either sign up their child for extended care for the school year and pay monthly, or they can sign up for occasional hours of extra care. The fee for any child not pre-signed up for either monthly or occasional hours of care is \$1.00 per minute. Please do your best to pick up your child on time.

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

PARKING

From 7:45-8:30am & from 3:00-3:30pm, M-F, people picking up or dropping off students at City Tree can park in any of the 3 parking lots, including the Pay to Park lot, without paying or validating. The parking lot patrol has been directed not to ticket in any of our 3 lots from 7:45-8:30am and from 3:00-3:30pm.

At drop-off and pick-up times, parents are also able to park along the 3rd Avenue curb. **Please do not double park.** Double parking is against the law and is extremely dangerous for students, parents, staff and our community.

Parking Validations

Most parents take about 15 minutes to drop students off or pick them up, no parking validation is needed for that daily activity or anything that takes 15 minutes. However, if you are going to be in the building for longer than 15 minutes (i.e., assist on campus, attend chapel, go to the park with a class, attend a meeting) please come to the office to validate your parking. You will need to enter your license plate information when you validate your parking, so make a point of having that information with you. For large school events like Fall Festival, Grandparents Day, or the Christmas program validation is not required. If you receive a ticket on your car and feel it is unwarranted, don't panic! Stop by the office to discuss it with our office staff. Parents may not park in any of the school parking lots for non-school activities without paying via the methods posted on the parking lot signs.

CROSSWALK

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

SCHOOL OFFICE

Hours

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

Office Protocol

- Please drop off all student medicines at the front desk so that we can make sure the proper paperwork required for school staff to administer medicine has been completed prior to leaving the school premises.
- The staff is happy to make photocopies of anything related to school business. Please do not ask us to make photocopies of a personal nature. The large photocopiers in the back office are only to be used by parent volunteers and staff who have had training on the use of these machines
- Parents and students may enter the office only through the front door. **The back office is reserved for use by staff only.** Parents needing access to the back office must request permission before going into the back.
- If you would like something given to a teacher or placed in a teacher's mailbox, please drop it off at the front desk and we will deliver it to the teacher.
- The school office is a very busy place! Please be patient with the staff as we try to help each person who comes in for assistance.

SECURITY PRECAUTIONS

The safety of each student at City Tree is of paramount concern. Please help to make our building safe by remembering to “BE SAFE.” Don’t hold the door open for someone that you don’t know.

City Tree has one main entrance. Please enter and exit the school via the gate and keypad entry on 3rd Avenue. All other entrances are for emergency use only except when designated for use during a special event.

Door Codes. Each family chooses a door code during the enrollment process. **Students are not allowed to use parent codes.** Middle school students are given a special middle school code which they may use to access campus at the appropriate times. Codes which are being used inappropriately will be changed.

Gate entrance. There is a keypad at the gate on 3rd Avenue to the lower left-hand side of the gate. Please enter your six-digit code, then the # key, and then pull the side of the gate closest to the keypad open.

Doors to campus. Parent codes allow access to the doors near the school office as well as the doors that lead to the middle school classrooms. The keypads are located on the upper right-hand side of the doors. Please enter your six-digit code, then the # key, and then pull the door open.

If you have trouble with your parent code, please call the school office at 619-232-3794 for school access, and then stop in the office so that we can resolve the issue with your code.

EMERGENCY INFORMATION

Emergency Documentation

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

Emergencies

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

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

FIRE, EARTHQUAKE AND LOCK DOWN PROCEDURES

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

ANIMALS

Animals, except those who are certified and trained to aid a person with a disability, are not allowed in the school building or playgrounds without prior approval of teaching/administrative staff for educational purposes. This includes animals that are restrained or contained and is for the health and safety of our students and staff.

ADMISSIONS and FINANCIAL INFORMATION

STEPS FOR ADMISSION

Step 1:

Tour the school

Contact the school office to schedule an appointment for a tour:

- Call (619) 232-3794
- E-mail info@citytree.org
- OR Complete the inquiry form online, and we will contact you.

Step 2:

Complete online application on our website under the 'Admissions' tab and follow the steps below:

- Submit completed application and application fee of \$90 online (all)
- Submit the following information by uploading it online, emailing it to our admissions team or bringing it directly to the school:
 - **Current/Previous Report Cards:** 2 previous years for students entering 2nd through 8th grade & 1 previous year for students entering 1st grade.
 - **Standardized Test Scores:** 2 previous years for students entering grade 1-8, if tests were administered
 - **Diagnostic or Psychological Evaluation Results:** IEP, 504 plan, or other if applicable
 - **Middle School Student Response Form:** All 6th-8th grade students new to City Tree

Step 3:

K-8 Assessment and Interview or Preschool Visit

Upon City Tree's receipt of online application, we will contact you to arrange one of the following:

- **Preschool families:** A teacher or classroom visit will be scheduled.
- **K-5 students:** Entrance assessment test and family appointment will be scheduled.
- **6th-8th grade students:** Entrance assessment test, family appointment, and student interview will be scheduled.

Step 4:

Complete Online Enrollment: Upon receiving admission notification, parents complete online enrollment via FACTS Family Portal. Directions will be emailed to parents. In addition to the online enrollment forms, the following must also be submitted either via email or as hard copies to the office:

- Copy of birth certificate
- Copy of immunization record with all immunizations up to date
- Infants/preschool licensing paperwork (Physicians Report, Child's Preadmission Health History, Lead Test or Lead Test Waiver)

The registration payment will be auto debited from the account set up in Tuition Management during enrollment.

First priority in enrollment will be given to returning students and their siblings in good standing with CTCS. Vacancies will then be offered to those who have completed an application according to the date the application was received by the City Tree office and the student's fit with the overall mission of the school. Creating demographically balanced classrooms is also taken into consideration when accepting students to the school and assigning them to a classroom.

Although our student body exhibits a range of talents and academic abilities, City Tree Christian School does not have special educational programs for children with learning, emotional, behavioral,

or physical challenges. Students should be generally at grade level or above with no behavior or challenges that require specialized accommodations beyond what our program can accommodate.

Starting Kindergarten

Students entering City Tree Christian School's kindergarten program must be 5 years old on or before September 1 of that school year.

Children progress, mature, and develop differently. Sometimes it is in the best interest of the child, even though they may meet age requirements, to delay a year in starting kindergarten. During the admissions process or the Pre-K year (for CTCS Preschool students), parents and teachers will be in regular communication about a child's readiness. Checklists and assessments are available should further information be needed to make a decision about a child's readiness for kindergarten. The teachers and administration will determine if a child exhibits readiness.

City Tree also offers a challenging preschool program for our students who have not yet been admitted to kindergarten.

CONTINUOUS ENROLLMENT POLICY

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

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

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

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

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

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

Withdrawal Process:

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

Between March 11 and July 31 (for the upcoming school year): Parents/Legal Guardians who wish to withdraw their students for the following school year must complete the Withdrawal Form.

Withdrawal Forms are available in the school office. The registration fee is non-refundable, but no additional fees for the upcoming school year are owed.

