

Trinity Christian School  
of  
Palm Beach Gardens



## PARENT - STUDENT HANDBOOK

*"I have no greater joy than this, to hear that my children are walking in the truth." III John 4*

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## **Mission Statement**

Trinity Christian School of Palm Beach Gardens provides Christian education that shares Christ's word in a loving, family-oriented environment and that nurtures academic excellence, enhances self-esteem, and builds social responsibility for the complete development of each child as a unique creation of God.

## **STATEMENT OF FAITH**

We believe in God the Father, Almighty, Maker of heaven and earth. We believe in Jesus Christ, His only begotten Son, our Lord and Savior. We believe in the Holy Spirit at work in the believers, manifested through spiritual gifts for the perfecting of the Holy Universal Church. We believe in eternal life, the power of forgiveness, the gift of salvation, and the Bible as the infallible and inerrant word of God given to us.

## **Core Values**

**God** – Belief in God, as creator, Jesus as Savior, and Holy Spirit always working in and for us

**Family** – The fundamental importance of all communities

**Academic Excellence** – Committed to meeting the learning needs of each child.

**Self-Esteem**- Committed to teaching children to see themselves to be worthy of love

**Social Responsibility** – We are all accountable to each other and our environment,

**Knowledge** – All children can learn.

**Wisdom** – God is the giver of wisdom and He gives it freely to those who ask.

**Fine Arts** – Exploring and growing in ones gifts and talents

**Fitness** - A belief in maintaining a healthy work/life balance

Trinity Christian School of Palm Beach Gardens is open to all qualified children, regardless of race, color, sex, religion, or national origin.

Trinity Christian School is accredited by the Association of Christian Schools International (ACSI) and the United Methodist Association of Preschools.

### **Expected Student Outcomes**

**The mission of Trinity Christian School of Palm Beach Gardens leaders and faculty is that a maturing student of TCS of PBG will:**

#### **1. Believe in God and accept Jesus as their personal Savior**

- Believe that God is the creator of all
- Understand the gospel and believe that Jesus is the Son of God. That He came, died, and was resurrected for the forgiveness of our sins, so that we can have a relationship with our heavenly father
- Believe the Holy Spirit dwells in all believers to give direction and comfort
- Commit to studying the Bible and believe that it is the irrefutable Word of God
- Commit to practicing and sharing God's word with others

#### **2. Believe that Wisdom is from God and He gives it to all who ask**

- Understand the importance of praying, speaking, and listening to God before making decisions
- Understand the importance of seeking godly counsel from others
- Trust God to show how to discern and apply ones' knowledge for the benefit of others and self

#### **3. Believe that God has equipped everyone with the ability to learn**

- Each child is a unique creation of God with the ability to learn at his/her own pace and style
- The child is able to clearly articulate their thoughts
- The child knows how to work with others, while respecting others unique qualities
- The child knows that their work ethic and thoughts add value to the learning community

#### **4. Be prepared academically in all areas (reading, writing, listening, speaking, science, math, social studies, languages, Bible, and technology)**

- Be a creative and critical thinker who can apply learning to solve real-world problems
- Utilize technology responsibly and effectively
- Appropriately access and use various types of informational resources
- Be able to communicate effectively through oral and written formats

#### **5. Know that Family is the fundamental importance of all communities**

- Know that marriage is a sacred covenant between man and woman
- Know that a family is a unique blend of caregivers and receivers
- Know that each family member is a gift from God
- Understand the importance of a family/individual serving others
- Understand the importance of a family worshipping together and developing spiritually

## **6. Know that they are worthy of love**

- Know that they are worthy of God's love
- Know that they are loved by others
- Know that they have a responsibility to love
- Know how to exemplify the fruits of the spirit to others

## **7. Understand that they are accountable to others and the environment**

- Know how to conduct themselves in a respectable manner
- Know how to serve/or be a servant-leader
- Know the importance of protecting and caring for our natural resources
- Understand there are consequences or reactions to their actions
- Know how they conduct themselves affects others

## **8. Have knowledge of their gifts and talents**

- Know that their gifts and talents are all given from God
- Have an appreciation of the arts
- Have identified and grown in their individual skill-set

## **9. Know the importance of a healthy lifestyle**

- Be able to balance their time between academic, social, and extracurricular activities
- Know the importance of healthy eating habits
- Know the importance of being physically active
- Know that their mental health is based on their spiritual devotion, sleeping habits, eating habits, and physical activity



Dear Trinity Christian School Family,

It is an honor, privilege and joy to serve as your Principal. This is going to be an amazing year of growth for our school. We salute our School Board in the leadership and support they have demonstrated over the years. Great appreciation is extended to the Teachers and Support Staff who constantly exemplify the love of Christ and the passion to teach.

