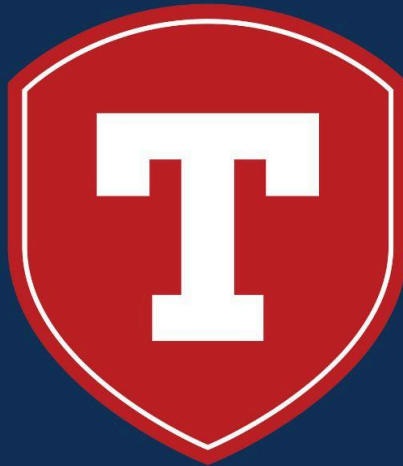


Embracing Biblical truth, striving for academic  
excellence, modeling Christ-like leadership



**TRINITY**  
**CHRISTIAN SCHOOL**

2024-2025

**Parent Student Handbook**

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Dear Trinity Christian Families,

Welcome to the 2024-25 school year at Trinity Christian School! I am delighted to greet you as we embark on another year of growth, learning, and faith together. Our mission is to foster a nurturing environment where academic excellence and spiritual development go hand in hand, and we are thrilled to have you as part of this journey.

As we begin this year, I want to share a verse that embodies our vision and commitment:

"Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God." Colossians 3:16

Our faculty and staff have been working diligently to prepare for a successful year ahead. We are committed to providing a supportive and enriching experience for your children, helping them grow both academically and spiritually. We are excited about the opportunities and challenges that lie ahead and are dedicated to partnering with you in this important work.

In this handbook, you will find important information about our school's policies, procedures, and programs. It is designed to help you navigate the year with confidence and clarity. Please review the contents carefully and feel free to reach out if you have any questions or need further assistance.

Thank you for your continued support and partnership. Together, we will strive to create an environment where every student can thrive, guided by our shared values and commitment to excellence.

We look forward to a wonderful year ahead and to seeing all the great things God has in store for our school community.

Blessings,  
Janine Swearingin - Head of School

**2024-2025**

Trinity Christian School of Palm Beach Gardens

**Executive School Board**

John Foster, Chairman

Josh Kellam

Mike Eissey

Tom Mullins

**School Advisory Committee**

Donna Mullins, Chairperson

Dr. Joe Kloba

Gail Eissey

Bobbi Erbey

Sue Long

Eileen Renault

Anita Spassoff

## About Trinity Christian School

### Mission Statement

The mission of Trinity Christian School is to support parents in preparing students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership that will impact their world for Christ.

### Statement of Faith

We believe in God the Father Almighty, maker of heaven and earth. We believe in Jesus Christ, the divine Son of God. We believe in the Holy Spirit who empowers all believers to live out their faith. We believe in the power of forgiveness, the gift of salvation and eternal life through Jesus Christ. We believe the Bible is the infallible and inerrant word of God given to enrich and guide our lives.

### A Biblical View of Conflict Resolution

In the biblical view of conflict resolution, the process emphasizes reconciliation, forgiveness, and seeking peace, rooted in the teachings of Jesus Christ. These principles aim to resolve conflicts in a way that honors God, restores relationships, and promotes unity within the community. Here are key principles:

1. **Seek Reconciliation:** Jesus taught that reconciling with others is crucial. In Matthew 5:23-24, He instructs that if one is offering a gift at the altar and remembers a grievance, they should first make peace with their brother or sister before continuing with their worship.
2. **Practice Forgiveness:** Forgiveness is central to resolving conflicts. Ephesians 4:32 calls for believers to be kind, compassionate, and forgiving, just as God forgives them. This aligns with Jesus' teaching in Matthew 18:21-22, where He advises forgiving others not just seven times, but seventy-seven times, indicating boundless forgiveness.
3. **Address Conflicts Privately:** According to Matthew 18:15-17, if someone sins against you, the first step is to address the issue privately. If the matter is not resolved, one should bring one or two others to help mediate. If necessary, it can be brought before the church, emphasizing a gradual approach to resolving disputes.
4. **Pursue Peace:** Romans 12:18 advises believers to live at peace with everyone, as far as it depends on them. This highlights the importance of actively seeking peace and avoiding unnecessary strife.
5. **Speak Truth in Love:** Ephesians 4:15 encourages speaking the truth in love, ensuring that communication during conflict is honest, yet kind and considerate. This approach fosters understanding and helps maintain relationships.
6. **Seek Wisdom from God:** James 1:5 assures that if anyone lacks wisdom, they should ask God, who gives generously. Seeking divine guidance helps in approaching conflicts with a spirit of humility and grace.

## **Expected Outcomes**

### **Spiritual**

#### **KNOW God by having a personal relationship with Jesus Christ**

As the word of God teaches us in Ephesians 1:11, it is through knowing Christ that we discover true identity. Our true identity in Christ gives security and confidence needed to walk through life.

#### **GROW in relationship**

We are committed to equipping our students with Kingdom Education that will build their life on kingdom principles and values, and will position them for success and significance.

#### **DISCOVER their purpose**

Each one of us has a unique calling to be an ambassador for Christ who lives a life filled with the fruit of the spirit - Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control. Galatians 5:22

#### **IMPACT their world**

Raising up courageous leaders who are making a difference in their community for Christ. For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do Ephesians 2:10

### **Academic**

The academic outcomes ensure that students at Trinity Christian School are not only knowledgeable and skilled but also grounded in their faith, capable of thinking critically, and equipped to communicate effectively. These qualities prepare students to excel academically and to make a positive impact in their communities and beyond.

#### **Mastery of Core Subjects**

Students achieve a strong understanding and mastery in core academic subjects (at the end of each grade level) such as Bible, mathematics, science, language arts, and history.

#### **Biblical Worldview**

Students learn to view all subjects through the lens of a biblical worldview. This means they understand and can articulate how their faith informs and intersects with every area of study, from science to literature to social studies.

"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction."  
(Proverbs 1:7)

### **Critical Thinking and Problem-Solving Skills**

Students develop strong critical thinking and problem-solving abilities. They are trained to analyze, evaluate, and create solutions to complex problems, using both logical reasoning and creative thinking.

### **Effective Communication Skills**

Students become skilled communicators, both in writing and speaking. They learn to articulate their ideas clearly and they can engage in meaningful discussions supporting their viewpoints respectfully and thoughtfully.

"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." (Colossians 4:6)

### **Admissions and Enrollment**

#### **Admissions Statement**

Trinity Christian School does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, academic and behavior records of the student, philosophy, and willingness of the family to participate within the school guidelines.

**Conditional Acceptance:** School records or admissions data that indicate a significant academic or behavioral concern may result in the student being admitted conditionally. If the student shows the ability to be successful at TCS, the conditional status may be lifted. If the student is not able to be successful, another placement may be recommended.

#### **Application Process**

Prospective families must complete the following in order to be considered for admission.

1. Complete an online inquiry on the TCS website
2. Schedule and attend a tour of the school
3. Complete the online application and submit required documents
4. Take entrance assessment (KP-8th)
5. Attend Family Meeting
6. Complete an online enrollment packet (if an offer is provided)

#### **Academic Standard of Admission**

The academic standard of admissions take into consideration a prospective student's most recent nationally normed standardized assessment scores, past two years report card grades, current teacher recommendation, and the TCS Entrance Assessment scores.

**Behavioral Standard of Admissions** TCS takes into consideration a prospective student's conduct noted through school documentation and the current teacher recommendation. A prospective student may not be enrolled if there is a pattern of disruptive/unacceptable behavior.



### **Academic Standard of Re-enrollment**

It is the desire of TCS to offer re-enrollment to all students. Re-enrollment at TCS is a privilege that is contingent on academic progress, behavior history, and positive partnership between the school and families as delineated in the TCS Parent Agreement.

### **Academic Probation**

TCS strives to develop and encourage a positive work ethic in our students. We also expect students to put forth their best effort in their classes. In the occasion that a student fails to exhibit their best they may be placed on academic probation.

### **K-8th Academic Probation**

Any student with a “D” or “F” on their report card will be placed on academic probation for the following quarter and will be required to meet with the classroom teacher to discuss student needs to promote success. If the student doesn’t improve their grades in the consecutive quarter a meeting with administration will be necessary to discuss continued enrollment.

### **Enrollment Policy**

For enrollment, an application and non-refundable registration fee must be submitted. All applications are considered when submitted. As long as spaces are available, Trinity Christian School will process a student’s application. Each applicant is considered on an individual basis. Each applicant must submit two previous years report cards and achievement tests, where applicable. If a student has a diagnosed learning, emotional, physical or medical need, disclosure and documentation is required. The following areas are reviewed for admission: Conduct, Effort, Academics, and Achievement Test scores.

1. Enrollment is open to students who can properly be educated within the framework of our existing programs and procedures. Enrollment is not open to students with communicable, notable and health care needs that TCS is unable to support. This is determined at the sole judgment of the School Board and Administration.
2. Current complete state of Florida health forms must be in the student’s school file prior to the student’s first day at Trinity Christian School.

### **Re-enrollment Policy**

Trinity Christian School reserves the right not to re-enroll students, as re-enrollment is on a year-to-year basis.

1. Applicants are considered based on the following (These are not listed in order of importance.):
  - a. Timeliness of on-line enrollment and registration fee
  - b. Student Assessment/Screening (Elementary/Middle School Only)
  - c. Family Interview (if required by Administration)

- d. Placement Policy (See Registration and Priority Placement sections below.)

Contractual and/or Financial obligations are current.

Notification of acceptance or denial will be communicated by Trinity Christian School within two (2) weeks.

2. Admittance is on an annual basis only. All students and families are required to re-enroll yearly for review by the faculty and Administration to ascertain a continued fulfilling of the admissions standards and all other contractual and/or financial obligations (including any incurred late fees).
3. Preschool children entering the Kindergarten Program may be required to complete the kindergarten assessment to determine the appropriate kindergarten program to meet the child's needs.

### **Registration**

Registration will be announced in January preceding the school year. Scheduled class dates and hours will be announced annually. Classes are limited.

Available openings will be filled in the following order (Changes will be announced as needed.):

- School staff children and grandchildren
- Community children currently enrolled
- Siblings of currently enrolled Elementary - Eighth Grade students
- Siblings of Preschool children currently enrolled
- Current families enrolling after January 1
- Christ Fellowship Pastors
- Previously enrolled Trinity Christian School families
- Community children not currently enrolled

Available openings can only be secured when the required registration forms are completed correctly and turned in with the registration fee. Registration fees are non-refundable. Once a class is filled, a waiting list will be maintained. The waiting list applies only to the school year in question. A registration fee is not collected for placement on a waiting list.

### **Requirements**

1. All students: Health forms and certificates of immunizations are required by the Florida Department of Health. All health and immunization records must meet current Florida Health Department requirements. The forms must be supplied and signed by your child's physician. The forms must be on file with the school prior to the first day of school. We cannot admit any student to their classroom without this requirement being met. If you cannot afford the required immunizations, you may take your child for free immunizations to:

**Riviera Beach Health Center**

1500 8th Street  
Riviera Beach, FL

**Jupiter Health Center**

6405 Indiantown Road  
Jupiter, FL

2. Birth certificate copies must be on file prior to the first day of school.
3. All three-year-old students and older must be fully toilet trained (no Pull-Ups or diapers). Excessive accidents will be dealt with according to policy by the Administration.
4. Children may only be registered for classes corresponding to their age as of September 1 of the school year for which they are registering (i.e. must be 3 years old by September 1 for the 3-year-old preschool program).