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

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

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

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

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

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

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

TUITION AND BILLING POLICY

General Terms

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

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

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

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

the parent/guardian is obligated to pay the full annual tuition sum. Accounts must be kept current to maintain priority registration status for the following school year.

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

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

Payment Method Options

ACH (automatic withdrawals) set up from a checking or savings account.

Credit card or debit card. A 2.85% fee will be assessed from FACTS Tuition Management.

Tuition Payment Plan Options

Monthly Payments: August – May (K-8)

Monthly Payments: August – July (Infant and Preschool)

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

Tuition Payment Due Date

Parents can choose a payment date of either the 1st or the 10th when setting up their tuition payment plan in FACTS Tuition Management.

Tuition payments are made through FACTS Tuition Management. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

Incidental Billing

Various fees for items such as lunch, some field trip costs, additional hours of care, band, choir, basketball, volleyball, etc. will be assessed to an incidental bill which will be due monthly. FACTS Tuition Management will send bill summaries and payment notifications regularly. Payments will be paid automatically via the account parents have indicated in FACTS Tuition Management.

FACTS Tuition Management Yearly Fees

Monthly payment plan: \$55 per family

Annual payment plan: \$25 per family

Late Payments and Penalties

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

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

If the student is suspended for nonpayment of tuition, the parent/guardian will be assessed a \$50.00 re-instatement fee, which must be paid before the student can return to the classroom. Tuition continues to accrue during suspension, and the balance due must be paid, along with the reinstatement fee, before the student may return to the classroom. Non-Sufficient Funds (NSF) checks will result in a \$30.00 charge (and an additional late charge if applicable. Three (3) or more late payments will require administrative review by the CTCS Board to determine if the student may continue attending CTCS.

Occasional Extra Hours of Care

Occasional extra hours of care (past your contracted pick-up time) may be purchased at the rate of \$10.00/hour on a space available basis. This care must be arranged in advance by calling the school office or by stopping by the school office and signing up on the extra-care clipboard, no later than 1:00pm for after-school care, or by 3pm the day prior to when care is needed for before-school care. The hourly rate is subject to change. Charges for occasional hours of care will be added to the student's incidental bill.

After-hours Overtime Charges

Children are to be picked up on time. After-hours overtime charges will be assessed as follows: \$1.00 for each minute past the student's contracted dismissal time. In the event that the parent/guardian has not picked up the student, or contacted the school, by 6:30 pm, the San Diego Police Department may be called to pick up the student. Students habitually picked up late may be excluded from the after-school care program. In consideration to our staff members please do not leave your child after our 6:00pm closing time.

Adjustments and Refunds

Financial adjustments will not be made for illness, scheduled holidays or family vacations. Tuition payments are non-refundable, even though the student may be absent from school. The registration fee is non-refundable and does not apply toward tuition. Partial refunds may be given for middle school trip costs not yet incurred if the student is unable to attend one or more scheduled trips for reasons outside of his or her control. We ask that parents be supportive of these trips because they enhance student learning. Availability of refund is based on agreements between school and student travel destinations, and subject to the discretion of administration

Withdrawal Process

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

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

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

RECEIPT FOR PAYMENT

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

To pull your statement:

1. Go to <https://factsmgt.com/>
2. Click on the arrow next to Parent Login
3. Select FACTS Family Portal
4. Enter our district code: CT-CA, your username and password and click "Login"

5. Click on “Financial” and “Financial Home”
6. Click “View Details”
7. Click “View Payment Summary” and then click on the printer icon on the top right to either print or save as a pdf.

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

PAYMENT to OUTSIDE CONTRACTORS

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

AFTERSCHOOL PROGRAM

City Tree Christian School’s after school program provides caring and engaging care for our students. Participants in the After School Program are typically divided into developmental and age-appropriate groups at the start of most days. Activity choices reflect our goals to meet each student’s developmental needs. The components of the program are:

Academics

Each day, children in grades 3-8 are given a designated time to work on homework. Group Leaders are available to assist children with homework or projects. If a child does not have homework, an educational activity or reading will be completed. Students are encouraged to have a book that they enjoy with them each day. Grades K-2 children participate in activities designed to strengthen literacy as well as other learning games.

Enrichment

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

Snacks

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

Recreation

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

Program Schedule

A daily schedule is posted on the CTAS bulletin board located in the stairwell to the right of the office door. When schedule changes are necessary, they will be posted both on the bulletin board.

Emergency Contact Policy

1. Emergency contact procedures are the same as those used during the school day.
2. After School Group Leaders will have access to student files and will use the emergency contact information parents provided in FACTS or contact parents through Brightwheel.
3. Emergency information must be kept current in order to ensure the safety of every child in the CTAS Program. If you make a change to your information, please make sure the office staff has been notified.
4. Please make sure you have at least three (3) emergency contacts listed in FACTS.

5. In the event of an emergency or illness, the parent or guardian will be notified immediately. If a parent or guardian cannot be reached, the alternate emergency contact people listed in FACTS will be notified.
6. In the event of a medical emergency or illness, CTAS staff will be responsible for making decisions to contact emergency medical professionals depending on the severity of the situation.
7. It is the parent/guardian's responsibility to inform the CTAS Program of any medical condition and/or allergies that may affect their child's healthy participation in the program.

After School Illness Policy

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

After School Program Contact Information

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

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

CODE OF CONDUCT

EXPECTED FAMILY SUPPORT

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

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

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

PARENT RESPONSIBILITY AGREEMENT

I/We as parent(s) will cooperate closely with and wholeheartedly support my/our child's teacher. I/We will attempt to reinforce at home what is being communicated at school in every way possible.

I/We will provide a home environment that supports learning activities.

I/We will assist and encourage my/our child in the completion of homework assignments and class projects. (K-8)

My/our child should honor and respect people in authority. I/We will cooperate with teachers and administration that set a high standard of proper conduct for my child. I/We agree to faithfully support CTCS with a positive attitude and be "part of the solution" not "part of the problem" when dealing with any and all issues involving my child. If a problem should arise, I/We agree to work with the teacher and/or administration to resolve it. (Matthew 18:15-17)

I/We adhere to the CTCS Behavior Management Program and Discipline Policy as outlined in the Parent Handbook, which honors God and grants authority to the teacher to discipline as needed.

I/We understand that failure on the part of my/our child to obey school rules and regulations may result in a warning, time out, detention, staff or administrative conference, consequences, referral, suspension, or expulsion as outlined for each age group in the Parent Handbooks.

I/We understand that my/our child will be subject to age-appropriate discipline, as outlined in the Parent Handbooks and as determined by school administration, including possible expulsion from CTCS if my/our child uses obscenity in word or action, is disrespectful to school personnel, is destructive of school property, is consistently a physical danger to other children or teachers, (biting, hitting, pinching, throwing toys and/or furniture), commits harassment/bullying, commits acts of theft, is participating in the use of illegal drugs or alcohol, or other such reason at the discretion of school administration.