We are delighted to partner with you this year and in the years to come. We all have a purpose to fulfill in your child's emotional, intellectual, and spiritual development. It is my prayer that we walk in unity, serve one another in love, and continuously seek the wisdom of our Heavenly Father.

I encourage you to be involved in PTO, volunteer in your child's class, and attend all of our school events. Your voice and presence is important for your child's educational and social growth. In addition, your input is valuable to the School Board, your child's teacher, and to me as I lead TRINITY CHRISTIAN SCHOOL in our next developmental process towards excellence.

Please do not hesitate to contact me if I can be of any service to your family. I close with the following prayer for our Trinity Christian School Family.

*"As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. <sup>2</sup> Be completely humble and gentle; be patient, bearing with one another in love. <sup>3</sup> Make every effort to keep the unity of the Spirit through the bond of peace. <sup>4</sup> There is one body and one Spirit, just as you were called to one hope when you were called; <sup>5</sup> one Lord, one faith, one baptism; <sup>6</sup> one God and Father of all, who is over all and through all and in all." Ephesians 4:1-6*

Sincerely,

Vernita A. Martial  
Principal and Preschool Director

**2021-2022**

**Trinity Christian School of PBG**

**Executive School Board**

John Foster, Chairman

John Erbey

Josh Kellam

Mike Essey

Tom Mullins

**School Advisory Committee**

Jeff Pegg, Chairman

John Erbey

Kathy Filipelli

Clark Knapp

Eileen Renault

Anita Spassoff

## **ADMISSIONS**

Trinity Christian School, in the Spirit of Christ, shall admit students of any race, color, gender, religion, nationality, or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions policies, scholarships or loan programs, athletic or other school administered programs.

### **Application Process**

All students applying for enrollment will follow the admissions procedures as outlined below:

1. Submit a complete on-line application with application fee.
2. Academic assessment by means of an approved standardized test and other screening instruments as may be deemed necessary. A fee of \$35.00 is required to be paid at the time of testing to the testing administrator.
3. Evaluation of previous academic and personal records.
4. Parent and child interview with the Administration or designated representative if required.
5. Complete on-line enrollment and pay the non-refundable registration fee.

When testing or previous school performance indicates a child may deviate from the normal academic performance levels of Trinity Christian School, a student may be required to participate in the appropriate grade level class for a day. The Administration shall make a final decision regarding the applicant.

### **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. 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 other known diseases and /or infestations that may represent a health hazard. This is determined at the sole judgment of the School Board and Administration.
2. Current complete state of Florida health forms (Florida Certification of Immunization and School Entry Health Exam) certifying immunization for the prevention of those communicable diseases listed by state law are required from an applicant's Physician

and 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's re-enrollment non-refundable registration fee, and on-line application, are due on or before the re-enrollment deadline of the year preceding the child's anticipated attendance. (See school calendar.) Both items must be received before the application will be processed. There is no need for an interview when re-enrolling unless requested by the Administration. 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 application 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.)
  - E. Contractual and/or Financial obligations are current.

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

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).

### **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 community children currently enrolled
- Current families enrolling after January 1
- 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. Contact the Administration for further information. 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 8<sup>th</sup> Street  
Riviera Beach, FL

Jupiter Health Center  
6405 Indiantown Road  
Jupiter, FL

2. Birth certificate copies must be on file with the Administration 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 appropriately 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. Families withdrawing after the start of school will be assessed a \$250.00 withdrawal processing fee. The Withdrawal Form must be submitted and all financial obligations must be resolved before student records are released.

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.