**Student Withdrawal**

Withdrawal forms are located in the school administrative offices. The Withdrawal Form must be submitted and all financial obligations must be resolved before student records are released. Families withdrawing from TCS of PBG shall be financially responsible for the equivalent of 2 months of tuition, if the date of withdrawal is on or after June 1st .

Any student who has been administratively withdrawn from Trinity Christian School may not participate in further school activities or use the school facilities during operating hours. Exceptions can be made at the discretion of the Administration when required documentation is supplied.

All document requests require a completed form and can take up to (7) business days for request to be

## Tuition and Fees



### Tuition and Fee Schedule 2024-2025 School Year

**Returning Families:** A discounted early registration fee of \$550 (Preschool) or \$700 (Kindergarten Prep-8th Grade), per student, non-refundable

After January 31st, registration fee increases to \$750 (Preschool) and \$900 (Kindergarten Prep-8th Grade)

**New Families:** \$100 application fee, non-refundable

Registration fee of \$750 (Preschool) or \$900 (Kindergarten Prep-8th Grade), per student, non-refundable

#### Tuition Schedule:

PROGRAM OPTIONS	ANNUAL TUITION	1 PAYMENT July 1	2 PAYMENTS July 1 & Jan 1	10 PAYMENTS July 1 - May 1 (No Jan Payment)	12 PAYMENTS June 1 - May 1
Preschool 2 Day Option	\$6,950	\$6,742	\$3,475	\$695	\$580
Preschool 3 Day Option	\$8,850	\$8,585	\$4,425	\$885	\$738
Preschool 5 Day Option	\$10,800	\$10,476	\$5,400	\$1,080	\$900
4 Year Old Program (with VPK voucher)	\$5,590	\$5,423	\$2,795	\$559	\$466
4 Year Old Program (without VPK voucher)	\$10,800	\$10,476	\$5,400	\$1,080	\$900
Kindergarten Prep	\$13,470	\$13,066	\$6,735	1,347	\$1,123
Elementary School	\$16,875	\$16,369	\$8,438	\$1,688	\$1,407
Middle School	\$17,150	\$16,636	\$8,575	\$1,715	\$1,430

#### Tuition Discounts:

A three (3) percent discount is applied to yearly tuition if paid in full by July 1

Sibling discounts are applied as follows: five (5) percent discount for the second child, ten (10) percent discount for the third child, fifteen (15) percent discount for the fourth child

#### The Following Fees MAY Apply:

A \$25 late fee per child will be applied for any tuition payments received after the 10th of the month

A \$50 fee will be applied for any schedule changes (class, program, or extended care)

The withdrawal fee from the extended care program is \$150

The withdrawal fee from Trinity Christian School shall be the equivalent of two months of tuition

The cost of uniforms, the lunch program, class field trips, sports and after-school activities, and/or extended care options, shall be the responsibility of the parent

## **Tuition**

All tuition payments must be paid using FACTS. Annual tuition is payable as follows: Preschool /Elementary/Middle School – 10 payments due each month from July through May or 12 month payments beginning in June through May. If all tuition has been paid on time (for those families who started payments in June/July), there is no tuition payment due during the month of January. This will assist returning families during registration re-enrollment. Failure to make the 1st payment for the upcoming school year by July 15th may result in withdrawal of the student.

Tuition is due in full each school month regardless of sickness, absenteeism, holidays or vacations. Failure to make on-time tuition payments will result in a **twenty-five dollars (\$25.00) late payment fee** per child.

Where unforeseen financial difficulties regarding payments should arise after the school term has started, parents should notify the school Business Manager immediately. Parents with payments in arrears, who have not notified the school, will be contacted about the account. If payment is not received upon notification, or definite satisfactory arrangements have not been made in writing, they will be considered delinquent. In the case of any delinquent accounts at the end of 30 days, the affected student will not be admitted to class until this account is current. In the event of delinquency and a collection action is commenced, the parents/guardians shall be responsible for any and all collection costs including reasonable attorney's fees.

**Students are not permitted to participate in any after school programs, field trips, or extra-curricular activities if their tuition is not current.**

End of year report cards/paperwork/yearbooks/IOWA scores will be held by the Business Manager if final payments are not made by May 15th.

## **Family Empowerment Scholarships (FES)**

The Florida Empowerment Scholarship (FES) program is designed to provide students in Florida with educational opportunities in private schools. Applications for FES can be submitted through the Step Up For Students website. ([www.stepupforstudents.org/](http://www.stepupforstudents.org/)) and complete the online application form with all required information.

## **Academics**

### **Elementary - Grades Kindergarten - Fifth Grade**

#### **English Language Arts (Kindergarten - Third Grade)**

Foundations®, a comprehensive, systematic phonics, spelling, and handwriting program designed for early literacy education, focusing on foundational skills necessary for reading and writing, is

used in Kindergarten through third grade. As a companion reading program, *Wonders* is used as a comprehensive K-6 literacy program developed by McGraw Hill.

Students will also read books at their reading level and listen to read alouds from the classroom teacher. It is recommended that students read with a parent a minimum of 15 minutes a day for homework.

### **English Language Arts (Fourth and Fifth Grades)**

*Wonders*, used in third through fifth grades, is a comprehensive K-6 literacy program developed by McGraw Hill, designed to support the development of strong reading, writing, and language skills. It combines research-based instruction with an engaging and accessible curriculum to help students achieve literacy success.

Students will also read novels at their reading level and listen to read alouds from the classroom teacher. It is recommended that students read a minimum of 20 minutes a day for homework.

### **Bible and Science**

*Purposeful Design*, used for Bible in Kindergarten through fifth and Science in first through fifth grade, is a curriculum series developed by ACSI (Association of Christian Schools International) that integrates faith and learning to provide a comprehensive, biblically-based education.

*Abeka Science* used in Kindergarten inspires young students to go out and explore their world as they learn how science gives glory to a Creator God.

### **Math**

*Abeka Math*, used in Kindergarten and first grade, is part of the comprehensive Abeka curriculum designed to provide students with a solid foundation in mathematics through a traditional, structured approach. It is used widely in Christian schools and homeschooling environments and provides a spiral learning approach, a method where concepts are introduced, reviewed, and reinforced throughout the year to ensure mastery and retention.

*Reveal Math*, used in second through fifth grade, is a comprehensive mathematics curriculum developed by McGraw Hill. It is designed to engage students deeply in mathematical concepts through an inquiry-based approach that encourages exploration, critical thinking, and problem-solving skills.

### **History**

*Abeka History Curriculum* used in Kindergarten through fifth grade helps children learn about the past from a Christian perspective and plan for the future in light of Christian principles.

*Little Patriots*, used as a supplement for History, focuses on early childhood education, emphasizing patriotic themes and foundational learning in a Christian context. It introduces young learners to American history, symbols, and values, fostering a sense of patriotism and national pride from an early age. Each lesson integrates biblical principles and stories, helping children understand and apply Christian values in their daily lives.

## **Middle School - Grades Sixth - Eighth**

### **English Language Arts**

*StudySync* is used in 6th through 8th grades and incorporates a unique blend of contemporary and classic literature. The program's rigorous reading routines dynamically instruct students toward mastery. The curriculum is embedded with skill lessons that ensure students build foundational language and comprehension skills, as well as reading, writing, and research on inquiry skills every day.

Students will also engage in classic novel studies. Novel studies help students to better analyze characters, utilize context clues, connect with the text through literal and inferential questions, determine a text's plot structure, and reflect on reading through writing.

### **Bible**

*Summit Ministries Walking in Truth Bible Curriculum* trains students to defend their faith and respond to counterfeit worldviews.

The Christian Worldview (6th grade) covers answers to the "big questions" about God, the universe, human beings, truth, and morality.

Competing Worldviews (7th grade) compares and contrasts the key tenets of Christianity to Islam, naturalism, and new spirituality.

Christianity in Action (8th grade) helps students understand how they can live out their Christian worldview in a post-Christian culture.

### **Science**

*Purposeful Design*, provides three year-long science courses for Middle School. Each course provides an in-depth and age-appropriate study of specific science disciplines, appropriate for students in grades 6-9 and is intended to excite students about the study of science through hands-on instruction and activities, instill and nurture the heart and mind in shaping a biblical worldview, foster critical thinking skills through scientific inquiry and investigation and see the wonder of both the Creation and the Creator in every aspect of the study of science.

Sixth grade studies Life Science.

Seventh grade studies Earth and Space.

Eighth grade studies Physical Science 8th grade.

## **Math**

*Glencoe Math* has rigor built-in and supported throughout the program. The three components of rigor — conceptual understanding, application, and procedural fluency — are embedded in resources, lessons, and practice assessments. Our middle school math program offers three distinct tracks: the on-level track, the advanced track, and the honors track. Each track is designed to challenge and support students at different levels of mathematical proficiency.

For students in the on-level track, the progression will begin with Course 1 - 6th Grade Math in Grade 6, followed by Intro to Pre-Algebra (7th Grade Math) for Grade 7, and Pre-Algebra Advanced for Grade 8. Students in the advanced track will start with Intro to Pre-Algebra (7th Grade Math) in Grade 6, followed by Pre-Algebra Advanced in Grade 7, and Algebra 1 in Grade 8. Finally, for students in the honors track, the progression will begin with Pre-Algebra Advanced in Grade 6, followed by Algebra 1 in Grade 7, and Geometry in Grade 8. It's important to note that both Algebra 1 and Geometry are high school level courses.

## **History**

*McGraw Hill History* curriculum inspires students to make vital connections between the past and present on their way to becoming future-ready citizens. It equips them to make informed decisions both inside and outside of the voting booth and prepares them to recognize how the economy influences their lives. It also empowers them to think critically, ask questions, and make an impact.

*World History* for 6th grade and *United States History* for 7th and 8th grade links the past to present to help students make sense of their nation and world through the lens of history.

## **Spiritual Development**

Spiritual development is at the heart of our educational mission. Every Monday, students gather for chapel services, where they engage in worship, prayer and a lesson that teaches students about God, Christian beliefs, and how to apply Biblical truths to their lives and nurtures their faith. The first Monday of every month is a combined Kindergarten through Eighth grade and the other three weeks are divided into two groups; elementary and middle school. Daily Bible classes across all grade levels ensure that students receive consistent and age-appropriate instruction in Scripture, helping them to integrate biblical teachings into their daily lives. For middle school students, we offer small group sessions designed to deepen their understanding of faith and foster community. These small groups provide a supportive space for meaningful discussions and spiritual growth, guided by faculty and mentors. Through these initiatives, we aim to cultivate a strong, Christ-centered foundation for our students' spiritual journeys.



## **Friday Homework Folders**

This folder is designed to keep students and parents informed and organized, ensuring that all essential information is easily accessible. Folders must be returned to school Friday so the teacher can prepare the folders for the following week.

### ***The Friday Homework Folder will include the following:***

1. Graded Class Work and Tests: All assignments, tests, and classwork that have been evaluated.
2. Classroom and School Announcements: Important updates, notifications, and communications from the classroom or school.
3. Field Trip Information: Details about upcoming field trips, including permission slips and relevant instructions.
4. Papers may require a parent signature. In this case, signed papers are due Monday.