I/We agree:

To support the school with timely payment of tuition as set forth in the Enrollment Agreement.

To communicate with my/our child's teacher as necessary about events or issues, which are important to the well-being of my/our child and may affect his/her school experience.

To participate in parent-teacher conferences, Back-to-School Night, and school events or performances in which my/our child is a participant (Christmas program, Science Fair, etc.)

I/We know it is my/our responsibility to read the Parent Handbook and follow the policies and procedures outlined in the handbook (visit www.citytree.org, or stop by the school office).

I/We understand that by enrolling my/our child at CTCS, I am/We are also making a commitment to be supportive of the vision and philosophy of this school. I/We have read the above Parental Responsibility Agreement that outlines the responsibilities I/We have as a parent of this school. If I am/We are unable to fulfill any of the obligations that come up throughout the year due to extenuating circumstances, I/we know it is my/our responsibility to notify the school office in advance. A lack of commitment to these obligations could result in loss of priority registration or termination of enrollment.

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

BEHAVIOR MANAGEMENT PROGRAM and DISCIPLINE POLICY

The City Tree Christian School (CTCS) Behavior Management Program seeks to create a safe and nurturing environment that promotes learning and fosters a spirit of community and cooperation. We also strive to develop responsibility within our students. Positive self-esteem is promoted by providing students with opportunities to view themselves as capable, responsible, and worthy individuals.

You are the most important person in your student's life, and your support of our Behavior Management Program and Discipline Policy is essential. With your help, we as a staff will do everything we can to motivate and encourage students to be and do their best.

We Believe That:

Each student has a right to learn.
Each teacher has a right to teach.
Respect for authority is essential.

In The Classroom Each Student Will:

Be on time and prepared to learn.
Be courteous, respectful, and cooperative.
Respect personal and public property.
Respect the learning and teaching process so other class members will not be disrupted.

While at School, Each Student Will Also:

Not harm another child or staff member physically and/or verbally.
Be honest and accept responsibility for his/her actions.
Be polite to each other.
Be responsible to use time wisely.
Eat in a healthy and courteous manner.
Use playground and classroom equipment safely.

Use the restroom properly.
Observe all school guidelines when moving about the facility.

Bullying and Student Harassment Policy:

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

City Tree students are expected to abide by the standard of behavior as outlined in our Behavior Management Program Discipline Policy and Technology Use Policy both in and out of school. Student harassment and bullying of any kind are not tolerated. School disciplinary action as outlined in the Behavior and Discipline Policy will be employed in any situation that is deemed harassment or bullying. City Tree's bullying and harassment policy applies both on and off school grounds.

Drugs, Tobacco, Alcohol, and Weapons Policy:

Students are not permitted to have in their possession during any school event or bring on to the campus alcohol, tobacco products or tobacco paraphernalia, drugs or drug paraphernalia, or weapons of any kind. Possession of these items violates the school's zero tolerance policy and will result in immediate suspension or expulsion. Students and families are encouraged to report violations of the Zero Tolerance policy to school administration.

Student Speech and Interpersonal Communication Policy:

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

Middle School Physical Contact Policy:

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

limitations on physical contact, but any questionable student contact will be handled on a case-by-case basis depending on the student's age, motive, etc.

Expectations:

Teachers will communicate the specifics of their classroom management program. It is expected that each student will abide by the guidelines set forth in their classroom and in the Behavior Management Program and Discipline Policy as well as the school-wide policies set forth in this handbook. If a student chooses to disregard the rules, exhibits inappropriate behavior, or lacks responsibility, consequences that are logical, appropriate, and specifically designed for the individual student will result.

Consequences may include the following:

1. **Verbal Warning:** A teacher or teacher's assistant verbally warns a student that he/she has broken a rule.
2. **Time-Out:** The student will talk with the teacher or teaching assistant and then is separated from the group to regain self-control.
3. **Student/Staff Conference with or without Pink Slip:**
 - The student will conference with the teacher and be placed in an area away from the group for a specified period of time. This might include missed recess or lunch time, and/or time in the office.
 - The teacher or teaching assistant will conference with the student, give a consequence, and issue a Pink Slip. Pink Slips are issued by City Tree staff members who work with students in the lunchroom, playground, after school program, and special classes. Classroom teachers may also issue pink slips for certain offenses. Students who receive a pink slip have exhibited behavior that needs to come to the attention of parents, so both the parent and school can work together to bring about improved behavior. Once a pink slip is issued it is sent home to parents via email by the school office. Parents are expected to respond confirming receipt of the pink slip via email. In addition to the pink slip, the child may receive other appropriate consequences for their behavior (lunch detention, missed recess, missed park time, etc.)
4. **Issuing of Pink Slip (typically, grades 6-8)**

The following offenses will result in a pink disciplinary slip:

 - Clear, intentional violation of playground, lunchroom and/or facility rules
 - Disruptive behavior in the hallways or restrooms
 - Going into another student's backpack, desk, cubby, or locker (6-8) without permission.
 - Removing items from a teacher's desk without permission.
 - Failure to follow directions issued by playground supervisors, lunchroom monitors, after school group leaders or any staff member.
 - Inappropriate language
 - Three or more unexcused tardies in any trimester (Grades 6-8 only).

Please note: An excessive number of pink slips will result in a conference with the administrative staff and potentially After School Disciplinary Service (see #6 below), and/or more severe consequences. Students in grades 6-8 who receive a pink slip serve detention during lunch.

5. **Office Counseling Session includes the following:**
 - Administrative staff will counsel the student.
 - Consequences will be given to the student that may include: time outs as outlined above, time sitting in the office, service around the school, letters of apology, payment for damage caused, etc.
 - Parents notified and possibly contacted to schedule a conference
6. **After School Disciplinary Service (grades 6-8 only):**

The purpose of this disciplinary action is to serve as an intermediary step between detention and more severe action such as suspension for our middle school age students. It may be assigned as a consequence for excessive detention or other infractions at the discretion of the school administration.

- Students receiving more than three detentions per trimester may be assigned an After School Disciplinary Service time at the discretion of school administration.
- Students are supervised by a school staff member as they work from 3:15pm-6:00pm on a designated date doing jobs around the school.
- Families will be charged \$30.00 per session of service assigned. Fees will be added to the families' incidental bill. While families are responsible for this fee, we suggest you pass along the cost to your child whenever possible.
- Students may NOT be picked up prior to 6:00pm on any service date.
- After School Disciplinary Service may be assigned more than once per trimester at the discretion of the school administration for excess detentions received.

7. Disciplinary Referral without Suspension:

The teacher or school administration will conference with the student, give a consequence, and send a Disciplinary Referral home with the student to be signed and returned. The student cannot return to class the next day without the signed referral. The referral will be kept on file in the office. Disciplinary referrals are issued for offenses that require immediate removal of the student from the situation in question. Referrals are also issued when a student receives repeated Pink Slips or detentions in a specific area without showing improvement. In addition to the referral, the child will also receive other appropriate consequences for their behavior such as missed class time, missed recess/lunch, missed special events, etc.