A written notice and a completed withdrawal form must be given to the Administration at least two (2) weeks prior to the withdrawal of the student. Therefore, the parent's financial responsibility includes tuition for at least two (2) weeks from the date of the written notification. Failure to submit the Withdrawal Form will result in the required two weeks not being included in the prorated financial adjustment.

## **ARRIVAL and DISMISSAL**

**Arrival 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)

### Preschool Schedule

8:00 – 9:00 a.m.	Early Morning Care
8:55 – 12:00 p.m.	4 year old classes
9:00 – 1:00 p.m.	1-3 year old classes
1:00 – 3:00 p.m.	Preschool Extended Care
12:55 – 4:00 p.m.	Afternoon 4 year old class time
3:00 – 5:30 p.m.	Extended Care available in the Erbey Center for children age 4 and above

### Elementary/Middle School

Morning Care is available for KP- 8<sup>th</sup> Grade students beginning at 7:30 a.m. in the Erbey Center Gym. Students attending Morning Care must be contracted. The non-contracted rate for Morning Care is \$5.00 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.

Arrival Time:

Middle School students arrival time is 7:45 a.m. M.S. students arriving after 8:00 a.m. must report directly to the Erbey Center.

- Elementary students arrival time is 8:15 a.m.
- Kindergarten Prep students may be walked to class between 8:50 a.m. and 9:00 a.m.

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.

Families are also able to walk their Elementary children to their classrooms if they enter the hallway by 8:25 a.m. (M.S. by 7:55 a.m.). **Please keep in mind that this is a time that the teachers are focusing on the students. Please schedule parent conferences for another time.**

Elementary/Middle School Schedule

DISMISSAL Times

2:00 p.m.	Kindergarten Prep will dismiss from the Erbey Center East Door (by Media Center). Parents will walk to the door to pick up the children. <b>Kindergarten- 8<sup>th</sup> Grade parents must remain in your car to pick up your child. We will walk your child to your car.</b>
2:45 p.m.	Kindergarten and 1st grade
2:50 p.m.	2 <sup>nd</sup> and 3 <sup>rd</sup> grade
2:55 p.m.	4 <sup>th</sup> -5 <sup>th</sup> grade
3:00 p.m.	Middle School Students will dismiss from the Breezeway.
2:45 – 5:30 p.m.	Extended Care and all offered After-School Programs

**Dismissal**

Trinity Christian School students will only be dismissed to authorized parents/guardians or those authorized in writing by the legal parent/guardian. We cannot dismiss any student to

anyone not authorized in writing or email. Please do not telephone the school with names for pick-up. All persons personally unknown by staff picking students up will be asked to show picture identification.

#### Elementary/Middle School Students

Enter campus through the south entrance. (Please see map in Appendix section) Pick up students at the designated pick-up area on the north side of the Erbey Center. Family decal must be clearly displayed on the dashboard. Please stay in your vehicle. A Trinity Christian School staff member will deliver your child(ren) to you. Please pull forward to the end of the building if you need to buckle children. For safety reasons, please do not allow children to exit the vehicle.

Students not picked up after curb 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.

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 12:15 (VPK) or 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.**

### **ATTENDANCE**

#### **Absences**

##### Elementary/Middle School Grade

Trinity Christian School requires that a M.S. student not be absent more than 10 days per semester in order to fulfill the attendance requirement of the Promotion/Retention Policy. Elementary students must not be absent more than 21 days or more per school year in order to fulfill the attendance requirement of the Promotion/Retention Policy

#### **Tardies**

It is important that students arrive on time. When a child is tardy to school, they start their day unsettled. Late arrivals are not only disturbing to your child but to the entire class. They

also disrupt or miss out on community prayer time and morning class work. Excused tardies will be doctor appointments with a doctor's note, a reported traffic delay, or family emergency.

#### 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.)

### **CODE of CONDUCT**

All staff and students of Trinity Christian School are expected to uphold the Christian values as represented in the school Mission Statement and Statement of Faith. Love and forgiveness will be an integral part of the discipline of a student. Following these guides creates the loving Christian environment our school strives to maintain and provides for an optimal educational environment.