## **Homework, Classwork, Quizzes and Assessments**

**Homework** - Students will have ten minutes of homework per grade level. For example, 10 minutes X 6th grade = 60 minutes of homework. While we strive to use these guidelines, we like to make clear that it is impossible to gauge perfectly how long an assignment will take a given child, as some students take longer to complete tasks than others

One purpose of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure that students do not fall behind on their school work, it is essential that students complete their work on time. If homework is turned in late the grade the student receives shall be reduced by one letter grade (10%). Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty up to seven (7) days.

**Classwork** is independent work completed following instruction and whole class practice.

**Quizzes** are an integral part of our assessment strategy, designed to gauge student understanding and retention of material on a regular basis. They provide both students and teachers with timely feedback on how well key concepts have been grasped, helping to identify areas that may need further review or reinforcement. Quizzes are typically administered while studying a unit or topic and are intended to be a learning tool rather than a high-stakes evaluation. They support ongoing academic development by encouraging students to stay engaged with the curriculum and prepare consistently. Our aim is to use quizzes to foster a supportive learning environment where students can build confidence and achieve their full potential.

**Assessments** are designed to comprehensively evaluate and support student learning and progress. We utilize a range of formative and summative assessments to measure students' understanding, skills, and academic growth throughout the year. Formative assessments, including quizzes and class activities, provide ongoing feedback to help guide instruction and address individual learning needs. Summative assessments, such as end-of-unit tests and annual

standardized tests, evaluate students' mastery of the material and overall academic achievement. By integrating various assessment methods, we aim to create a holistic picture of each student's abilities, ensuring that we can tailor our teaching strategies to best support their educational journey and spiritual development.

**Standardized Assessment and Evaluation** *(These assessments are not included in grades.)*

We administer a range of progress monitoring assessments. At the beginning and end of each school year, students take IXL diagnostic assessments in math and reading to evaluate their strengths and areas for growth. Additionally, Renaissance STAR assessments are conducted each quarter to track progress throughout the year. At the end of the school year, students complete the IOWA assessment, which provides comprehensive insights into their academic development. These assessments collectively help us tailor our instructional strategies to meet each student's needs and ensure continuous improvement. All assessment data will be shared with parents at conferences.

**Grading Policy**

Grades are comprised of classwork, homework, quizzes, and assessments. Each week, students will receive a minimum of two grades per subject.

If a student has received a 69% or below on a graded assignment, our FACTS/RenWeb system will notify the parent and provide a summary of the assignment.

Students and parents can log onto the FACTS Family Portal to access grades, homework, and upcoming test dates.

Assessments: 40%

Quizzes: 25%

Classwork: 25%

Homework: 10%

**A** (90-100)

**B** (80-89)

**C** (70-79)

**D** (60-69)

**F** (below 60)

**I** (excessive missing assignments)

Performance Reporting for Fine Arts and Conduct

**E**: Excellent

**S**: Satisfactory

**N**: Needs Improvement

### **Grade Deduction due to Late/Missing/Unacceptable Assignments**

K-5th	1 day (-10 %)	2 days (-20%)	3 (-50%)	4 or more days (zero)
6th – 8th	1 day (-10%)	2 days (-50%)	3 or more days (zero)	

### **Homework Time:**

K - 1st: 15 min, 2nd: 20-25 min, 3rd: 30-35 min, 4th: 40 - 50 min., 5th: 50 - 60 min., 6th - 8th: 60-90 min. This time does not include the required reading log.

### **Help Class**

In order to support student success, any student in grades KP-5 who has an average of 70% or below in Math or Reading/Language Arts, and any middle school student with an average of 70% or below in Math, Language Arts, Science, History, or Bible, is required to attend Help Classes until their average improves to above 75%. Additionally, students may be invited to Help Class if a teacher identifies that they are struggling with a specific concept. It is important to note that Help Class is designated for students with averages of 70% or below or those identified by their teachers only.

### **Family Portal**

Family Portal is a private and secure portal for parents that provide academic information specific to each child, while protecting students and their family member's personal information. Family Portal gives busy parents an opportunity to be more involved in their child's academic progress and future success—all via the Internet! You will also be able to preorder and pay for tuition and lunch orders, as well as view your child's grades, attendance, and homework through the Family Portal.

### **Preschool**

Parents of preschool students will receive a three progress report per school year. Reports will be emailed and available in the Family Portal in November, February and May. Please see the school calendar when Progress Reports are available

### **Tutoring**

At times extra academic tutoring, beyond Help Class, is needed. Students may be required to attend on campus after school tutoring if the student displays a need.

### **Parent - Teacher Conferences**

Parent-Teacher Conferences are essential opportunities for parents and teachers to discuss students' progress, strengths, and areas for improvement. At Trinity Christian School, we prioritize clear and open communication between home and school to support our students' academic and spiritual growth.

First Quarter Conferences are scheduled for all grades at the end of the first quarter to review student performance, discuss strengths and areas needing improvement, and set goals for the remainder of the school year. Teachers will provide a comprehensive review of each student's progress, including academic performance, behavior, and social interactions.

After the first quarter, conferences can be requested by either the teacher or the parent at any time to discuss significant changes in academic performance, behavioral or social concerns

### **Preschool**

The Administration and teachers will schedule any requested meetings or telephone conversations as promptly as possible. Please refer to the school calendar for the scheduled Parent/Teacher conference days.

### **Textbooks and Supplies**

All required textbooks, workbooks and supplementary materials, a student planner and all needed supplies are included in the cost of tuition at Trinity Christian School. This ensures that every student has access to the necessary materials for their academic success. Students are responsible for the care of textbooks assigned to them. If materials are lost or damaged and if a library book is lost or damaged, parents will be billed for replacement copies. In addition, students will receive a Bible to take back and forth between home and school.

### **Student Agendas**

Student Agendas will be provided for all students in Kindergarten through Eighth Grade to help students stay organized, track their assignments, and develop strong time management skills. Teachers and parents may also use the agendas for communication.

### **Supplies**

#### Preschool Supplies

All belongings (including snacks, cups, backpacks, jackets, sweaters, show-and-tell, etc.) must be clearly labeled with the student's name.

**One and Two-Year-Olds:** Please supply all necessary items needed to care for your child daily (disposable diapers, wipes, change of clothing, etc.). Please share at-home toilet training information with your child's teacher.

**Three and Four-Year-Olds:** Each student must bring the following items to school on the first day (which will be kept at school for the year):

- Empty, plastic pencil box
- Paint shirt
- One change of clothing in a large, labeled, zipped plastic bag
- School supply lists are available on-line.

#### Elementary Supplies

Kindergarten Prep. - First Grade families need to send an additional uniform bottom and underwear in a labeled Ziploc bag in case of an accident.

### **Middle School Lockers**

Middle School lockers are provided for student use and are to remain unlocked. (locker locks must be provided by parents) Decorations should be limited to magnetic items such as mirrors; tape, stickers, and other adhesives are not allowed. Locker door fronts must remain undecorated. To ensure a tidy and functional space, lockers should be kept organized at all times. Thank you for your cooperation in maintaining a clean and orderly environment.

### **Promotion Requirements**

1. Teacher recommendation based on the following criteria:
  - a. Class participation
  - b. Homework
  - c. Social/emotional maturity
  - d. Christian character/attitude
  - e. Attendance
  
2. Academic Progress is demonstrated by steady progress or a final “C” average resulting in on grade level academic performance.
  - a. Grades K – 2 Reading and Math
  - b. Grades 3 – 5 Reading, Math, Language Arts
  - c. M.S. Core: Bible, L.A. Math, Science, and History
  
3. National Standardized Test/Evaluation Scores
  - a. IOWA Achievement Test  
Minimum Stanine score of 5 in each of the following: Reading, Math, and Listening
  - b. Computerized Evaluations - A student must be no more than 6 months below grade level on these evaluations.
  
4. Students must not exceed the number of acceptable absences (21 or more days for the year).

*A student may be retained if two of the above criteria are not met.*

### **Summer School**

Summer School requires a minimum of 24 hours of remedial instruction to be provided to a student in the applicable subject whenever the student does not meet the passing standard (70% or above) as a final report card grade in grades 3-8. If a student fails to attend all Summer School sessions they will be required to attend the Learning Lab during the school year at the applicable cost to the parents. If a student misses more than the allowed 21 days of school they may be required to attend Summer School.

### **Provisional Promotion**

If provisional promotion is recommended, documentation of successful completion of tutoring in the specified subject(s) by a qualified tutor is **mandatory** (minimum of 24 hours is required). Students will be required to complete the appropriate grade level assessment, with a score of 70% or higher for promotion. If the student does not score 70% or higher, the student will be retained in the current grade.

**Preschool** – All students will be promoted unless Administration determines the need for retention based on behavior and/or social/emotional development. The decision to retain a student will be preceded by appropriate parent and Administrator conferences.

### **Special Events, Birthday Celebrations and Parties**

We celebrate the year with a variety of special events and parties that foster community spirit and enrich our students' experiences. Throughout the school year, students in all grades will have the opportunity to participate in festive gatherings such as Christmas parties, Valentine's Day parties, and end-of-the-year celebrations. A maximum of two parents are allowed in the classroom during class parties. Additionally, we will host significant events like Maundy Thursday observances and end-of-the-year field day activities, among other special occasions. These events are designed to create memorable experiences and provide a joyful complement to our educational and spiritual development throughout the year. Parents may send small, individually wrapped treats for their child(ren) to share with the class for birthday celebrations. Students are allowed to dress down or up on their birthday. Gum, soda, and candy are not permitted at school.

### **Lunch & Lunchroom Procedures**

Students are responsible for practicing good manners, individually and as a class. Appropriate conversation and social skills are expected at the lunchroom tables. Students are responsible for cleaning their lunch area.

Lunch Orders are available on-line via Family Portal and must be placed Wednesday at 4:00pm prior to the week's lunch. If sending your child with a packed lunch, please make certain it does not require microwaving.

Elementary and Middle School students may have one adult guest join them for lunch twice per month. To ensure we can accommodate guests with our limited space, visits must be scheduled in advance, and all established visitor policies must be followed.

### **Lunchroom Guidelines**

1. Enter the lunchroom in an orderly line and either go directly to their seats or to the hot lunch line.
2. Raise their hand for help with spills or opening lunch items.
3. Raise their hand to request permission to go to the restroom.

4. Do not play with their food or lunch boxes.
5. Must be seated while eating.
6. Pick up all food & trash from their table & floor before lining up to leave the lunch room.
7. Sit in an orderly line and speak quietly with friends while waiting for their teacher.

### **Snack**

In addition to their lunch, students must bring a healthy snack daily for snack time. Snack time is given during the school day to help children boost and maintain energy for learning. Sugary foods and candy of any sort are not considered healthy snacks and do not benefit the student or fulfill the purpose for having snacks. Therefore, sugary foods are not permitted. Students are also required to come to school with a non-disposable water bottle.

Gum, soda, and candy are not permitted at school.

**Peanut and Tree Nut Products are not allowed for snacks in the classroom.** It is our desire to provide a safe and loving learning environment for your child. We all play a role to ensure each child feels safe. Every year we have children with severe allergies to nuts. Because of the seriousness of this allergy, peanut and tree nut products are not allowed for snacks in the classroom, extended care or class parties. Your child is still able to eat what they like in the lunchroom, where a selective seating will be available for students with food allergies. Preschool children eat lunch in their classroom, therefore they are not allowed to have any foods containing peanut or tree nut products.