The following offenses will result in a disciplinary referral for students:

- Consistent use of foul/abusive language
- Student harassment /bullying as outlined in the K-8 parent handbook
- Purposeful destruction of school, staff, or peer property which includes, but is not limited to, writing on bathroom walls or school furniture
- Malicious theft of school, staff, or peer property
- Disrespectful, purposeful and/or repeated disregard for a staff member's instructions such that a student requires removal from the area as a direct result of his/her behavior.
- Fighting (hitting, punching, kicking, pinching, or other physical advances toward another student)
- Violation of school tobacco, alcohol, and weapons policy as outlined in the K-8 parent handbook

8. Suspension:

Suspensions are issued for severe disciplinary referral offenses as noted above. In-School and Home Suspensions may last for a period of 1 to 5 days depending on the nature of unacceptable behavior:

- In-School Suspension: Parents will be called, student will be removed from classroom to serve suspension in office and may perform duties around the school such as cleaning lunch area, scrubbing walls, etc.
- Home Suspension: Parent will be called and asked to take the student home for the duration of the suspension.

9. Expulsion:

Extreme unacceptable behavior continued severe behavior problems, and/or the lack of parental support will result in asking the student to leave City Tree Christian School permanently.

ABSENCE POLICY (K-8)

Parents should be committed to ensuring their student is present for the entire school day throughout the year whenever possible. Classroom instruction is fundamental to your child's academic growth and demonstrating a commitment to prioritizing education develops good citizenship and promotes lifelong learning.

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

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

- Student illness
- Parent illness if reasonable accommodations to get the student to school are not feasible
- Funerals
- Court appearance
- Religious celebrations
- Off-campus academic needs
- Medical and dental appointments (If at all possible, schedule appointments during non-school hours.)

Student Study Contracts

Parents should notify the Academic Director at least 2 weeks in advance of a planned absence of more than 3 days. Please email jennifer.nguyen@citytree.org with the specific dates your child will be absent. The Academic Director will coordinate with teachers regarding the student's assigned work. All assignments are due back to the student's teacher in a timely manner after the absence according to the contract.

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

TARDY POLICY

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

Students who arrive late for any reason, excused or unexcused, must stop in the school office to pick up a tardy slip.

Elementary (K-5th grade)

All classroom doors will be closed at the start of the school day, after which students and their parents must go to the office. Parents will sign a tardy slip listing the reason for the late arrival. Students will wait in the school office until 8:40am in order to reduce the disruption for the other students in the classroom.

Middle School (6th – 8th grades)

Any middle school student with 3 or more unexcused tardies will receive a pink slip and lunch detention. This includes tardies for 1st period as well as any other class period or other school obligation. Students are responsible for getting themselves to and from class, lunch, breaks, etc. Mid-day tardies will be noted at the beginning of every class.

K-8th Grade

Traffic congestion is a regular part of driving in San Diego. Please consider this and allow enough time so your child is in their classroom before the start of school. At rare times there are huge traffic delays due to weather or major accidents. When these extreme incidents occur, a note will be posted at the entrance to the school indicating that tardies will be excused and all students should proceed directly to their classroom.

All K-8 students, regardless of whether or not they are tardy, must still be signed in on Brightwheel.

Parents of students receiving five (5) tardy slips within an academic trimester will be contacted by the school. Parents/students who have a chronic problem with tardiness will conference with the teacher and/or the Head of School and may be reported to the School Attendance Review Board through the local school district for truancy.

EARLY DISMISSAL POLICY

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

Under no circumstance will parents be permitted to pick up their child early from school without first completing the Early Dismissal Slip. Parents who arrive early to pick up their child from school without a justifiable purpose will be asked to wait until school is dismissed. A student who is picked up an hour or more before the end of the day will be counted as ½ day absent.

Please do not request permission to remove your student from class for frivolous reasons (i.e., strictly for your convenience). Removing a student from the classroom affects your child but is also disruptive to the entire class and interferes with the teacher's ability to deliver all of the planned instruction for the day.

ILLNESS POLICY

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

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

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

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

If your child is not well enough to attend school in the morning, they should remain home for the entire school day and not participate in any after school or extra curricular activities.

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

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

Students may not opt to not participate in Physical Education without a note from their parents. A doctor's note may be required. Parents are encouraged to check with their children on physical education days to ensure that they are well enough to participate. Students returning to school after an illness must be well enough to actively participate in the normal routine. If a student is not well enough to participate in the regular school routine, then they should remain home until they are well enough to participate fully in the school day. K-8 students are required to submit a note from parents in order to be excused from Physical Education. Any condition that extends more than 1 week requires a doctor's note.

MEDICATION ADMINISTRATION POLICY

1. For safety reasons NEVER leave medicine in a lunch box, cubby, locker, or backpack. Another student could get hold of the medicine or the medicine could be taken improperly.
2. All medicine must be in the original container not in a baggy, or any other container.
3. The original container must not have an altered label.
4. The student's name must appear on the label. If medication is non-prescription, write the student's name on the container in permanent black ink, along with the dose.
5. The medicine must not be expired.
6. When no longer needed, medicine should be picked up in the office by the parent. Medicine left over a week past the last date of administration may be discarded.

How to leave medicine to be given during school:

1. For temporary or indefinite use of medication, fill out a Medicine Authorization form (found in the form area of the school office) and give the form to the office.

2. Bring medication to the office. Do not leave it in a backpack or on the teacher's desk. Please inform your child's teacher (preschool- 5th grade) about the medication.

If these guidelines are not followed, medicine will not be administered. Staff is not allowed to administer any over the counter medication or ointments without permission from the parent.

LIBRARY POLICY

The library is a place that encourages the love of reading. Students at City Tree visit the school library once a week with their teacher. Books will be checked out during class time and will be sent home or remain in the class according to each classroom's procedures.

Please review with your child the following rules regarding the use of library books:

- Handle books gently and carefully.
- Use books only with clean hands.
- Keep books away from food and drinks.
- Make sure to leave all barcode and spine label stickers on books.
- Use bookmarks and never bend the corner of the page.
- Never write or draw in a book.
- Never throw or tear a book or leave it on the floor.
- Return all books promptly by the due date.
- Additional books may not be checked out until overdue or lost books are turned in or paid for.
- Borrowing library books is a privilege, not a right.
- Students are responsible for the books they check out even if they misplace them at school.
- Students will not be allowed to check out new books until previously checked out library books have been returned. Parents need to encourage their students to be responsible in returning their library books. The lost or damaged library book fee is \$25.

TECHNOLOGY USE POLICY

Technology is a part of our lives and can be well-utilized in the educational setting. However, it is important that we have guidelines in place to promote the healthy and productive use of technology in the classroom and on campus.