#### **Behavior Standards**

The basis of any behavior model at Trinity is to teach our students how to make positive choices in a loving and nurturing environment. Trinity Christian School has adopted the Capturing Kids' Hearts (CKH) program as our Behavior Model for Pre K- through Middle School. The program is based on the belief that, "If you have a child's heart, you have their head as well." CKH helps children learn to make positive choices which lead to their personal best.

Classroom behavior plans will be based upon intrinsic motivation. Extrinsic motivation will be used in an appropriate, yet minimal, fashion only when combined with an intrinsic plan. Whenever possible, positive visual aids will be included in classroom behavior plans.

Redirection and prevention techniques will be used to avoid possible conflicts and behavioral incidents. When redirection and prevention techniques are not an option or are ineffective, separation may be used. Separation is appropriate when used to remove a student from a situation in which the student cannot control his or her behavior and only for the length of time necessary for the student to regain self-control. Separation should be addressed as a positive time for the student to regain self-control as opposed to a punishment. Separation may also be used when negative behavior creates a situation that endangers any student or staff. This allows the teacher to care for the safety of all students. Staff will never humiliate, isolate, or make a student feel badly about himself/herself.

Upon the occurrence of an inappropriate behavioral incident involving more than one student, the supervising staff will first verify the safety and wellbeing of all students involved. This will be followed by addressing the student(s) displaying the negative

behavior. The staff member will ensure that the student(s) understand what behavior is being addressed, understand the effects of the behavior, and will provide the student(s) with tools to appropriately avoid such behavior in the future. All handling of behavioral incidents will be conducted in an age-appropriate manner and time period.

Any behavior that cannot be managed within the approved classroom behavior plan must be reported immediately to the Administration.

### **Virtual School Code of Conduct**

- All students attending class virtually must follow the TCS dress code and be dressed in the appropriate uniform throughout the virtual school day.
- Students must have a quiet, distraction free, designated space with a desk or table conducive to learning.
- Parents must provide virtual school students with a printer and a computer which has a functioning web camera and microphone capabilities.
- Students will be required to have their web cameras on during classes.
- Household members other than the student will not be permitted to interact with the teacher or students during class.
- Students will be required to adhere to their classroom schedule and arrive to classes on time.
- Fine Arts classes will not be offered during virtual learning.
- Virtual students are required to adhere to all behavior standards and discipline policies as outlined in the Parent/Student Handbook.
- Show up on time, be present and engaged, and eliminate distractions.
- Review notes, goals, objectives, and the day's agenda.
- Be polite and stay on task.
- If you have a question and someone is still talking, use the chat box instead of interrupting.
- Stay close to the microphone or camera.
- Students should mute their microphones when not talking.
- NEVER interrupt another speaker.
- Be explicit about thoughts and feelings.
- Avoid sarcasm and be careful with humor.
- PARENTS DO NOT ENTER THE CLASSROOM TO ASK FOR CLARIFICATION. You may contact the teacher to request a GoTo Meeting time for you and/or your child.

### **Personal Technology**

It is our desire to include technology as much as possible in our learning environment. However, we do know there are times when personal devices can be a distraction. Tablets and cell phones are not permitted during school hours, as well as extended care, unless used for academic purposes as deemed necessary by the teacher or administrator. The said devices will be confiscated by the teacher or administrator if seen during school hours or extended care. If a tablet or cell phone is confiscated, it

will be taken to the school office or locked in the teacher’s cabinet. The said device will be returned to the student at the end of the day. Second and/or third offense will require the said device to be released to the parent and result in a detention. The fourth offense will result in a suspension for failure to adhere to school policies.

**Students MUST SUBMIT PRIOR TO BRINGING IN PERSONAL TECHNOLOGY DEVICES**

**Technology Agreement:**

I acknowledge that I understand that Trinity Christian School of Palm Beach Gardens will NOT be held liable for broken, lost, or stolen personal technology devices used during school hours. I also acknowledge that I have read the Personal Technology policy.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Discipline**

The vast majority of discipline problems are to be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of a student.

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. (Please see exception below) 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. All recommendations for suspending or expelling a student are to be cleared with the Principal before the action is announced to the student and his/her parents.

### **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 be placed in time-out. Upon a second incident within the same 2 week period, the student must be picked up immediately. 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.

