



Student Handbook

The Learning Centre School

Student Handbook

I. Mission Statement

The goal of The Learning Centre School is to develop students with strong character as well as academic excellence in a positive and distinctly Christian environment.

II. Philosophy

At TLCS we promote both academic excellence and excellence of character in the context of a Christian worldview. While students receive a strong educational foundation on which to build their lives, they are also challenged to reach their highest spiritual potential by learning Biblical truth and Christian values. These values are at the heart of our philosophy and curriculum at TLCS. Working as a team with our students' parents, we endeavor to equip our students to become the leaders of their generation and a strong influence in our world.

III. International Atmosphere

TLCS admits individuals of any gender, race, color, and national or ethnic origin. We do not select students or discriminate in any way on the basis of gender, race, color, national, or ethnic origin. Our students and teachers come from many nations around the world.

IV. Accreditation Status

TLCS is registered as a preschool, primary & secondary school by the Botswana Ministry of Education and the Association of Christian Schools International (ACSI).

V. Website: tlcsonline.com

Information, such as the school calendar, weekly newsletters, and other important information can be found on our website.

VI. Contact Information:

Telephone: 3916605; FAX 3937595; Email: learn@tlcs.co.bw

Fees Payment Schedule

All fees are due **before** the first day of term. Any unpaid fees after that date will be deemed unpaid fees and will incur a late payment fee of 500. All fees must be paid in full before the first day of the term, unless prior arrangements are made with the management. We do not accept post-dated cheques for payment of fees for the current term. Fees may be paid by cash, cheque or bank transfer. No place is held if payment is not made as scheduled. **No child is admitted to class for the term until all fees have been paid** or an agreement has been made with the bursar. A nonrefundable deposit of P1000 is required before the end of each term to secure a place for all students for the next term. This deposit is deducted from the fees for next term when the student returns. All financial questions are to be referred to the school bursar. Please refer to School Fees and Policies 2017.

School Bank Details are:

Bank: First National Bank (FNB)

Branch: Kgale View

Account Name: The Learning Centre School

Account #: 62198153844

Branch Code: 284567

Swift Code: FIRNBWGX

Please include your child's name for reference.

When paying by bank transfer it is the responsibility of the parent to provide TLCS with proof of payment within 5 working days.

Any cheques returned by a bank, for any reason, will incur a P300 administration fee.

VII. School Attendance

Because class attendance is necessary for a student to learn the necessary skills to have good results, it is required that students have a minimal number of absences in a year. If a student misses more than **20 days in a school year**, whether excused or unexcused, he/she will not be promoted to the next class regardless of grades, unless the Superintendent, in his/her discretion and having regard to any exceptional circumstances having caused such absence, shall otherwise determine. Arrival one half hour after starting of the school day or departure one half hour before the end of the school day will constitute a half day absence.

Secondary students may not miss more than **10 days** in a class per term and no more than a total of **15 days** per year. If absences exceed this number, the student will not be allowed to sit the exams, unless the Superintendent, in his/her discretion and having regard to any exceptional circumstances having caused such absence, shall otherwise determine.

VIII. Late Arrival

School starts at 7:15. Students who arrive five minutes after the start of a school day will be considered late. Students will receive a demerit for the first late morning, a detention for the second late morning, and beginning the third late morning will be given a Saturday detention which comes with a P50 fee.

IX. Withdrawal

Provided the fees for the current term are paid in full and a two week notice is given, any prepaid fees for the next term will be refunded, minus the deposit, in the event the student will not return to school the next term. If withdrawal is at the end of the term, notice must be given 30 days before the start of the new term or Pula 1000 will be charged for transcripts. **There will be no refund of fees paid for the current term in the event the student withdraws during the term.**

Students withdrawing from The Learning Centre School must clear with the administration office before transcripts will be given. A withdrawal form must be signed by each teacher after all books have been returned to TLCS. Lost books or unreturned books will be charged at the current year's cost of replacement.

X. Transcripts

Transcripts will not be released until the school that the student is transferring to has requested it. The new school must email or fax us a letter requesting the transcript. Email – learn@tlcs.co.bw FAX (267) 3937595 This applies to all schools, both local and international. The transcript serves as a transfer letter, transfer card. The student report serves as a reference or referral. A two-week notice is needed for transfer documents to be processed. If more than one copy is needed, there will be a P15 charge.

XI. Report Release

No report will be released to any student until any outstanding fees have been paid including library fines, lost book fines and late pickup fees. Please see the Bursur regarding this and not the class teacher or Head of Department.

XII. Library Use

The library is available for book checkout, research projects and approved independent studies. A student's account will be charged for materials checked out under his/her name that are lost or damaged. A ***minimum*** of Pula 100 will be charged for any lost or damaged book. Late fee P5 per day.