Internet Use

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

Copyrighted Material

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

Student Google Accounts

Students in grades K-8 will be issued a google account that is monitored by, and used specifically and exclusively for, City Tree Christian School. Students will use this account to communicate with staff and peers about projects and assignments as well as store school assignments. All student login information will be assigned and kept on file by the school network administrator. Accounts will be deactivated once students are no longer enrolled at City Tree. Accounts are NOT private and can be accessed and monitored by the school network administrator at any time for any reason. Student account use guidelines are as follows:

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

Information Content and Uses of the System

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

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

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

Software and Hardware Vandalism

Software vandalism is defined as an intentional malicious act to alter, harm, or destroy data of another user or information contained on any computer system, the local network, or any of the agencies or other networks that are connected to the Internet. Hardware vandalism is defined as an intentional malicious act to deface, abuse, alter, or destroy any equipment. This includes but is not limited to drawing on or affixing stickers to hardware including Chromebooks. These devices belong to the school and are not to be altered in any way. Any software or hardware vandalism by a user is a serious breach of this contract and subjects the user to consequences as stated in this document, including cancellation of the user’s privileges.

Consequences of Misuse or Abuse of Technology:

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

In addition to consequences outline in the Behavior Management Program and Discipline Policy, the user may be:

1. Restricted in the use of the system or school software.
2. Banned from any system usage, permanently or for a specified number of days
3. Required to pay for damages with regard to hardware, teacher time, and computer resources

PERSONAL ITEMS

Cell phones, smart watches, iPods, electronic devices, and any other electronic toys are not appropriate for school. Please leave these items at home. If these items are seen or used at school, they will be taken to the school office and left there until a parent picks them up. Multiple occurrences will result in detention and/or more serious consequences. Cell phones may not be used on campus either during school hours or in before and after school care. Phones must remain off and out of sight and will be taken away if they are seen or heard. Students who need to contact their parents will be directed to use the phone in the school office. Please contact the school office if you need to give your child a message or need to speak with them.

We ask that children not bring toys from home unless requested by a teacher. Toys can sometimes be lost or damaged, cause unnecessary distractions, and at times, challenges between classmates.

UNIFORM and CLOTHING POLICY

Our exclusive logo wear and uniform provider is:

The Uniform Store
 8160 La Mesa Blvd
 La Mesa, CA 91942
 (619) 461-4112
 Text Us: 619-373-8500

City Tree Christian School requires that K-8 grade students be dressed in the approved CTCS uniform during the academic year. Some uniform items must be purchased at The Uniform Store, others are also available at local department stores or other clothing retailers. City Tree has used uniforms for sale throughout the school year.

The way a student is dressed is the parent's responsibility. Please take the time to make sure your child is adhering to the uniform policy. Monitoring uniforms in the classroom needlessly wastes class time. We ask for your cooperation in maintaining the standards.

Consequences for students who do not comply with the uniform policy:

- If a student comes to school not dressed in proper uniform attire, the student will be reminded of the uniform policy and parents will be notified via email and reminded of the uniform policy.
- Depending on the violation, City Tree may provide the student with the needed uniform items and charge the parent's incidental billing account.
- If a student wears a uniform item that it out of dress code after being notified, then the parent will be asked to bring the proper uniform item to school.
- Pinks slips may be given for middle school violations of the uniform policy.

*Common middle school uniform violations include untucked shirts, missing belts, inappropriately colored undershirts, shoes and socks, and non-compliant hoodies and sweatshirts.

UNIFORM POLICY AND DRESS CODE 2024-2025

The goal of the City Tree Uniform Policy and Dress Code is to emphasize learning by reducing distractions and creating a standard of dress.

Boys	
Tops	<ul style="list-style-type: none"> • White, dark green, grey, or navy blue short or long sleeve pique polo shirt with CTCS Logo, worn tucked in • White short or long sleeve Oxford shirt with CTCS Logo worn tucked in • Navy blue or grey CTCS T-shirt with school logo worn tucked in (T-shirt ordered through CTCS). • T-shirts may only be worn on T-shirt Tuesdays. <p>*grey polo shirts will remain permissible this school year, but will phase out next school year.</p>
Belts/Bottoms	<ul style="list-style-type: none"> • Navy blue uniform style pants or shorts • Solid navy blue, black, or brown belt without embellishments worn with pants and shorts (grades 2nd-8th)
Socks & Shoes	<ul style="list-style-type: none"> • White or navy blue, crew or ankle length socks with no visible logo • Athletic/closed toed shoes. Please be sure your students' shoes fit well, are not slippery or falling off to allow for proper play at recess and PE. <p>*The following shoe styles are not permissible: Light-up, glitter shoes, heels, dress up shoes, anything with slick soles, Crocs, Ugg style boots, boots, sling backs, sandals, or backless shoes, flip flops, open toed shoes, Heelys, and shoes that distract from learning.</p>

Girls	
Tops	<ul style="list-style-type: none"> • White, dark green, or navy blue short or long sleeve pique polo shirt with CTCS Logo, worn tucked in • White, dark green, or navy blue short or long sleeve button-up blouse with rounded or pointed collar with CTCS logo worn tucked in • Navy blue or grey CTCS T-shirt with school logo worn tucked in (T-shirt ordered through CTCS) <i>T-shirts may only be worn on T-shirt Tuesdays.</i> <p>*grey polo shirts will remain permissible this school year, but will phase out next school year.</p>
Bottoms/Tights/ Belts	<ul style="list-style-type: none"> • Navy blue chino style pants or shorts • Navy blue or plaid skirt, skort, polo dress, or jumper worn at an appropriate length. Plaid and jumpers must be purchased from the Uniform Store • Jumpers must be worn with a blouse or collard shirt with CTCS on the collar. • Bike shorts (navy blue or black) must be worn under all skirts and jumpers unless they have built in shorts. • Navy blue or white tights or leggings may be worn but <i>only under skirts and jumpers</i> • Solid navy blue, black, or brown belt without embellishments worn with pants and shorts (grades 2nd-8th)
Socks & Shoes	<ul style="list-style-type: none"> • White or navy blue, crew or ankle length socks with no visible logo • Athletic/closed toed shoes. Please be sure your students' shoes fit well, are not slippery or falling off to allow for proper play at recess and PE.

	<p>*The following shoe styles are not permissible: Light-up, glitter shoes, heels, dress up shoes, anything with slick soles, Crocs, Ugg style boots, boots, sling backs, sandals, or backless shoes, flip flops, open toed shoes, Heelys, and shoes that distract from learning.</p>
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Uniform Specifications