### **Guest Speakers and Educational Field Trips**

Guest speakers may be scheduled throughout the school year as an enrichment opportunity for our students. These guest speakers will provide valuable insights, inspire learning, and enhance our students' educational experience beyond the regular curriculum.

Field trips are designed to complement and enrich the curriculum, offering students valuable learning experiences beyond the classroom. Students are expected to adhere to the same classroom and school expectations during field trips as they would on campus, reflecting our commitment to being "the light of the world" as described in Matthew 5:13-16.

To ensure a successful field trip experience, please note the following requirements:

1. Students must be registered and have the field trip fee paid in full by the specified deadline.
2. A signed field trip permission slip must be submitted by the deadline.
3. Students must stay with their assigned teacher or chaperone throughout the trip.
4. Students are required to wear their TCS uniform for all field trips.

Written permission is required for a student to go on school field trips. Verbal permission will not suffice. Students not in attendance due to sickness are not allowed to participate in field trips. **Students having accumulated 3 or more detentions in a semester and/or**

**having served a suspension within the school year may not be permitted to go on field trips.** All field trips are billed and prepaid using FACTS. Any funds paid toward field trips will not be reimbursed. *If a family account is delinquent the student will not be allowed to go on the field trip.*

Some field trips depend on parent transportation. Please note, if you have not completed the Trinity Christian School Volunteer process, you will not be allowed to chaperone a school field trip or attend the field trip with the class. (See Visitor/Volunteer section.) Field trips may be canceled due to lack of parental involvement.

Only students in the assigned class/grade are allowed on field trips. Therefore, parents serving as chaperones are not allowed to bring additional children.

## **Enrichment Field Trips by Grade Level**

### **Kindergarten Field Trips**

**Challenge Island** - (Guest Speaker) Pumpkin Patch Drop: Students will embark on a STEAM adventure inspired by our signature book series. They will work in teams to build bridges over shark-infested waters or race across the Amazon Rainforest, mirroring the adventures of the book characters.

**Palm Beach Zoo:** This field trip offers students a chance to engage with animals through interactive experiences such as daily shows, zoo keeper talks, and tours of the Animal Hospital. During Zoo Classes, students will get close to 3-4 animals and learn about survival tactics, habitats, food chains, and climate change. Hands-on activities and tours are designed to align with Florida learning standards, enriching their understanding of the animal world.

**Children's SchoolHouse Museum:** Students will explore and classify the three states of matter through engaging activities. They will observe chemistry demonstrations and participate in hands-on experiments. The class will culminate with each student creating their own chemical reaction, watching as slime transforms from a liquid to a solid right before their eyes.

### **1st Grade Field Trips**

**Challenge Island** - (Guest Speaker) Pirate Bay: Students will embark on a STEAM adventure inspired by our signature book series. They will work in teams to build bridges over shark-infested waters or race across the Amazon Rainforest, mirroring the adventures of the book characters.

**Busch Wildlife:** This trip offers an immersive experience into Florida's habitats. Students will encounter native animals and participate in educational programs designed for their grade level.



**Florida Oceanographic Society:** Students will enjoy a guided field trip featuring grade-specific interactive lessons at various Coastal Center exhibits, enhancing their understanding of marine environments.

### **2nd Grade Field Trips**

**Challenge Island - (Guest Speaker) Jukebox Spin:** Students will rock out with a fifties-themed STEAM adventure focused on forces, motion, potential and kinetic energy. The experience includes a fun sock hop to celebrate the 50th Day or any day!

**Brother's Farm:** Students will enjoy a tractor and trailer ride to explore South Florida's natural landscapes and learn about farming operations. They will visit the Loxahatchee National Wildlife Refuge to see local wildlife and plants and explore the Farm Fresh Market to discover produce grown in Palm Beach County and Florida.

**Maltz Theater - "Cat Kid Comic Club":** Students will attend a lively musical based on Dav Pilkey's popular book series. The story follows Cat Kid and Molly Pollywog as they teach baby frogs to create their own comics, leading to humorous adventures and valuable lessons about creativity and teamwork.

### **3rd Grade Field Trips**

**Challenge Island - (Guest Speaker) Pet Rock:\*\*** Students will adopt pet rocks and use their creativity to design and build treehouses for them. They will explore all six types of simple machines to enhance their treehouse creations, engaging in imaginative and hands-on learning.

**LEGOLand:** Students will dive into the 'build zone' to create their own LEGO Ferrari race cars. They will test their vehicle's performance on various extreme tracks in the 'test zone', digitally customize their cars, and race in the 'virtual race zone' for a chance to set the fastest lap and win the checkered flag.

**Cox Science Museum:** Students will explore interactive exhibits and participate in hands-on activities that align with their science curriculum, fostering a deeper understanding of scientific concepts through engaging and experiential learning.

### **4th Grade Field Trips**

**Museum of Discovery and Science:** The Museum offers exciting exhibits and hands-on activities that help make learning fun. The visit is designed to connect with what students are learning in science, math, social studies, the arts, and health, making it a great way to bring classroom lessons to life.

**Saint Augustine Fort and Fountain of Youth:** This historic site provides an interactive experience where students can explore the past and learn about history through engaging exhibits. The visit is designed to complement classroom lessons in a variety of subjects, including social studies and science, giving students a deeper understanding of history.

### **5th Grade Field Trips**

**Mad Science - Matter of Fact:** (Guest Speaker) Mad Science Palm Beach, students will dive into the world of molecules and atoms. Students will learn about physical and chemical changes through fun experiments and even create their own Mad Science Putty to take home.

**FROST Museum:** The FROST Museum offers exciting exhibits and hands-on activities that connect to what students are learning in class. The visit helps expand their understanding of science, math, social studies, the arts, and health through interactive experiences.

**Epcot - Technology of Disney Parks:** After the Technology of Disney Parks Workshop, students will learn about Walt Disney's role in technology, the difference between hydraulics and pneumatics, and how sound and light affect attractions. They'll explore how theme park technologies have evolved and see how specific technologies are used in various ways, including acoustical engineering in space design.

### **6th Grade Field Trips**

**FAU Ropes Course:** At the FAU Ropes Course, students will work together on various challenges to improve their teamwork, communication, trust, and problem-solving skills. It's a fun way to build leadership and decision-making abilities while having a great time.

**Kennedy Space Center:** At Kennedy Space Center, students will see the Space Shuttle Atlantis® up close and explore the huge Saturn V moon rocket. They'll also tour NASA's space operations, try out interactive simulators, and learn a lot about space exploration through engaging exhibits.

### **7th Grade Field Trip**

**Magic Kingdom:** At Walt Disney World's Magic Kingdom, students will explore American history from colonial times to the Civil War. They'll visit the Hall of Presidents and the Carousel of Progress to learn about important historical concepts in a fun and engaging way.

### **8th Grade Field Trip**

**Universal Studios:** For their end-of-year graduation field trip, 8th graders will enjoy a fun day at Universal Studios. It's a chance to celebrate their achievements with exciting rides, attractions, and entertainment.

### **School Clinic**

The school nurse will be in the school clinic from 8:00 a.m. - 4:00 p.m. daily. Florida law requires a physician's authorization before any medication, prescription or over-the-counter, can be dispensed by the school. Parents must sign an annual Authorization to Administer Medication form that must also be signed by the child's physician. Without the form, TCS will not be able to administer any medication to the student. Prescription medication(s) must be provided to the clinic in its original prescription/pharmacy container with a current date.

### **Sick Children**

To ensure the health and well-being of all students, please refrain from bringing sick children to school. If a student has a fever, contagious disease, or other signs of illness, they should remain at home until they are symptom-free. This helps prevent the spread of illness and ensures a healthier learning environment for everyone.

### **Health Policy**

If a student becomes ill during the school day, a parent or authorized person will be notified to pick up the student immediately. Parents will be called to pick up their child who exhibits any of the following:

Fever – temperature over 100 degrees (children need to be fever-free for at least twenty-four (24) hours, without medication.)

Respiratory – breathing difficulties (i.e. wheezing)

Sinus/Nasal – initial onset of colds with watery eyes and clear nasal drainage along with sneezing; colds with yellow or green discharge and/or prolonged cough

Vomiting – more than usual spitting up

Diarrhea – characterized by frequent, watery or discolored bowel movements which are not related to medications or food reactions

Rash – undiagnosed rash other than mild diaper or heat rash

Molluscum Contagiosum – affected areas must be covered until resolved

Please do not bring your child to school if he/she has displayed any of the above signs or any other signs of illness. If a child is brought to school with these symptoms, the parents will be contacted to pick up the child immediately.

Re-admittance to school following communicable diseases and illness is at the discretion of the Administration. Use of the following guide is required by the Florida Department of Health:

Chickenpox – all lesions are dry and crusted

Ringworm – following medical treatment, all areas must be completely covered until totally healed

Impetigo – at least twenty-four (24) hours after the start of medication (If there is no improvement in forty-eight (48) hours, the child should be reassessed by a physician.)

Conjunctivitis – at least twenty-four (24) hours after the start of medication and no drainage present

Lice and Scabies – Following medical treatment, the child must present documentation verifying they are lice free.

Pinworms – no restriction following the start of treatment

Hepatitis – physician’s statement required for re-admittance

Strep Throat – no sooner than forty-eight (48) hours after the start of oral medication or twenty-four (24) hours after an injection

## **Medication**

Medication may only be given following the Florida Department of Health guidelines.

Educational facilities are not required to give medication; however, if a facility chooses to do so, the following shall apply: **Trinity Christian School will only give prescribed medication; therefore these guidelines have been altered by the administration.**

- (a) The facility must have written authorization from the custodial parent or legal guardian to dispense prescription medications. This authorization must be dated and signed by the custodial parent or legal guardian and must contain the child’s name; the name of the medication to be dispensed; and the date, time and amount of dosage to be given. This record shall be initialed or signed by the school personnel who gave the medication.
- (b) Prescription medication brought to the facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of the physician, child’s name, name of the medication, and medication directions. All prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer’s label.
- (c) Any medication dispensed must be documented in the child’s file, and the custodial parent or legal guardian must be notified on the day of occurrence.
- (d) Any known allergies to medication or special restrictions must also be documented, maintained in the child’s file, shared with staff, and posted with stored medication.
- (e) The facility must maintain a record for each child receiving medications that documents the full name of the child, the name of medication, the date and time the medication was dispensed, the amount and dosage, and the name of the person who dispensed the medication. The record shall be maintained for a minimum of four months after the last day the child received the dosage.
- (f) Parents of Middle School students may submit over the counter pain medication to the school office for student use. Any use of this medication must be recorded in the medical log and the parent notified via email.

- (g) All medicine must have child resistant caps, if applicable, and shall be stored in a locked drawer in the school office.
- (h) Medication which has expired or is no longer being administered shall be returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled at the facility. Rulemaking Authority 402.305 FS. Law Implemented 402.305 FS. History—New 6-1-97, Amended 3-17-99, 7-26-00, 4-2-02, 7-13-03, 9-12-04, 4-12-07, 5-1-08, 1-13-10.

**Medication Exceptions: Over the counter pain pills may be given to students age 11 and above, however parent permission must be granted.**

### **Physical Education/Recess**

If a student is injured and unable to participate in physical education, please provide a note to the school nurse explaining the injury and any necessary accommodations. The note should include details about the nature of the injury and any restrictions or limitations for physical activity. This helps ensure that the student receives appropriate support and that their health and safety are prioritized during PE classes and Recess.