XIII. Parent/Teacher Meetings

For any educational program to be successful, it must have parent participation. Though all our schedules are busy, parents send a negative message to both teachers and their own children when they do not participate in school activities. Because of our desire to actively involve parents in their children's education, to the betterment of all involved, we utilize parent/teacher meetings. We require that at least one parent attend these meetings. We will schedule a parent- teacher conference each term. If a parent would like to meet with a teacher at times outside of the regularly scheduled conference, they should contact the office for an appointment with the teacher outside of class time. Parents should not expect the teacher to take time out of class or just before school or just after school for discussions relative to their child's progress. A scheduled appointment will give all concerned time to discuss all areas without pressure.

Academics

Our academic policy requires that a student **must average 70% or above for the school year in order to be moved to the next grade level.**

All absences on test days require a doctor's note in order for the student to sit the test another day.

Text books are to be covered by the student with clear plastic each term.

XIV. Visiting the School

For security reasons, all visitors arriving on campus should go directly to the administration building for a visitor's badge. Anyone on campus without a TLCS badge or visitor's badge will be stopped and questioned. This is for the safety of students & staff. No one is allowed to go directly to a class at any time, even for drop off or pickup. Drop your child at the drop off point and pick them up there.

Parents are invited to make an appointment with the class teacher to visit their child's class.

Visitors to the campus may only use the main gate. The preschool gate is locked from 8:30 AM until 12:30 PM and then locked again at 2:00 until 4:30.

XV. Drop off, Pick up

Students may be dropped at the school from 6:30 am. The Preschool gate will open at 7 am. After school students may be picked up in the main parking lot from 12:45.

Special needs students are dismissed at 12:30 and required to be collected no later than 12:45 in the main parking lot. This is so they will have priority getting into the vehicles.

Speed limit on the campus is 10 KPH. Anyone violating this speed limit could be banned from driving onto the campus. This is for our students' safety. Please follow the instructions of staff on duty in the parking lot. Students are required to be collected no later than 30 minutes past pick up time. A fine of 20 Pula for each 15 minute segment will be assessed for late pickup. The child will go back to class with their teacher 30 minutes after pickup and the parent must come and collect them there. Please be prepared to pay the fine upon pickup.

A student released to a person other than custodial parent or guardian must have written permission to the teacher and a phone call of permission given to the administration office. In the event that parents are traveling without their child(ren) parents must notify the school of adult caretakers who will be responsible for their children. Names and phone numbers should be included in the notification.

XVI. TLCS Student Conduct and Discipline

It is the school's responsibility to provide the proper learning environment for students. It is the student's responsibility to make a commitment to live within the rules and regulations that are necessary to function together each school day.

1. Five Basic Classroom Rules

- A. No talking / communication without permission
- B. No leaving seat in class without permission
- C. Eyes forward
- D. Feet on the floor and sit up straight
- E. Chair pushed in when out of seat

2. Student Conduct

- A. Because respect for God, fellow man and self is vital for a fulfilling and healthy life, conduct standards regarding respect are to be obeyed. Students are to show respect for teachers and fellow students both in and out of the classroom. Students should address teachers with Sir or Ma'am.
- B. TLCS students are to abstain from the use or possession of alcoholic beverages, tobacco products, drugs and other illegal/undesirable practices recognized as harmful to physical, spiritual and emotional health. This rule applies both on and off campus.
- C. Students are to abstain from profanity as well as vulgar or abusive speech, or actions including sexual harassment of any kind.
- D. Chewing gum is not allowed anywhere on school grounds. There will be a P25 fine for each violation of this rule.
- E. Eating and/or drinking in the classroom is not allowed.
- F. Personal listening devices (i.e. MP3 players, portable CDs, etc) will not be allowed on campus. Magazines, books, CDs, videos and/or DVDs not related to school projects will also not be allowed. If brought on to campus they will be confiscated and returned only to the student's parent/guardian.
- G. Cell phones may not be used during school hours, except with a teacher's permission. Cell phones should not be visible and should be turned off during the school day. If a cell phone is visible and /or heard, it will be confiscated by the administration and must be collected by a parent/guardian. Repeated cell phone infractions will lead to the termination of that student's cell phone privileges.