Outerwear	<ul style="list-style-type: none"> • Dark green or navy-blue crewneck or hoodie sweatshirt with CTCS logo • Dark green or navy-blue V-neck cardigan with CTCS logo • Dark Green or navy-blue polar fleece or windbreaker with CTCS logo <p><u>Outerwear must be ordered from CTCS or the Uniform Store</u></p>
PE Uniform (middle school only)	<ul style="list-style-type: none"> • Athletic grey t-shirt with logo, dark green mesh shorts or sweatpants • PE apparel must be purchased from CTCS or the Uniform Store.
Sun Hats (optional)	<ul style="list-style-type: none"> • Navy or dark green baseball-style cap with CTCS Logo (for outside wear) <p><u>Hats must be purchased from CTCS or the Uniform Store</u></p>
Hair	<ul style="list-style-type: none"> • Hair must be the student's natural color well-groomed, clean, and neat • Hair cannot be in the eyes, no bleached or eccentric colors i.e., pink, blue, purple, green, yellow, orange, red, etc. Hair can't be a distraction to self/others
Nails	<ul style="list-style-type: none"> • Must be short, clean, neatly trimmed • No fake/false nails
Jewelry/Make-up	<ul style="list-style-type: none"> • Middle school girls may wear a modest amount of makeup with a natural look • No Gizmo, Fitbit, or Smart Watches of any kind are permitted • Piercings may only be worn in the ears • K-5 students may only wear studs, no earring that hang below the earlobe • For safety reasons, we discourage large earrings that can catch during physical activities. Students may be asked to remove jewelry for certain school activities
T-shirt Tuesdays	<ul style="list-style-type: none"> • Each Tuesday students may wear a City Tree T-shirt which includes purple up shirts, band, chapel, CTCS sport t-shirts, and current year class shirts. • T-shirts may only be worn on Tuesdays with the exception of middle school PE t-shirts on PE days.
Free Dress Days	<ul style="list-style-type: none"> • A free dress day occurs on the last Thursday (school day) of each month for all students who have retained free dress privileges for that month. There may be exceptions made to this when our special events conflict. See FREE DRESS DAY in the K-8 Parent Handbook for details on free dress guidelines.

Uniform Expectations

A CTCS logo is required on all uniform tops (including outer wear). Please also note that, for a fee, our uniform supplier, The Uniform Store, will add a logo to a new polo shirt that is not purchased from their store. Please be sure all shirts follow the CTCS uniform policy.

City Tree Christian School requires that K-8 grade students be dressed in the approved CTCS uniform during the academic year:

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

Student uniform compliance is the parent's responsibility.

Middle School Physical Education Uniforms:

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

FREE DRESS DAY

A free dress day occurs on the last Thursday (school day) of each month for all students who have retained free dress privileges for that month. There may be exceptions made to this when our special events conflict. Please consistently read our Weekly E-mail Updates for special notices. Students are not required to wear uniforms on free dress days and may wear appropriate clothing of their choice within the following guidelines:

1. Athletic shoes that are appropriate for school, no light-up, glitter shoes, heels, dress up shoes, anything with slick soles, Crocs, Ugg style boots, boots, sling backs, sandals, or backless shoes, flip flops, open toed shoes, Heelys, and shoes that distract from learning.
2. Skirt/short length must be long enough to allow for activity while being appropriately modest—three inches above the top of the knee is an appropriate guideline. Skirts may not be rolled at the waist in order to circumvent the length requirement.
3. T-shirts may not depict anything involving drugs or alcohol or contain violent or sexual connotations.
4. Clothing in good repair without holes or stains. Shirts may not be tied.
5. No bare midriffs, spaghetti straps, strapless, or halter-tops allowed. No tight fitting clothing. No skin between the pants and shirt may show.
6. All clothing should allow for normal movement on an active school day and be modest in style.
7. All uniform policy guidelines regarding makeup, hair, hats, and fingernails apply on this day as well.

SPECIAL DRESS DAYS

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

K-5 STUDENT TEXTBOOK AND MATERIALS POLICY

K-5 students are sometimes issued workbooks, novels, music books, and hardbound textbooks. It is the responsibility of students to keep these materials in good repair. When a student loses a book, they will be charged to replace that book. A normal amount of wear and tear is expected and

therefore acceptable each year, but when school loaned materials sustain more than reasonable wear or extreme damage the student will be charged for replacing the material on a prorated basis. Specific book damage fees will be determined by the school administration. The original cost of the book balanced with the number of years the school has owned the book will be used to calculate a reasonable fee for the student/parent to pay. These fees must be paid in order for students to participate in end-of-the-year activities. Please encourage your child to be responsible for the books that are issued. All books, especially hardbound textbooks, are very expensive.

MIDDLE SCHOOL STUDENT TEXTBOOK AND MATERIALS POLICY

Middle school students are assigned a set of textbooks, paperback books, and workbooks throughout the year to be used for classroom assignments. These materials may be brought to and from home or stored in lockers and/or backpacks. Books are numbered and the condition of each is kept on file and tracked by teachers. A normal amount of wear and tear is expected and therefore acceptable each year. Book inspections will be done at the end of each school year. Students who return textbooks or other materials that have sustained more than reasonable wear (determined at the discretion of the administration) will be assessed a prorated charge. Excessive wear includes, but is not limited to, water damage, ripped pages, damaged binding, and unauthorized markings or stains. Students who fail to return a textbook, or other materials on loan, will be charged a prorated replacement cost depending on the age and condition of materials in question. Amounts vary by book. These fees must be paid in order for students to participate in end-of-the-year activities. It is our desire that students learn the value of being good stewards of their resources and treating their own and the property of others with respect. You can help your student with this process by encouraging them to cover their books, store them in a place that is free of moisture or food, and take care not to throw or drop them. Students who damage the materials of another student will be required to pay for the damages.

MIDDLE SCHOOL ACADEMIC AND CITIZENSHIP EXPECTATIONS

Students are expected to be good school citizens. This means that they treat all staff, parents, and students with respect and observe school rules in and out of the classroom. Middle School students receive an academic and a citizenship grade in each class. Middle school students also receive a school citizenship grade each trimester, assigned by the administration, based on their school citizenship focusing on behavior outside of the classroom. Students who receive detention or require other disciplinary action outside the classroom will see their behavior reflected in this grade (i.e., a lunchtime detention may result in a 1 grade reduction on the report card). We believe all middle school students have the ability to be positive role models to our younger students, and this grade is intended to reward those who make wise decisions.

City Tree offers two types of honor roll for middle school students (grades 6-8) Academic Honor Roll and Citizenship Honor Roll. Students qualify for Academic Honor Roll by earning at least a 3.7 academic grade point average and a Citizenship Honor Roll by earning at least a 3.7 grade point average in citizenship marks during one or more academic trimesters. Students are recognized during chapel and the end of the year Awards Assembly as eligibility is determined.

Middle school students will be put on probation if their academic and/or citizenship grade point average falls below 2.0 in any trimester. In the following trimester, students will be put under written probationary contract that includes one or more of the following requirements:

- Specific grade or grade point average improvement requirements
- Suspension of extracurricular activity eligibility (i.e., athletics, clubs)
- Tutoring or homework club attendance requirements, when available
- Special arrangements for homework or classwork accountability

Other requirements may be included as part of the probationary contract where appropriate at the discretion of the school administration. Students who fail to meet the terms of their contract or who become eligible for academic probation in more than one trimester per year may not be promoted to the next grade, required to repeat classes, required to complete additional summer work, or be unable to continue at City Tree.