### **Health Records**

To ensure the health and well-being of our students, we require up-to-date health records. This includes the Florida Certificate of Immunization Form #680, which provides a record of the student's immunizations, and the Florida Student Health Examination Form #3040, which details the results of the student's health examination. These documents are essential for maintaining accurate health records and for compliance with state regulations.

### **Health Screenings**

Trinity Christian School will provide various optional health screenings, including speech and hearing, vision, and scoliosis assessments. These screenings are designed to identify any potential issues that may require further evaluation by a physician. By offering these screenings, we aim to support early detection and intervention, ensuring that any health concerns are addressed promptly to support the well-being and academic success of our students.

### **Arrival and Dismissal**

#### **Preschool**

Parents must drop their child(ren) off at the assigned classroom(s) at the scheduled time for class to begin (except those students enrolled in Morning Extended Care). Upon arrival to the classroom, children must be signed in on the class sign-in roster. Please leave quickly after your child is welcomed and signed in. Long drawn-out goodbyes are difficult on the child, parent and teacher. Preschool classrooms will not be open to students prior to or after scheduled class times.

Any student arriving 15 minutes after the start of class must be admitted by Administration. (See the Health and Safety Pandemic/Epidemic Addendum for amended policies)

PreK 4 students may begin to arrive at 8:45am. Class begins at 8:50am.

PreK 3 students may begin to arrive at 8:50am. Class begins at 9:00am.

PreK 1 & PreK2 students may begin to arrive at 9:00am. Class begins at 9:05am.

PreK 4 pick-up time begins at 12:55am. Doors will open at this time.

PreK 3 pick-up time begins at 12:55pm. Doors will open at this time.

PreK 1 & PreK 2 pick-up time begins at 1:00pm.

**(If you have multiple children, please arrive at your oldest child's dismissal time)**

### **Elementary/Middle School**

Morning Care is available for KP- 8th Grade students beginning at 7:30 a.m. in the Erbey Center Gym. Students attending Morning Care must be contracted. The contracted rate for Morning Care is less than \$3.00 per day. The FACTS account of Middle School students arriving before 7:45 a.m. or Elementary students arriving before 8:15 a.m. will be charged the non-contracted rate of \$10 per day.

Kindergarten-5th grade students may begin to arrive at **8:15am**. Class begins at 8:30am.

Kindergarten Prep students may begin to arrive at **8:45am**. Class begins at 9:00am.

Kindergarten Prep pick-up time begins at **2:00pm**. Pick-up will be through the preschool lobby at the classroom door.

Kindergarten-1st grade dismissal begins at **2:45pm**.

2nd-3rd grade dismissal begins at **2:50pm**.

4th-5th grade dismissal begins at **2:55pm**. (Please note that 5th graders will be picked up at the west gym door.)

**Please remain in your car with your name tag clearly displayed. We will walk your child to your car.**

Middle School drop off begins at **7:45am** and class starts at 8:00 a.m.

Middle School dismissal begins at **3:00pm**

Please remain in your car with your name tag clearly displayed. Your child will walk to your car.

**(If you have multiple children, please arrive at your oldest child's dismissal time)**

Please do not arrive earlier than your pick-up time. Your child will not gather in the designated dismissal area until the time communicated above. If you arrive 10 minutes or more before your child's pick-up time, you will be required to leave the pick-up line and re-enter. Dismissal ends at 3:10pm. Any students not picked up by 3:10pm. will be taken to Extended Care.

After the beginning of class time, Elementary/Middle School students must be signed in at the front office by the adult dropping them off. Kindergarten Prep through First Grade students will

be escorted to class by school staff. For the benefit and safety of all students, parents must follow the drop-off procedure.

## **Attendance and Security**

### **Attendance**

Attendance is vital for student success and continuity in learning. However, we understand that children may occasionally get sick or face other unforeseen circumstances that prevent them from attending school. In such cases, we encourage parents to communicate with the school promptly to ensure proper documentation and support for their child's return. Your child's well-being is our priority, and we are here to assist in any way possible during their absence.

### **Absences**

When a child is absent, please email [attendance@tcsbg.org](mailto:attendance@tcsbg.org) as soon as you know of the absence. Be sure to include your child's name, grade, and teacher in the email. The only excused absences are for illness, bereavement, and medical appointments.

### **Attendance Letters**

Attendance letters are emailed after a student has been absent for 5 days, with another letter following after 10 days of absence. If the absences start to impact the child's academics, administration may request a family meeting to discuss the situation.

### **Tardiness**

Timely arrival is crucial for students, as being late can disrupt both their own preparation and the entire class. Students who arrive late miss valuable community prayer time and essential morning class activities. Excused tardiness includes instances such as communicated doctor appointments, reported traffic delays, or family emergencies.

### **Tardies - Elementary/Middle School**

Three (3) unexcused tardies within a semester is considered excessive and unacceptable. Three (3) or more unexcused tardies will result in a detention for KP – 8<sup>th</sup> grade students. Excessive tardiness may be calculated as follows: (due to the additional loss of academic time,) every five (5) unexcused tardies will (be equal to one (1) absence.)

### **Leaving School Early**

Leaving school early is discouraged unless medical appointments cannot be scheduled outside school hours or other extenuating circumstances arise. To receive full-day credit, a student must be present for at least 5 hours. For half-day credit, a minimum of two and a half hours is required. Students leaving early must be checked out through the front office.

## **Drop-Off and Pick-Up Procedures**

### **Arrival**

Students may arrive on campus starting at 7:30 a.m. and must be checked into morning care in the gymnasium. Elementary students arriving at 8:15 a.m. and middle school students arriving at 7:45 a.m. may walk directly to their classes. For a safe and orderly drop-off, students should be prepared with all their belongings to exit the car when you arrive at the drop-off area. Parents should remain in the car throughout the process.

### **Pick-Up**

At Trinity Christian School, we use the PikMyKid app to ensure a safe and efficient dismissal process. This app allows parents to easily notify the school of their child's dismissal plans and makes it simple for authorized individuals to pick up students. Parents can update their child's pick-up details in real-time and receive notifications when their child has been safely picked up. Using PikMyKid helps us streamline our dismissal procedures and enhances the security of our students.

### **Late Pick-Up Policy**

Students not picked up after curbed dismissal will be escorted to extended care. Any student not enrolled in this program will be charged \$10 per hour or any fraction of the hour.

### **Preschool**

Students must be signed out by an adult listed on the authorization pick-up list.

### **Late Pick-Up Policy**

Parents/guardians who pick up their child late, will be charged a late fee of ten dollars (\$10.00) per fifteen (15) minute interval or fractions thereof. This fee is payable in cash directly to the staff person waiting with the student. Students not picked up after 1:15 p.m. will be escorted to extended care. Any student not enrolled in this program will be charged \$10 per hour or any fraction of the hour.

Information regarding custody issues for picking up students must be on file with the school prior to the first day of school. See the Administration for details.

### **Security**

Trinity Christian School is committed to the Christian education, safety, and security of the Lord's children. To ensure a secure environment, all exterior, classroom, and office doors remain locked during the school day. Visitors are only allowed to enter through the front door of the Erbey Center. The East door is designated exclusively for morning drop-off, afternoon pick-up, and for teachers to walk students outside. Visitors are not permitted to enter through the East door.



**Please note:** Please ensure that the list of individuals authorized to pick up your child(ren) is up-to-date in FACTS.

## **Visitors and Parent Volunteers**

### **Visitors**

All visitors to our campus are required to check in at the front office. If you plan to stay on campus, you must present your driver's license for a background check through our Raptor system. This process ensures the safety and security of our school community.

### **Parent Volunteers**

Parent volunteers are required to undergo a Level II background screening before they can volunteer on campus, chaperone field trips, or engage in any other volunteer activities at TCS. This screening ensures the safety and well-being of our students and maintains a secure environment for all.

## **Emergency Procedures**

### **Accidents**

If you have an emergency, please call the Administration at 561-253-3950.

Parents must provide the school with current information. If any of your telephone numbers or email addresses change (home, work, cell, etc.), inform the Administration immediately.

PARENTS WILL BE CALLED in the event of an emergency involving a student. If parents or an authorized adult cannot be reached, the Trinity Christian School employee will secure the necessary medical treatment.

If a student becomes injured (and it is not an emergency situation), an accident/incident report will be emailed to the parents describing the incident and the application of first aid.

### **Severe Weather**

In case of a severe weather or community emergency, Trinity Christian School plans to close when Palm Beach County public schools are closed. Exceptions will be announced as necessary. Our school will communicate with parents through Parentweb Text Feature, Facebook, our website, and email.

### **Discipline**

At Trinity Christian School, we are committed to disciplining according to biblical principles, guided by the wisdom of Scripture. We believe in nurturing each student's character and growth with love and understanding, reflecting Proverbs 22:6, which says, "Train up a child in the way he should go; even when he is old he will not depart from it." Our approach to discipline aims to

align with God's teachings, fostering a respectful and supportive learning environment that encourages spiritual and personal development.

Consequences at Trinity Christian School are implemented with the understanding that, as Hebrews 12:11 teaches, "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." We approach discipline as a means to guide and correct with love and respect, focusing on the long-term growth and development of each student. Our goal is to ensure that all students learn from their experiences, fostering personal responsibility and contributing to a positive and nurturing school environment.

**Preschool:** When a student displays repeated behavior that endangers him/her, other students, or staff, parents will be contacted and the student must be picked up from school immediately. The student will be placed on warning at that time. If the behavior is repeated again, the parents will be contacted, and the student must be picked up from school immediately. Should the student display the behavior once more, the parents will be contacted, the student must be picked up from school immediately, and the student will be withdrawn from enrollment at the discretion of the Administration. The staff of Trinity Christian School will work with each family to address and correct the behavior to the extent possible.

### **Bite or Other Serious Incident Policy**

Preschool: When a student inflicts a serious bite (one that leaves a mark and/or breaks the skin) upon another student or a staff member, the parents will be contacted, and the child will have a time of reflection with the teacher or staff member. Upon a second incident within the same 2-week period, the parents will be contacted, and a meeting is required with the Director before the child is allowed to return to class. Upon a third incident within the same 3-week period, the student must be picked up from school immediately and kept home from school for one week. Upon a fourth incident within the same 4-week period, the student must be picked up from school immediately and will be withdrawn from enrollment at the discretion of the Administration.

### **Classroom Expectations**

The purpose of establishing classroom expectations is to provide clear principles for godly behavior, guiding students in how to act in a manner that honors God. As outlined in Proverbs 22:6, "Start children off on the way they should go, and even when they are old they will not turn from it," these expectations are integral to fostering a positive and respectful learning environment. Classroom expectations are prominently displayed in every room and are consistently taught and reviewed to ensure that students understand and embrace these principles. By regularly reinforcing these guidelines, we aim to cultivate a Christ-centered atmosphere where students learn to reflect His character in their daily interactions.

### 1. Be Loving

“Love the Lord your God with all your heart and with all your soul and with all your mind.”  
Matthew 22:37

In our classroom, we strive to show love and respect towards one another. This means caring for each other’s feelings, being kind in our words and actions, and supporting each other in our learning journey.

### 2. Be Obedient

“Obey your leaders and submit to their authority. They keep watch over you as those who must give an account.” Hebrews 13:17

We are committed to following the guidance of our teachers and respecting the rules of our classroom. Obeying instructions promptly and with a good attitude helps create a structured and supportive learning environment.