- H. Being out of school bounds without permission at any time during the school day, including lunch or break is not allowed. Students should not visit area tuck shops until they have first reached home.
- I. Physical or verbal threats to anyone will result in swift and serious consequences
- J. Students will refrain from displays of affection such as holding hands, embracing and kissing. Students at TLCS are encouraged to remain sexually pure both in word and deed. Any sexual immoral conduct will be grounds for expulsion.
- K. Honesty and integrity in all matters are important to God. Therefore make every effort to do your own work. Do not cheat. Each student's record is to reflect his/her individual effort. Students may not give or receive assistance on assignments or tests unless the teacher has specifically granted permission. Academic misconduct includes all acts of dishonesty in any academically-related matter and any intentional help or intent to help or assist another student to commit an act of academic dishonesty. Cheating is a serious offence. Whether you give or receive information, the offense is the same.
- L. English should be spoken as the means of communication at school and any school function unless in a class teaching another language.
- M. Students will be held responsible for their interactions on social media. Cyber bullying of classmates or inappropriate comments about staff will be disciplined in the same manner as serious misconduct.
- N. Attendance at school functions is mandatory unless otherwise approved by administration.
- O. The Learning Centre School does not allow the sale of any item(s) outside of our uniform or tuck shop on our campus. Please do not send any items with your child to sell. Students found selling will be disciplined following our guidelines for serious offenses.

Discipline for minor offenses

A demerit will be given for minor discipline offenses. When a student receives a certain level of demerits they will serve detention either in school or work detail. A detention slip is sent home and it must be signed by the parent and returned the next day.

1. Discipline for serious offenses

Possession or use of alcohol or drugs, cheating, fighting, bad language, insubordination, bullying, being out of class without permission, lying, bringing

questionable printed, written or drawn material on campus, bringing dangerous toys or weapons (knives, etc.) on campus, stealing, vandalism or other severe discipline problems, based upon the severity and past record of the student.

Work detail with a letter of explanation to the parents, or
Talk with administration and a 2 day suspension
Parent/ admin conference, or
3 Day suspension, parent/admin conference or
Suspension pending expulsion

More than four (4) detentions in a term is serious and could result in expulsion.

2. Detention Policy

Students will be given in school detention or work detail detentions. In some cases, students may be assigned a Saturday detention time. Saturday detentions will be accompanied by a supervision fee of P50.

3. Expulsion Policy

Should a student's behavior deteriorate to the point where expulsion is indicated, the parents will be given the choice of whether to voluntarily withdraw the student or have a disciplinary hearing. If a hearing is asked for it must be held within 5 school days. The student may bring witnesses to speak on his/her behalf

The school may bring witnesses to speak on why expulsion is being considered. The Superintendent will chair the hearing and the Board of Directors, two Department Heads and one parent (not related to the student) will make up the hearing committee. The decision of the committee, after hearing all the witnesses, will be final. No fees are refunded to a student withdrawn or expelled due to disciplinary reasons.

XVII. Homework Policy

Because the completion of assigned homework is so important to academic success, homework is required as assigned. If a child has homework, a notation is made in their homework book and parents must sign to note that they have seen it and are reasonably sure that the child has completed the assignment. The signature is a required part of the homework. Failure to complete the homework and/or to have the book signed results in a lowering the homework mark, which affects the final academic average. A lost homework diary must be replaced at a cost of P25.

XVIII. Physical Education

Physical Education is required at TLCS. Required PE uniforms must be worn during PE. Students who do not bring their uniforms will be given written assignments to complete. A doctor's note will be required for prolonged nonparticipation.

XIX. Newsletters

It is our desire to communicate with you each week through our newsletters. Parents must sign for the newsletter in the Student Homework Book to show that they received the newsletter. This is considered the same as assigned homework. Newsletters are posted regularly on our website.

XX. Academic Awards Program

1. Honor Roll Lower Primary

Straight A's: A in every subject with a minimum average of 95%
A Honors: 95% or higher average with no mark below 85%
B Honors: 88% or higher average with no mark below 75%

2. Honor Roll Upper Primary

Straight A's A in every subject with a minimum average of 93%
A Honors: 93% or higher average with no mark below 85%
B Honors: 85% or higher average with no mark below 75%

3. Honor Roll Secondary School

Award of Excellence A in every subject with a minimum average of 92%
Distinction 90% or higher average with no mark below 75%
Honors 80% or higher average with no mark below 65%

XXI. School Uniform Standard

Physical Education

Girls	Boys
TLCS PE T -Shirt	TLCS PE T Shirt
TLCS blue Short	TLCS blue shorts
Navy or white sport shoes with white socks	Navy or white sport shoes with white socks
TLCS Baseball Cap (required)	TLCS Baseball Cap (required)
Blue or black swim suit & swim cap required for swimming	Blue or black swim suit & swim cap required for swimming

1. Optional:

TLCS track suit maybe worn in Term 2

2. Dress Uniform

Girls	Boys
Preschool – Std 3	Preschool – Std 3
TLCS dress*	TLCS blue or white shirt
Blue or black spandex shorts may be worn under dress if desired	TLCS Tie
	Grey Trousers/shorts
White Socks and/or navy tights and black shoes	Black Belt, Grey/white Socks & Black Shoes
TLCS jersey *	TLCS jersey *
TLCS School Hat* (required through Std.6)	TLCS School Cap
TLCS Blazer (optional)	TLCS Blazer (optional)
Std 4 – 6	Std 4 - 6
Same as above	Same as above
Standard 7 – Form 6	Standard 7 – Form 6
TLCS Blouse blue or white	Grey Trousers
Grey skirt & all items marked *	Same as above except for School Cap
Blazer required	Blazer required

Shoes must be black hard top shoes/ no tackies/sneakers. Socks must be ankle socks. Dress uniform is required at chapel and at all official TLCS events with the exception of Family Fun Day or other specified events. Girls' skirts must be to the middle of the knee.