Elementary/Middle School: If a student inflicts a serious injury upon another person, the student shall immediately be removed from class and disciplinary action will be taken. Upon a second serious incident, the Elementary/Middle School student may be suspended. Upon a third incident, an Elementary/Middle School student faces expulsion.

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.

## **TCS Bullying Policy**

Bullying definition for kids

Bullying is **when you keep picking on someone because you think you're cooler, smarter, stronger, or better than them.** Bullying involves an imbalance of power between the bully and the victim, is intentionally harmful, and occurs repeatedly.

**School Definition of bullying.** **Bullying** is any form of physical, verbal, or psychological abuse occurring among schoolchildren repeatedly over a period of time.

TCS Bullying Policy will be based on the above two definitions. The key points being "intentionally harmful" and "repeatedly over a period of time".

Students are encouraged and empowered to address any student who makes them feel uncomfortable by using the following phrases, "Please do not do that to me..., I don't like it when you..., No thank you I do not like when you speak to me that way..." If a student does not respect the request of their classmate, the student is encouraged and empowered to speak to the teacher. The teacher will speak with both individuals together to clarify student expectations. The parents will be informed of the conversation.

When determined that a student is still displaying the intent to harm another student, after being addressed by a teacher, this is considered to be repeated actions, and therefore bullying. In the case of displaying bullying, the first incident will result in a detention and discussion session with the Principal or Assistant Principal. The next occurrence will result in a Saturday School and the requirement of a 2-3 page paper addressing what is bullying, the effects of bullying, statistics on bullying, and what they will do to alter their behavior. The next occurrence will result in the student being suspended or a possible administrative withdrawal.

In the case of physical abuse, repeated or for the first time, the student will receive a detention and discussion with the Principal or Assistant Principal. At the discretion of the Principal or Assistant Principal, the student may be issued an immediate suspension requiring them to be removed from campus immediately. In each addressed situation parents will be notified according to the discipline practices either by email, phone conversation, or conference.

Discipline beyond the classroom behavior plan may be necessary at times and will be implemented as follows:

### **Detention:**

KP-5<sup>th</sup>: detentions are a disciplinary action that are served Tuesdays and Thursdays during lunch/recess.

6<sup>th</sup> – 8<sup>th</sup> Grade: Detentions are served Tuesdays and Thursdays 3:10 – 4:00 p.m. in the school office.

A \$5.00 fee will be charged to the FACTS account when the detention is issued. The teacher/administrator will assign the student the detention. The teacher/administrator assigning the detention must notify the parent via phone and/or email regarding the infraction and the detention date. Accumulation of detentions resets at the beginning of each semester.

**Saturday School:** 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. – 12 noon. The student must submit a \$40.00 fee at their arrival time. Failure to pay the \$40 fee will result in the FACTS account being charged \$40.00 per administered Saturday School. Students will be required to complete schoolwork or an essay at the discretion of the present administrator.

A. The Teacher or Administration shall have the right to issue a detention to a student for disciplinary reasons including but not limited to:

1. Three dress code violations
2. Three incidents of missing required materials (books, paper, pencil, calculator, notebooks, agenda, ect...)
3. Aggressive behavior
4. Willful disobedience or open defiance
5. Three (3) missing, late or unacceptable assignments
6. Use of inappropriate language
7. Cheating ( 2<sup>nd</sup> – 5<sup>th</sup> grade)
8. Accumulation of 3 tardies
9. Bullying

B. The Principal or Assistant Principal shall have the right to issue a Saturday School to a student for disciplinary reasons including but not limited to:

1. Four dress code violations
2. Four incidents of missing required materials (books, paper, pencil, calculator, notebooks, agenda, ect...)
3. Repeated Aggressive behavior
4. Repeated willful disobedience or open defiance
5. Four (4) missing, late or unacceptable assignments
6. Repeated use of inappropriate language
7. Repeated Cheating ((2<sup>nd</sup>- 5<sup>th</sup> grade)
8. Accumulation of 3 or more detentions
9. Vandalism (Saturday School and Financial Restitution)
10. Bullying

I. **Office Referral:** There are five basic behaviors that may necessitate discipline from the Principal or Assistant Principal (versus the teacher). Those behaviors are:

1. **Disrespect** shown to *any* staff member.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience in response to instructions.