### 3. Be Patient

“The end of a matter is better than its beginning, and patience is better than pride.” Ecclesiastes 7:8

Patience is essential in our classroom as we work through challenges and learn new things. We understand that growth takes time and that being patient with ourselves and others helps us all to succeed.

### 4. Be Diligent

“Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.” 2 Timothy 2:15

We are dedicated to working hard and putting our best effort into all our tasks. Being diligent means being focused, completing assignments to the best of our ability, and striving for excellence in all we do.

### 5. Be Self-Controlled

“Better a patient person than a warrior, one with self-control than one who takes a city.”  
Proverbs 16:32

Self-control is important in managing our emotions and actions. We practice staying calm, making thoughtful decisions, and controlling our impulses to contribute to a respectful and harmonious classroom atmosphere.

## 6. Be Honest

“The Lord detests lying lips, but he delights in people who are trustworthy.” Proverbs 12:22

We commit to honesty in our words and actions, building trust and integrity within our classroom community.

## 7. Be Respectful

“Show proper respect to everyone, love the family of believers, fear God, honor the emperor.” 1 Peter 2:17

We demonstrate respect for everyone, valuing each person’s opinions and contributions, and showing appreciation for one another.

## 8. Be Encouraging

“Therefore encourage one another and build each other up, just as in fact you are doing.” 1 Thessalonians 5:11

We encourage and support each other, celebrating successes and offering help and affirmation when needed.

## 9. Be Responsible

“For each one should carry their own load.” Galatians 6:5

We take responsibility for our actions, assignments, and duties, contributing to the overall success of our class.

## 10. Be Forgiving

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:32

We practice forgiveness, letting go of grievances and resolving conflicts with a spirit of grace and reconciliation.

## **Rewards and Consequences**

### **Rewards**

The greatest reward for exhibiting good behavior lies in the understanding and realization that students are being shaped into the likeness of Jesus Christ. Although we may offer occasional rewards for exemplary conduct, the primary motivation should be a sincere obedience to Christ, stemming from a deep and loving relationship with Him. As Jesus prayed in John 17:17,

“Sanctify them by the truth; your word is truth,” our goal is for our behavior to reflect our dedication to God’s truth and our continual growth in becoming more like Him.

## **Consequences**

Consequences play a crucial role in shaping a student's godly character by reinforcing the principles of *responsibility* and *repentance*. The aim of administering discipline is to address issues promptly and effectively within the classroom, minimizing disruptions and ensuring that students remain engaged in their learning. However, there may be instances where it becomes necessary for a child to meet with a school administrator to address more serious or recurring behavioral concerns. This approach, grounded in Proverbs 12:1, “Whoever loves discipline loves knowledge, but whoever hates correction is stupid,” is designed to guide students towards understanding the impact of their actions and fostering growth in their character while preserving valuable instructional time.

## **Classroom Consequences**

Classroom consequences are designed to address behavioral issues and encourage students to align their actions with school expectations. They are structured in a progressive manner to provide students with opportunities to correct their behavior before more significant measures are taken:

1. Verbal Warning: The initial step involves a direct, respectful conversation with the student to address the behavior and remind them of the expectations. This warning serves as an opportunity for the student to correct their actions without further consequences.
2. Written Warning: If the behavior persists, a formal written warning is issued. This document details the inappropriate behavior and the steps that need to be taken to improve. It is intended to provide a clear record of the issue and the expectations moving forward.
3. Lunch or After-School Detention: Should the behavior continue despite previous warnings, a detention may be assigned. This consequence involves the student spending additional time during lunch or after school to reflect on their actions and work on making positive changes. Detention is designed to provide the student with time to focus on their behavior outside of regular instructional periods.

## **Saturday School**

The Head of School or Assistant Head of School shall have the right to issue a Saturday School to a student who commits a major infraction. Saturday School is a disciplinary action that requires a student to report to school on a Saturday morning in school uniform from 8:30 a.m. – 11:30 a.m. Saturday School will be held on the 1st and 3rd Saturday of the month. The student must submit a \$50.00 fee at their arrival time. Failure to pay the \$50 fee will result in the FACTS

account being charged \$50.00 per administered Saturday School. Students will be required to complete schoolwork (if attending for missing assignments), community service, or an essay at the discretion of the present administrator.

### **Code of Conduct**

Students are expected to represent Trinity Christian School in a positive manner both on and off school grounds. This commitment extends beyond the classroom and campus, as the values and principles we uphold should be reflected in all aspects of our lives. Whether at a community event, during extracurricular activities, or even in casual settings, students are ambassadors of our school's ethos. Upholding our standards of respect, integrity, and kindness in all environments helps to foster a strong and positive reputation for Trinity Christian School and demonstrates the true spirit of our educational community.

### **Minor Infractions**

Minor infractions in our code of conduct include behaviors that disrupt the learning environment or violate school policies and will typically be addressed by the teacher observing the behaviors.

The following is a non-comprehensive list of minor infractions:

1. Failure to comply with the dress code, which ensures a standard of appearance that supports a focused and respectful learning atmosphere.
2. Not adhering to classroom expectations, such as completing assignments or following instructions, affects both individual and group progress.
3. Misuse of school property, including damage or improper handling of equipment and materials, compromises resources essential for educational success.
4. The use of cell phones on campus, unless explicitly permitted, can distract from academic activities and interactions.
5. Disruptive behavior in the classroom, such as talking out of turn or not engaging with classwork, undermines the learning experience for everyone.

### **Major Infractions**

Major infractions in our code of conduct represent serious violations of school policies and ethical standards. The following is a non-comprehensive list of major infractions:

1. Abusive or profane language and disrespect undermine the respect and dignity of others, creating a hostile environment.
2. Disruptive behavior that significantly interrupts the learning process affects everyone's ability to focus and succeed.
3. Bullying and harassment are severe issues that harm individuals emotionally and socially, and are strictly prohibited.
4. Cheating and dishonesty compromise the integrity of academic work and the trust within the school community.

5. The use of drugs or substances, tobacco products, or vape devices is strictly banned due to their harmful effects and potential to disrupt the school environment.
6. Physical aggression and fighting are unacceptable as they endanger the safety and well-being of students and staff.
7. Immorality, including actions that violate ethical or moral standards, is contrary to the values upheld by the school.
8. Insubordination and ongoing disrespect towards authority figures challenge the authority and order of the school.
9. Stealing and vandalism involve theft and damage of property, which disrupt the community and incur costs.
10. Possession of weapons poses a direct threat to the safety of everyone on campus
11. Repeated violations of minor infractions indicate a pattern of behavior that requires more serious intervention.

## **Consequences**

### **Minor Infractions (all must be documented in FACTS)**

First Step: Verbal warning from the teacher observing the behavior.

Second Step: Written warning from the teacher observing the behavior.

Third Step: Detention issued from the teacher observing the behavior.

Fourth Step: Office referral from the teacher observing the behavior.

## **Major Infractions**

### **Saturday School**

The Head of School or Assistant Head of School shall have the right to issue a Saturday School to a student who commits a major infraction. Saturday School is a disciplinary action that requires a student to report to school on a Saturday morning in school uniform from 8:30 a.m. – 11:30 a.m. Saturday School will be held on the 1st and 3rd Saturday of the month. The student must submit a \$50.00 fee at their arrival time. Failure to pay the \$50 fee will result in the FACTS account being charged \$50.00 per administered Saturday School. Students will be required to complete schoolwork (if attending for missing assignments), community service, or an essay at the discretion of the present administrator.

### **Suspension**

Suspensions will occur when clearly designated behavioral expectations are broken. Students are to follow the TCS Code of Conduct, both in and out of school. A significant deviation from these standards, or a continued lack of respect for school rules, may result in a student suspension. In addition, students who are hindering the spiritual growth of other students will be disciplined in a judicious manner that may result in immediate suspension or expulsion. All suspensions are at

the discretion of the administration and will be walked through in a biblical manner with the student and family.

**Delinquent Accounts:** A student whose account is delinquent 30 days on making tuition payments may be suspended from classes until the Business Manager and the family reach a satisfactory resolution.

When a student is suspended, the following guidelines apply:

1. Completion of School Work: The student must complete all assigned school work during their suspension period to stay on track with their studies.
2. Campus Access: The student is not allowed to be on school campus during school hours unless explicitly authorized by school administration.
3. Extracurricular Activities: The student may not participate in extracurricular activities, field trips, athletics, or other school-related events during the suspension period.

### **Expulsion**

TCS realizes that expelling a student from school is a very serious matter and should always be carefully dealt with through prayerful discernment. All expulsions are determined at the discretion of the Head of School or Assistant Head of School and will be walked through in a biblical manner with the student and family.

### **Re-admittance:**

**Non-Reenrollment:** At the discretion of the Administration, a student may not be accepted for re-enrollment for the coming school year. Should this be necessary, a meeting will be arranged with the parents to let them know the reason why the student may not be immediately re-enrolled. Refusal to re-enroll is not equivalent to suspension, expulsions or administrative withdrawal. Therefore, if the reasons for non-acceptance are rectified, the principal may allow immediate re-admittance. **Reasons for non-reenrollment include, but are not limited to**

- A. Prior year's GPA of Core Subjects 2.00 or below
  - B. Student or Parent attitude not in harmony with the goals and spirit of the school
  - B. Multiple disciplinary offenses (3 or more Saturday Schools/ 2 or more suspensions within a school year)
  - C. Reoccurring delinquent in payments or Balance from the prior school year.
- expulsion.

### **Bullying Policy**

Bullying is *systematically and chronically* inflicting physical hurt or psychological distress on one or more students. It involves an imbalance of power and is characterized by *repeated, targeted behavior intended to intimidate, harm, or control*. Bullying can manifest in various forms, including but not limited to:



- Physical bullying: Physical harm or the threat of harm, such as hitting, kicking, or pushing.
- Verbal bullying: Name-calling, teasing, or making derogatory remarks.
- Social bullying: Excluding someone from a group, spreading rumors, or manipulating social relationships.
- Cyberbullying: Using electronic communication to harass or intimidate someone.

Anytime a student is physically harmed by another student, is being teased, excluded, harassed or intimidated, he/she should immediately notify his/her teacher. The teacher will speak with both individuals together and the parents (of both students) will be informed of the conversation. If the behavior continues, the teacher will report the situation to administration and they will review the situation to determine if it is considered bullying.

1st Incident - Suspension

2nd Incident - Suspension and Enrollment Review

The goal of the staff of Trinity Christian School is to work with each family to ensure a positive, nurturing and safe developmental experience for each student. However, the Administration reserves the right to withdraw any student from enrollment as it deems necessary for the safety and well-being of all students and staff.

### **Technology and Internet Use**

Trinity Christian School has been blessed with a substantial amount of technology, which plays a crucial role in enhancing our students' educational experience. It is essential that our students handle all school property with care and respect. By taking good care of the technology and resources provided, students help maintain a conducive learning environment and ensure that these tools remain available and functional for everyone. We appreciate your support in fostering a responsible attitude toward our school's assets.

### **Acceptable Use Policy**

The Acceptable Use Policy (AUP) for technology establishes guidelines to ensure that technology resources are used responsibly and ethically. This policy emphasizes that technology should be utilized primarily for educational purposes, fostering a positive learning environment. Users are expected to engage in respectful and appropriate communication, while refraining from accessing or distributing inappropriate content. Unauthorized access to systems and misuse of resources are prohibited, as are activities that harm others or the integrity of the school's technology. Privacy and security are paramount; users must protect personal information and adhere to security protocols. Violations of the AUP may result in disciplinary actions, including the revocation of technology privileges. This policy supports our commitment to a safe and effective use of technology in alignment with our educational mission.