Crediting Sources:

All work submitted must be the student's own thoughts and ideas and in the student's own words unless otherwise instructed by the teacher. When using the ideas of others, students may paraphrase, but credit must be given to the original source. When using the exact words of others, students must use quotation marks and credit the source. This applies to all written and digital media sources. Students are instructed on proper bibliographical formatting within the context of Language Arts and other classes. However, it is best to talk to a teacher BEFORE turning in an assignment if assistance is needed to cite sources. Students may not use Artificial Intelligence to write papers or complete homework.

Sources must be properly cited using MLA format for formerly written essays. Link Failure to cite sources appropriately is considered plagiarism and may result in reduced credit, no credit, detention, and/or suspension.

MIDDLE SCHOOL FACILITY USE

Middle school students (grades 6-8) are responsible for traveling to/from class, lunch, after-school locations, etc. The day is broken into periods/blocks of time, and students are assigned to specific teachers for each subject. There are 5-minute passing periods between classes that students may use to retrieve items from their lockers, get a drink, or use the restroom. Students are to be in class at the start of each period to avoid being marked tardy. During passing periods, nutrition breaks, and lunch students are to stay within areas designated for their use. Any student who needs to leave their designated area may do so only if they possess a hall pass issued by their teacher or other supervising staff member. Students who are roaming around the school without a pass will be sent back to their assigned teacher/location and may be issued a pink slip.

The following is a list (though not exhaustive) of facility use and scheduling infractions subject to discipline:

- Consistently traveling without a hall pass
- Traveling to a part of the school/church that is off limits
- Consistently arriving tardy
- Exhibiting behavior that is disruptive to any class/meeting around the school/church
- Leaving school grounds without a parent/guardian or staff member (this is subject to immediate discipline)

MIDDLE SCHOOL LATE WORK POLICY FOR ABSENCES

The Middle School program maintains the following policy on late work for absences. This applies to all classes, subjects, and teachers. Students and parents are encouraged to work with teachers within the policy parameters to ensure that students submit and receive credit for their hard work. However, it is not appropriate to request exceptions or exclusions of this policy for your child. Students are expected to document all homework and due dates in their planners on a daily basis. This is the single best source of information on work that is due. Students and parents may also consult the online homework postings (Google Classroom) updated weekly for information on assignments due.

Excused Absences: Students may make up work missed during an excused absence. One extra day will be allowed for each day excused for full credit. (i.e., a student who is out ill on Monday will be able to collect work missed when they return on Tuesday and turn it in on Wednesday) Work due on the day of an excused absence must be turned in the following day. (i.e., a student who is out ill on Friday must turn in the book report that was due Friday on the following Monday) For a list of excused absences, please see the Absence Policy section.

Unexcused Absences: Students will not be permitted to make up work missed or due during an unexcused absence for full credit. Any work completed/due as a result of unexcused absences is considered late. Late work will be accepted and graded as follows:

- Minor assignments (i.e., worksheets, daily spelling, daily math, etc.) will not be accepted. Students are still encouraged to complete all assignments regardless of whether or not they can be submitted for credit. These smaller assignments are often key for learning and great practice for tests and other assessments.
- Major assignments (i.e., projects, book reports, etc.) may be submitted for credit. Each day late will result in a reduction of 1 letter grade.
- Quizzes and tests may be made up at the discretion of and by special arrangement with the teacher. Students are responsible for requesting a make-up quiz or test when one is missed for unexcused absences.

*Adaptations will be made for students with documented learning challenges (i.e., IEPs or 504s). School staff will communicate with parents individually about any modifications allowed.

MIDDLE SCHOOL EXTRA CREDIT POLICY

On rare occasions, students may be allowed to complete extra credit. Extra credit assignments must be prearranged with the classroom teacher and are limited to work related to educational experiences outside the classroom (i.e., report on family trip to a museum).

Students are eligible for extra credit only if they have completed all regular class assignments to date. All students who are caught up on class work and wish to request extra credit should speak directly to their teachers. Extra credit will not be offered to make up for missed work.

Please refer to the middle school late work policy for absences in section above for information on makeup work if students miss school due to illness or other excused absences. It is not appropriate for students or parents to request exceptions to the extra credit policy.

STUDENT LIFE

CALENDARS & SPECIAL EVENTS

City Tree Christian School has a robust calendar of engaging activities in which our students and families participate. These activities provide learning opportunities, promote community growth, and raise funds to help support our special programs. Fundraising events are hosted by our PTO and the school staff and community come together to volunteer, plan and participate in the activities and events offered. Calendars are available on our school website (citytree.org) and email update. Our google calendar is a dynamic calendar that all parents are encouraged to follow. Please reach out to the school office for copies of the calendar or information on how to access the google calendar.

SNACKS

Parent(s) may provide their child with a healthy morning snack. K-5th grade students eat this snack at their morning recess and middle school students have a mid-morning nutrition break. We suggest small, nutritious snacks such as cheese, fruit, vegetables, etc. Sweets or bars with chocolate or

candy are not appropriate snacks. Parents whose children attend our after-school program must also provide an afternoon snack.

LUNCHES

Parents are responsible for providing a healthy lunch for their child each day. You may use insulated lunch boxes, ice packs, etc. to keep your child's lunch at the desired temperature, as refrigerators are not available for student use.

Please minimize desserts (foods high in processed sugar) in your child's lunch. Gum, candy, sodas, nuts or seeds in the shells are prohibited and if found in lunches will be thrown away or sent home. Do not send anything in glass containers. Please send foods your child likes and send an appropriate amount. Any item needed for eating lunch should also be provided such as spoons and forks. We want lunchtime to be an enjoyable, relaxing experience and not a time of tears and stress. It is not possible for lunchtime assistants to supervise what every student eats on a daily basis. Parents are best able to do this by sending a well-balanced lunch with nutritional food that you know your child will eat and enjoy. Please label all lunch boxes, bags, and containers. Lunches may not be heated up on campus.

Hot Lunches:

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

Students without a Lunch:

Parents are responsible for ordering or packing lunch for your student every day. Parents are also responsible to provide their students snacks every day. Please make every effort to pack your child's lunch or drop off a lunch for your child when it's forgotten at home. If a student does not have lunch, the parent will be called and asked to bring or order lunch for the student. In the event that it is impossible for the parent to provide a lunch, an emergency lunch will be provided. When an emergency lunch is issued, the student's incidental account will be charged \$10 for the price of the food and the time spent preparing it. Emergency lunches are only available if absolutely necessary.

CHAPEL

Kindergarten – 8th grade students meet together for chapel each week on Friday afternoons. We encourage students to wear their nicest uniforms on chapel days. Detailed information about our chapel theme and memory verse program are available on our website and weekly email updates. Parents are invited to attend chapel. Please contact your child's teacher for instructions.

FIELD TRIPS

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

Parent drivers and/or chaperones are needed for most field trips throughout the year. If helpers are not available, field trips may be cancelled. Please notify your child's teacher if you are available to assist with field trips. Parents who drive on field trips will need to provide a copy of their driver's

license and proof of insurance along with a signed Volunteer Driver Guidelines Form. All volunteer drivers should adhere to traffic laws and regulations regarding child safety.