XXII. School Uniform Code

Uniforms are sold at The Uniform Shop with the exception of a few items that are readily available in town. All students are to be neat, modest, well groomed and in uniform while on the school campus. Uniforms are required at all times and must be up to standard. They must be in good condition, not faded, torn and should be properly sized. **School uniforms must be worn at school functions unless otherwise communicated by the administration.**

The following student dress code applies at school or school functions:

Girls:

- Dress or skirt knee length or longer and waist band high enough that stomach, back, and buttocks aren't exposed.
- No shorts or trousers unless permission is given by administration.
- Official PE kit or sports uniform may only be used for sporting events
- No jewelry (with the exception of one set of ear posts), makeup, finger nail polish or colored hair
- No body or face piercing rings (except for the ears and then only one post in each ear)
- Hair should be clean and well kept.
- No sleeveless or sheer blouses, no tank tops or short tops that expose the stomach, or low cut tops that expose the breast.

Boys:

- Trousers or knee length shorts (shorts are only allowed on primary boys)
- No earrings or posts in any part of the body or face
- No colored hair
- Hair should be trimmed and not on the ears or collar and may not be spiked or braided
- Must be clean shaven – no facial hair allowed
- No tank tops, sleeveless shirts
- No tattoos either permanent or temporary.

The Learning Centre School challenges its students to strive for the following goals and virtues in his/her life based on Luke 2:52. “And Jesus increased in wisdom and stature and in favor with God and man.”

<p>WISDOM –Intellectual Development</p> <p>A hunger to learn – Proverbs 4:13 An independent, self-motivated learner – Matthew 7:8 A desire to integrate faith and learning – Colossians 2:2,3 A good researcher and problem solver – Nehemiah 2-3 Proficient in computer and technology skills. A literate and competent communicator (includes reading, writing, speaking and thinking ability) Daniel 1:4,17 Striving to reach maximum academic potential – Proverbs 4:7 University and/or career-bound Prepared for university entrance Looking forward to and preparing for a life of excellent Christian service – II Timothy 2:15; II Peter 1:5-8 One who discerns Truth from error – II Timothy 2:15 Appreciation of the environment and responsible stewardship of God’s creation. Genesis 1:28-31</p>	<p>STATURE – Physical Development</p> <p>A good steward of one’s body (i.e. avoiding harmful substances and activities) Romans 6:13 Developing one’s body to be fit and honoring it –I Corinthians 6:19, Romans 12:1 Seeking purity I Corinthians 6:13 Demonstrating modesty – I Peter 3:3-4; I Corinthians 6:20 Trusting God for physical needs – Matthew 6:11</p>
<p>FAVOR WITH GOD – Spiritual Development</p> <p>Placing a high value on worship, prayer, Bible study, and active involvement in a church community. Acts 2:42, 47 Pure in heart and deed; a heart for God - Matthew 5:8 High in integrity and honesty – Daniel 3:28 Respectful of our Heavenly Father – Exodus 20:3 Relevant to the secular community while influencing that community with a Christian worldview – Romans 12:2; I Peter 2:11-12 Striving to internalize Biblical values : Psalm 51:6 Desiring to invest one’s life in sharing truths that last forever – Daniel 12:3; II Timothy 1:6-12 Making Biblically sound ethical decisions on a daily basis Genesis 4:7</p>	<p>FAVOR WITH MEN – Social Development</p> <p>Having wholesome relationships – I Timothy 5:1,2 Punctual Ephesians 5:16 Diligent – Proverbs 10:4 Polite, friendly and kind – Galatians 5:22, Proverbs 18:24 Slow to speak, slow to anger, quick to listen – James 1:19 Respectful of oneself and others I Peter 2:17 Demonstrating good sportsmanship Proverbs 29:11 Community service and missions oriented Matthew 9:27-38 Hebrews 10:24 Servant-Leadership minded - Matthew 20:28 Taking responsibility for one’s own actions Matthew 12:37 Encouraging others – Ephesians 4:29 Willing to use Biblical principles of conflict resolution- Matthew 18:15-0 Provoking one another to love and good works through mutual accountability – Proverbs 27:17; Hebrews 10:24-25 Avoiding gossip and a complaining spirit – Proverbs 11:12-13 Honor your father and mother – Exodus 20:12; Ephesians 6:1-3</p>

The Learning Centre School
Bringing Knowledge to Light