## **School Issued Student Device Policies**

It is essential to handle school devices with care and respect. Proper use includes avoiding any actions that could damage the equipment, such as removing keys from the keyboard. Students are expected to use devices as intended, reporting any issues or malfunctions to their classroom teacher promptly. Adhering to these guidelines helps ensure that all technology remains in good working condition and available for everyone's use.

### **Cell Phones**

Cell phones are not permitted during the school day and must remain turned off and stored in the student's backpack. Trinity Christian School reserves the right to impose disciplinary consequences if a student is found using their phone during school hours. Additionally, TCS is not responsible for any loss, damage, or theft of phones brought to school. Smart watches are also prohibited. We appreciate your cooperation in ensuring that students adhere to these guidelines to maintain a focused and productive learning environment.

### **Digital Citizenship**

Digital citizenship involves the responsible and ethical use of technology and digital resources. It encompasses key principles such as respectful communication, where individuals interact politely and avoid cyberbullying; safety and security, which include protecting personal information and recognizing online threats; and responsibility, which entails using digital tools for constructive purposes and adhering to legal and ethical guidelines. Additionally, digital citizenship encourages critical thinking by evaluating the credibility of online information and avoiding misinformation. By practicing good digital citizenship, students contribute to a positive and secure online environment, enhancing both personal and community experiences in the digital world.

## **Volunteering and Parent Partnership**

### **Parent Volunteer Requirements**

We encourage parent involvement through a requirement of at least 10 volunteer hours per school year. This involvement is essential for fostering a strong school community and supporting various programs and events. However, we understand that some families may have scheduling conflicts or other constraints. As an alternative, parents may choose to pay a \$150 fee in lieu of fulfilling the volunteer hours. This option allows families to contribute to the school in a different way while still supporting our mission and activities. Additionally, parents can allow their middle school students or other adult family members to contribute towards their 10 hour requirement as well.

### **Parent Partnership**

## **Parent Agreement and Code of Conduct**

Trinity Christian School of Palm Beach Gardens (“**Trinity**” or “**TCS**”) is blessed to have a supportive and friendly parent body. Our parents recognize the importance of a Biblical based education and that educating children is a process that involves partnership between parents and the school community. As a partnership, our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents to participate fully in the life of our school.

The purpose of this Parent Agreement and Code of Conduct (“**Agreement**”) is to specifically inform our parents of the Core Beliefs of TCS and provide a reminder to all parents and visitors to our school about the appropriate conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding and respect for one another.

The Core Beliefs of TCS are as follows:

### **THE BIBLE**

The Bible is God’s Word given to us. It is a true story of love and redemption. It is the final authority in determining all doctrinal truths. Written by human authors, inspired by God, the Bible is infallible and inerrant. Because it is inspired by God, it is the ultimate source of Truth and is relevant to our everyday life. **2 Timothy 3:16-17; 2 Peter 1:20-21; Proverbs 30:5; Romans 16:25-26, John 8:31-32; Hebrews 4:12**

### **THE TRINITY**

God is and has always been. He exists as three persons - Father, Son, and Holy Spirit. Although the word Trinity is not in the Bible, from Genesis to Revelation we serve a trinitarian God as He has revealed himself as Father, Son, and Holy Spirit, all equal in power and authority, serving one divine purpose. **Genesis 1:26; Matthew 3:16-17, 28:19; Deuteronomy 6:4; Luke 1:35; John 10:30; 1 Corinthians 12:4-6**

### **GOD THE FATHER**

God is all powerful, all knowing, ever present and He never changes. He is Holy and He deserves all of our trust because He is faithful to His promises. He is a loving, compassionate Father and wants a relationship with his children. **Exodus 3:14; Numbers 23:19; Leviticus 11:44-45; 1 Peter 1:3-5; Deuteronomy 32:3-4; Isaiah 64:8**

### **GOD THE SON**

God loved people so much that He sent Jesus, His son, to earth to give us a visible picture of God. Jesus Christ is completely human and completely God. Born of a virgin, He lived a perfect life and offered Himself as the perfect sacrifice for the sin of all men by dying at the cross. But He didn’t stay dead! He resurrected—rose up— from death to demonstrate His power over sin and death. Because of this, we can have a relationship with God and we can live our lives with destiny and purpose. **Matthew 1:18-23; Romans 5:8; John 3:16; Hebrews 1:1-3; Colossians 1:15-17, 2:9-10**

## **GOD THE HOLY SPIRIT**

Soon after Jesus rose from the dead, as promised by God the Father, Jesus sent His Holy Spirit to empower the church and give spiritual gifts. The Holy Spirit assures us of our relationship with God. He guides us into truth, comforts us, and convicts us of sin when we get off course. **1 Corinthians 2:12, 3:16; 2 Corinthians 3:17; John 16:7-13; Acts 1:8; Ephesians 1:13; Galatians 5:25**

## **SALVATION**

Salvation is God's gift to us. It comes when we accept Jesus and the sacrifice that He made on the Cross as a payment for our sin. Salvation comes to us when we place our life in His hands. We can't earn it; it is a gift of God's grace. **John 14:6; Romans 10:9-10; Ephesians 2:8-9; Galatians 2:16, 3:8; Titus 3:4-6; Acts 2:21**

## **THE CHRISTIAN LIFE**

The Christian life is the ongoing process of submitting to and obeying God's Word and His Spirit in order to complete the development of Christ's character in us. It is through the present ministry of the Holy Spirit and the Word of God that the Christian is enabled to live a godly life. **2 Corinthians 3:18, 6:14-18; Romans 8:28-30, 12:1-2; 1 Thessalonians 4:3-4; 1 Corinthians 6:18-20**

## **THE CHURCH**

The church is a community of diverse people – from different races, cultures and backgrounds – unified through faith in Jesus Christ. The Church is committed to the teachings of Jesus, and it exists to shine the message of God's light and hope to the world so that everyone can know Him in a personal way. Jesus is the hope of the world, the church is now His body that brings His hope to the world. The church is not a building to walk into, it's a family to belong to. **John 17:11, 20-23; Ephesians 1:22, 2:19-22, 4:15-16; Hebrews 10:24-25**

## **ETERNITY**

We were created to live forever, not just a few short years on earth. Our forever can be spent in Heaven with God when we choose to have a relationship with Him through His Son, Jesus. Or we can choose to reject Him and God's love and be separated from Him forever. Heaven and Hell are real places, and it is up to each person in this life to decide their eternal destination. **John 3:16, 14:2-3, 17:3; 1 John 2:25, 5:11-13; Romans 6:23; Revelations 21:27**

## **HUMANITY**

We were created in God's image and the masterpiece of all of His creation. As such, every person in humanity has dignity and value and is worthy of love and respect. God created us for a relationship with Him, but we became alienated from Him through disobedience. Each of us is born with this tendency, which is referred to as a 'sinful nature.' No matter how good we try to be, we can't regain our relationship with God on our own. **Genesis 1:27; Psalm 8:3-6; Isaiah 53:6, 59:1-2; Romans 3:23-24; Colossians 1:27**

## **REPENTANCE**

Repentance is the commitment to turn away from sin in every area of our lives and to follow

Christ. Through repentance we receive forgiveness of sins and salvation. **Proverbs 28:13; Mark 1:15; Acts 3:19; 1 John 1:9; 2 Peter 3:9; Acts 2:38**

### **SPIRITUAL GIFTS**

The Holy Spirit is demonstrated through a variety of spiritual gifts to build and sanctify the church and confirm the power of the Gospel. These gifts always operate in harmony with the Scriptures and should never be used in violation of Biblical guidelines. **Hebrews 2:4; Romans 1:11, 12:4-8; Ephesians 4:11,13,16; 1 Corinthians 12:1-31, 14:1-40; 1 Peter 4:10**

### **BAPTISM OF THE HOLY SPIRIT**

Given at Pentecost, it is the promise of the Father, sent by Jesus after His Ascension, to empower the church to preach the Gospel throughout the whole earth. **Joel 2:28-29; Matthew 3:11; Acts 1:5, 2:1-4, 17, 38-39, 8:14-17, 10:44-47, 11:15-17, 1 Corinthians 12:13**

### **GENDER AND MARRIAGE**

We believe that God created the human race male and female and that one's gender is determined at birth. (**Gen. 1:27; Deut. 22:5**). We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity is specially reserved by God for the marriage relationship. (**Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7**).

In implementing these Core Beliefs at TCS, your child will be exposed to the Gospel message, prayer, communion, baptism and will receive training in Christian principles and precepts. By signing below and by voluntarily enrolling your children at Trinity, you agree to us teaching and practicing these Core Beliefs with your child.

As a parent of a child at Trinity, it is important that, based on the Core Beliefs above, we strive to maintain a level of conduct that not only will glorify God, but show respect to one another as His creation.

### **We expect parents, guardians, caregivers and visitors to:**

- Respect the school.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct your own child's behavior especially when it could otherwise lead to conflict, aggressive behavior or unsafe behavior.
- Approach the school, not other parents, to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behavior.

**In order to support a peaceful and safe school environment, and to maintain an environment that will serve as a witness to the children at TCS, we respectfully ask that parents, guardians, caregivers and visitors avoid exhibiting any of the following:**

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including sporting events.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper outside of Christian character.
- Threatening to do actual bodily harm to a member of school staff, visitor, fellow parent or pupil regardless of whether or not the behavior constitutes a criminal offense.
- Damaging or destroying school property.
- Abusive or threatening emails or text/voicemail/phone messages or other written communication to any Trinity employee.
- Gossiping with other parents, teachers, staff or guests regarding the school, teachers, processes, policies or otherwise.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school, on Facebook, or other social sites. Any concerns you may have about the school should always be made through the appropriate channels by speaking to the class teacher or the administration, so the matter can be dealt with fairly, appropriately and effectively for all concerned.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking (cigarettes or vapors) and consumption of alcohol or other drugs while on school property.

### **K – 8 Grade Drop-off**

Based on our recent campus security audit, it has been strongly recommended that we substantially revise our drop-off and pick-up procedures in order to minimize the security risks associated with a myriad of parents, caregivers and visitors being inside the buildings. Undoubtedly, for those who have enjoyed the privilege of escorting their child(ren) to class, this will be a dramatic change. However, you will find that almost all private elementary schools in our area have such a requirement. *Accordingly, we are implementing the following new standards commencing the 2024-2025 school year:*

- For Kindergarten-8th Grade, parents are to remain in their cars throughout the drop-off process. Parents who desire to exit their cars are to park only in the designated parking lot and assume safe transport of their child(ren) from the car to the designated drop-off area. Stopping on the side of the driveway or parking in a restricted space, no matter how short your planned stop is, is not permitted.
- Kindergarten-5th Grade, students are to arrive on campus between 8:15am and 8:30am 6th-8th grade students are to arrive on campus between 7:45am and 8:00am
- Student supervision (Morning Care) begins at 7:30am; TCS will not assume responsibility for students that are dropped off prior to 7:30am.