LABELING ITEMS

Please label **all** lunch boxes, backpacks, coats and sweaters, books, and sharing items brought to school. We actively attempt to return lost items to their owner, but this is not possible if the items are not labelled.

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

LOST and FOUND

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

HOMEWORK

We think homework is a vital part of a student's education. Each teacher will advise parents on the homework policy for his/her class. All 4th-8th grade students are expected to log their homework in a school issued planner. Please refer to this planner to hold your child accountable. Middle school homework assignments are listed weekly online.

PARENT FOLDERS

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

STUDENT CUBBIES (GRADES K-5)

- Student cubbies and parent folders are for official school use only.
- Birthday party invitations are not allowed to be distributed at school unless every student in the class, or every student of the same gender is being invited. We want to create a family atmosphere, one in which children feel loved and included. Social events that include many classmates but exclude some are very hard for children to understand, hurtful, and are at times very disruptive to classroom teamwork. Please consider this when you plan special events and birthday celebrations.
- Please use the Student Directory available on FACTS Family Portal to contact students/parents. The cubbies/parent folders are not to be used for parent to parent or child to child communication.
- Flyers/announcements/etc. to be distributed to students must first be approved by the school administration (if just for the class, the teacher may give approval).
- Students put schoolwork from their cubbies into their backpacks. Remember to check your child's backpack regularly. Review these papers with your child so that you will be informed about what your child is learning and know about events at the school.

STUDENT LOCKERS (MIDDLE SCHOOL)

- Middle school students have an assigned locker where school materials, personal items, P.E. uniforms, etc. may be stored.
- Students may not put a locking device on their locker. The door to the locker rooms will be kept locked after school hours and on weekends to prevent unauthorized access.

- Students may not access one another's lockers.
- Abuse of lockers will result in loss of locker privileges and more serious consequences when appropriate.
- It is important to remind your student to bring home any work stored in their lockers on occasion.
- Most students will carry their work in their backpacks. Remember to check your child's backpack regularly. Review these papers with your child so that you will be in touch with what your child is learning and know about events at the school.
- Students may store personal items in their lockers or designated classroom spaces only. No backpacks or other personal items may be left in hallways.

FAMILY INVOLVEMENT

PARENT TEACHER ORGANIZATION (PTO)

All parents are members of the City Tree Parent Teacher Organization (PTO). The PTO meets throughout the school year to plan events and fundraisers that enrich the learning experiences of our students and raise funds for various things such as our scholarship fund and specials programs. Your participation is encouraged. Attending meetings and volunteering with the PTO is a great way to build community among our parents.

ROOM PARENTS

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

FAMILY PARTICIPATION PROGRAM

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

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

The following is a list of possible participation opportunities:

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

This list represents just a few opportunities for you to get involved. Specific school-wide opportunities, when they arise, are posted in the email update or communicate by your room parent. When you desire to volunteer in any capacity, or if you have other ideas of how you might assist our school, please make arrangements in advance so that we can take full advantage of your help.

To record your volunteer hours please follow the directions below:

1. Log into your FACTS Family Portal,
2. Click the "Family" section
3. Begin entering your service hours by clicking "Add +" found at right hand corner of the screen.

FACTS FAMILY PORTAL

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

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

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

AUTHORIZED PICKUP LIST

Parents may indicate other individuals who are authorized to pick up their children. Authorized pick up people are designated during enrollment.

To add or remove an authorized pick up person, there are two steps one with FACTS Family Portal and one with Brightwheel.

FACTS Family Portal:

1. Login to your FACTs Family Portal factsmgt.com
2. Under the "school" drop down menu choose "Web Forms"
3. Click on "Family Demographic Form"
4. Select the "Transportation Form," Make changes and save.

Brightwheel:

1. Login to Brightwheel, and open your child's profile by clicking on their name.

2. Click on the profile button on the top right.
3. Scroll to the Contact

Authorized pick up people must also be given access to Brightwheel in order to check out the student at pick up. Please contact the school office if you need assistance with this process.

PARENT-SCHOOL COMMUNICATION

The following policies and events facilitate parent-school communication:

- Our Weekly Email Update is our main form of communication. It is the best way for you to stay informed about school news and events. It is essential that every City Tree family receives and reads this weekly update. If you would like to add additional email addresses, sign-up by going to the school website and scrolling down to the bottom of the page.
- Our school website (www.citytree.org), is a great place to go for information about upcoming events, and to stay informed.
- Teacher Newsletters provide information specific to your child's classroom.
- Brightwheel is a good way to communicate short messages.
- Your child's teacher will let you know their preferred method(s) of communication: email, Brightwheel, etc.
- All students have a parent folder for school communications that goes home weekly. These folders hold important papers and office messages, notes from teachers, etc. It is important that you check your parent folder each week.
- Back-to-School Morning, Fall Back-to-School Night, and spring Multicultural Fair, as well as other events, help parents to get acquainted with the school.
- Bulletin boards at the entrance to the school, hallways, and near classroom are a good place to look for announcements and examples of students' work.
- As the teacher's time and attention should belong to the students, please limit conversation on arrival and departure to necessary information or instructions for the welfare of the student. Conferences may be scheduled for extended conversations concerning your child.
- Teachers need to be informed of changes that may affect your child's emotions or behavior during the day.

BRIGHTWHEEL

Our drop-off and pick-up procedures include the use of Brightwheel, which is a free app that can be downloaded to any smart phone. You will be sent a link prior to the first day of school, if you already have an account, you can use that account. Please make sure you download the app when you receive the invitation and complete the sign-up process. All students must be checked-in and checked-out on Brightwheel each day.

Brightwheel student check-in:

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

Brightwheel student check-out

1. *Open Brightwheel app*
2. *Press "check in/out"*

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

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

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

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are an important way for parents and teachers to communicate about your child. They are required following the end of the first academic quarter. Report cards will not be given out until the conference is completed. Optional conferences are held in the spring. You may also request a conference at any time of the year. Simply send a note or email to your child's teacher(s). Be sure to state the reason for the conference so the teacher(s) can be prepared to discuss your concerns. Please try to avoid stopping your child's teacher in the hall or when the teacher is preparing to start the class as it will be difficult for him/her to give you the time and attention you may need.

PARENTAL VISITOR POLICY

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

Parent observation--you may observe our program at any time. Please call in advance so we can be sure your child is not away on a field trip, nature walk, or involved in a special activity outside the classroom. For safety reasons we ask that all visitors sign in and out of the school office.

WAYS TO HELP CITY TREE GROW-COMMUNITY PARTNERS

Ralph's Community Rewards Card

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

To sign up:

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

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

Scrip Gift Card Orders

Ordering gift cards through City Tree is a great way to support our school. Use these cards, from all of your favorite retailers, to make regular purchases (gas, groceries, coffee, gifts, etc.) and our school

gets a percentage from every card. Purchase gift cards in the school office or order online at www.raiseright.com and enter our school's name or code 8ACE8B2D32415. Contact the school office with questions 619-232-3794.

Box Tops for Education

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

United Way

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