- Kindergarten-5th Grade, students arriving after 8:30am and 6th-8th grade students arriving after 8:00 am must be escorted by a parent to the elementary reception area.
- For a safe and orderly drop-off, please help your child to develop the habit of being prepared to exit the car when you come to a safe stop at the drop-off area.
- Parents are not to leave cars unattended in the drop-off area at any time.
- Please refrain from parking in the handicapped spaces unless you have a handicapped parking permit. Failure to do so may result in ticketing and/or towing of cars that do not display a valid permit.

### **Mediation and Binding Arbitration Agreement**

In the rare event that you cannot come to an agreement on your own with TCS, after following the administrative procedures in the Parent-Student Handbook, we agree to settle the dispute within the Christian community in conformity with the biblical injunctions of 1 Corinthians 6:1-8; Matthew 5:23-24, and Matthew 18:15-20. Therefore, we agree that any claim or dispute arising out of your student's enrollment at TCS, any disciplinary action or other action taken by TCS or not taken by TCS, or any other dispute or claim you may have against TCS, shall be settled by biblically-based mediation and, if mediation is not successful, legally binding arbitration in accordance with the Guidelines for Christian Conciliation (the "**Rules**") of the Institute for Christian Conciliation (ICC). The complete text of the Rules is available at the following URL: <http://www.iccpeace.com/Rules>.

If resolution of the dispute and reconciliation do not result from mediation, the matter shall then be submitted to an independent and objective arbitrator for binding arbitration. The parties shall adhere to the Rules, except that the parties agree to select only one arbitrator and agree to hold any such mediation or arbitration in Palm Beach County, Florida, at a mutually agreed location. (If the parties cannot agree on a mediator, arbitrator, or location within Palm Beach County, TCS shall name three persons or locations and the other party shall choose from those three.) Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction.

The parties acknowledge that the resolving of conflicts requires time and financial resources. The parties agree to each bear one-half (1/2) of the mediation or arbitration cost. However, the issue of final responsibility for costs will be an agreed upon issue for consideration or determination in the mediation or arbitration. The parties agree they will endeavor to exchange information with each other and present the same at any mediation or arbitration pursuant to the ICC Rules of Procedure with the intent to minimize costs and delays to the parties. They will seek to cooperate with one another and may request the mediator, case administrator and/or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other's issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and/or arbitrator. In addition, the parties agree that in the event of arbitration, they will use a single arbitrator who is experienced in the relevant area of the law, preferably someone with Christian School education experience.

The parties to this Agreement agree that these methods shall be the sole remedy for any controversy or claim they may have against TCS and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, including any class action proceeding,

except to enforce a legally binding arbitration decision. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the decision.

We trust that parents, guardians, visitors and caregivers will assist TCS with the implementation of these policies and code of conduct as good governance and effective administration involves the peaceful cooperation of all involved. Finally, at TCS we believe that the relationship between school and home must be one characterized by trust and like-mindedness if we are to be successful in our mission. As such, in the event that, over a season of time, home/school collaboration is not consistent and like-minded, both the parent and school administration have the prerogative to terminate a student's enrollment.

This Parent Agreement and Code of Conduct will be in effect for as long as my child is enrolled at Trinity Christian School. The Mediation and Binding Arbitration provisions shall survive your child's termination from enrollment at TCS. In the event of any conflict between this Agreement and the Parent-Student Handbook, this Agreement shall control.

In application of the above standards and in ministering to the best interests of each family in our community, TCS expects a parent who encounters a crisis that bears upon our co-labor (e.g., separation, divorce, abuse, etc.) to inform their child's school principal or enlist pastoral counsel directly. Our desire is that parents receive biblical counsel and are supported and encouraged during challenging times in their lives. I further understand and agree that should my marital status change, it is my responsibility to have a corrected Parent Agreement and Code of Conduct Statement signed, updated, and sent to TCS.

I have read and so understand the above information and agree to the terms and conditions of this Agreement.



## **Dress Code and School Uniform**

While our school uniform establishes a standard for appearance, it is important to remind our students of the biblical principles that underlie our approach to how we dress.

- 1 Timothy 2:9-10: This passage highlights the principle of modesty and emphasizes that one's dress should reflect a commitment to godliness rather than drawing attention through extravagant or immodest clothing. Paul advises that women should adorn themselves with good works and a humble spirit, suggesting that true beauty is found in inner qualities rather than external appearance.
- Deuteronomy 22:5: This verse underscores the importance of maintaining clear distinctions between genders. It advises against cross-dressing, reflecting a respect for God's design and purpose in creating distinct roles for men and women. The principle here is to honor the created order and to avoid confusion regarding gender identity.
- 1 Corinthians 6:19-20: This passage teaches that our bodies are temples of the Holy Spirit and belong to God. Therefore, we are called to honor God with our bodies, which includes how we dress. The principle here is to treat our bodies with respect and dignity, reflecting our reverence for God through our choices, including our attire.

**Preschool:** Students should be dressed in clothing they can easily get out of on their own if they are toilet trained. Trinity Christian School supports the desire of young children to be independent in dressing and toileting. All students should wear clothing that is soft, flexible, and allows the student to run, climb, jump, etc. without restriction. Bloomers under dresses and skirts are required.

Shoes should be sturdy, closed-toed and closed heel, firmly fastened, and have non-skid soles. Platform, crocs, sandals, thin sole ballet flats and high-heeled shoes are not allowed. Boots are only allowed on Spirit days or themed dress days. Jewelry is discouraged and may only be permitted when it does not pose a safety hazard. Girls are not allowed to wear dangling or hoop earrings. Boys are not allowed to wear earrings at school or during school functions.

**Elementary/Middle School:** TCS school uniforms are required for all students in grades KP-8, with exceptions for scheduled optional dress days. Students are encouraged to wear School Spirit Attire on Fridays.

Uniforms must be purchased from Harris School Uniforms, either online or in person. Key components include:

### **Uniform Guidelines:**

- **Daily Attire:** Female students must wear fitted black or navy bike shorts under skirts, jumpers, or dresses. Shirts (except Spirit or P.E. shirts) must be tucked in for grades 2-8

- Leggings, jeggings, or yoga pants are only permitted on cold weather days (68 degrees and below) and must be worn under approved uniforms.
- Chapel Attire: All grades must wear a navy polo with khaki bottoms on chapel days.
- Spirit Wear: Spirit wear is available for purchase on the BSN Sports website and acceptable only on Fridays, field trips, or special events. Students may wear jeans with their spirit shirt on Fridays; however, jeans must be free of holes.
- Belts: Mandatory for grades 2 and above; ***must be worn with pants and shorts that have belt loops.***
- Socks and Tights: Socks can be of any choice but no higher than the knee. Solid-colored footed tights may be worn under skirts, dresses, or shorts.
- Hair Accessories: Permitted as long as they are neat and not distracting.
- Shoes: Closed-toed, closed-heeled dress shoes or athletic shoes are required. No shoes with wheels, heels higher than one inch, boots, sandals, thin ballet flats, sling backs, mules, or crocs.
- Hair: Must be natural color, with exceptions during school theme days.

**Cold Weather Dress Policy:** All outerwear must be Trinity Christian School approved apparel from Harris School Uniforms or the TCS spirit attire store.

**Free or Themed Dress Days:** Clothing must be clean and neat, with no inappropriate artwork or symbols. Clothes should be of appropriate length and fit.

**Physical Education Attire:** Uniform shorts, skorts, or pants with athletic shoes are required. Grades 4 and up will change for P.E. and must wear the approved TCS shirt from Harris Uniforms, athletic shorts, and shoes.

**Jewelry & Make-up:** Post earrings only; no hoops or dangling earrings. Male students may not wear earrings. No make-up (except lip gloss) is allowed, with middle school females permitted lip gloss and mascara.

### **Enforcement/Violations**

The Administration reserves the right to make decisions as to compliance with the dress code. The school staff will issue a uniform violation form to children not meeting the dress code requirements. In all circumstances, the modesty policy will be enforced.

**1st infraction and 2nd infraction** – A Uniform Violation notification will be emailed.

**3rd infraction** – A detention will be given to M.S.; Elementary students will be fined \$5.00.

**4th infraction** – A Saturday School will be issued and a \$40 fee.

**Any further infractions will be dealt with at the discretion of the Administration and the child may be kept out of class or sent home for the day.**

**Male and female uniform bottoms must not be higher than two inches above the top of the knee.** Students receiving 4 dress code violations for the length of their uniform bottoms will only be permitted to wear pant bottoms for the remainder of the year.

## **After School and Extracurricular Activities**

### **Athletic Program**

Students in grades 5-8 have the opportunity to engage in competitive athletics at Trinity Christian School. The athletic offerings include:

- Fall: Boys Flag Football, Girls Soccer
- Winter: Boys Sport, Girls Sport
- Spring: Boys Sport, Girls Sport

To participate, students must maintain good academic standing with no grades lower than 70% and must not have any suspensions. An athletic fee of \$250 is required and must be paid in full before the season begins. Participation also requires attendance at all practices and games.

### **After School Activities (ASA)**

#### **Philosophy**

1. After School Activities are for the development of character, spirit, and body.
2. The emphasis of all athletic teams will be on teamwork, school pride, sportsmanship and Christian behavior. Each program is to strive for increased proficiency and excellence.
3. Winning in any type of competition is an enjoyable and rewarding accomplishment. Yet, winning will not be considered paramount at the expense of the school's other stated goals and purposes.
4. To ensure that each child feels valued and a part of the team the coaching staff will utilize as many student participants as possible.
5. All programs and participants must comply with Trinity Christian School regulations.

#### **Student Participants**

#### **Expectations**

1. ECP students are to demonstrate Christian behavior and attitudes at all times.
2. All students are to see their extra-curricular involvement as a Christian activity in their attitudes and relationships with coaches or instructors, team members, and opponents.
3. Students must be in attendance at least ½ day to participate in extra-curricular activities, events, functions, programs.
4. Lack of academic achievement and failure to abide by the above expectations may constitute ineligibility.

5. Students with documented health concerns must secure a physician's certificate stating that he/she is physically fit.
6. Parent/guardian consent must be secured in writing before a student is eligible to participate in any ASA.
7. Students must have a 2.5 grade point average and a satisfactory behavior to participate in a Team Sport.
8. Accumulation of 3 or more detentions, Saturday School, or a Suspension in a semester, voids a student from participating in team sports for that semester.
9. All ASA fees are non-refundable or transferable.

### **Fine Arts and Performing Arts**

The TCS Fine Arts faculty is dedicated to teaching the students how to use their gifts and talents to glorify God. We offer Fine Arts classes in all of our programs. PreK-3rd grade classes will provide students with developmental skills in selected activities. 3rd-5th grade classes will help build on foundational ability and students in 6th-8th grade will be able to choose an elective in order to continue to build and refine their gifts and talents.

### **Extended Care Program**

Extended Care is one of the programs offered for those families who need care outside of their student's school program hours. Please visit [TCSPBG.org](http://TCSPBG.org) for additional information and to register. Space is limited, so register early. The Extended Care Program program is required for any student in Pre-K through 8th grade who arrive on campus prior to their drop off times or remain on campus after their dismissal times. A drop in fee will be charged to your FACTS account. Repeated drop ins may require registration. All late pickups will incur a monetary penalty of \$10 for every 10 minutes after the end of the Extended Care time frame.

### **School Calendar**

A school calendar is available on the website ([www.tcsfbg.org](http://www.tcsfbg.org)) prior to the beginning of the school year. Please note the scheduled holidays and special events. Refer to notices or newsletters for changes and updates.