4. **Fighting**, i.e. striking in anger with the intention to harm the other student(s) or staff.
5. **Obscene, vulgar or profane language.**
6. **Bullying**

During the visit with the Principal, the Principal will determine the nature of the discipline. The Principal may require detention, Saturday School, restitution, a conference with the parent, or other measures consistent with biblical guidelines which may be appropriate. If for any of the above, or other reasons, a student receives discipline from the Principal or Assistant Principal, the following will be observed:

1. The first *two* times a student is sent to the Principal for discipline, the student's parents will be contacted immediately afterward and given the details of the referral. The parents' assistance and support in averting further problems will be sought.
2. The *third* office referral will be followed by a meeting with the student's parents, and the Principal.
3. Should the student require a *fourth* office referral, a **two-day suspension** may be imposed on the student.
4. If a *fifth* office referral is required, the student may be **expelled** from the school.

### **Suspension**

Suspensions are administered by the Administration.

When a suspension is administered, the following rules shall be observed:

- A. When suspending a student, the Administration shall notify the student and parents/guardian in person of the reasons for the suspension. The student is required to leave the school premises with parent or guardian immediately after the conference. They will receive the reasons for the suspension in writing.
- B. A student will be reinstated to class only after consultation with both the student and parent and assurances from them that such behavior and/or attitudes will be discontinued, and that the student will resume his place in the school community with a cooperative and positive spirit.
- C. All assignments, quizzes, tests, or exams missed during suspension must be made up.

The Administration shall have the right to suspend a student from class for disciplinary reasons of a more serious nature including but not limited to:

1. Willful disobedience
2. Open defiance of authority to a member of the staff
3. Repeated use of profane or obscene language
4. Other serious breaking of accepted patterns of behavior
5. Any inappropriate physical contact or verbal abuse
6. Repeated misconduct of a less serious nature
7. An attitude not in harmony with the goals and spirit of the school
8. Stealing
9. Forged signature
10. Cheating (M.S.)
11. Accumulation of four (4) or more detentions
12. Bullying

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.

II. **Expulsion:** The Trinity Christian School Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.

1. When expulsion is administered, the following policies shall be observed:

A. The Principal shall have the right to expel a student for the reasons including but not limited to the following:

1. Exhibits repeated misconduct.
2. Performs a serious breach of the school's code of student conduct, including but not limited to the use or possession of drugs including alcohol.
3. Does not respond positively to repeated efforts of correction by the school personnel.
4. Displays an action or attitude that seriously harms the name of Christ and/or the school's reputation in the community, including immorality.
5. Exhibits an attitude not in harmony with the goals and spirit of the school.
6. Participates in repeated cheating.
7. Dangerous or threatening:
  - a. Any student found guilty of threatening or purposely bringing harm to the person or property of a teacher, administrator, staff member, or other students will be automatically suspended from school and is subject to expulsion.
  - b. Any student who brings a weapon onto the school grounds will be suspended from school and is subject to expulsion.

- c. Any student who is in possession of over the counter, prescription, or illegal drugs including alcohol, or who hid them at any place on the school or church grounds, may be expelled from the school.
    - 8. Delinquent in payments: If arrangements are not made with the Business Manager to repay any arrears within the 9-week quarter, the student will be subject to expulsion.
  - B. Trinity Christian School believes that a positive and constructive working relationship between the school and a student's parent/guardian is essential to the accomplishment of the school's educational mission. Trinity Christian School accordingly reserves the right to terminate or not renew a student's enrollment contract if it reasonably concludes that the communication of a parent or guardian makes such a positive and constructive relationship impossible. Likewise, if the parent exemplifies non-willingness to follow through with their student's educational/social/emotional goals or needs identified by the school, or seriously interferes with the accomplishment of Trinity Christian School's educational purposes, the contract/partnership will be terminated.
  - C. The student and parent(s) or guardian shall be notified in person and in writing as to the reasons for the student's expulsion.
- 3. A student who has been expelled or withdrawn for disciplinary reasons may be considered for re-admission to the school only at the beginning of the next school year.
  - 4. The student and parent(s) or guardian may appeal their case to the School Board only for the reason that the evidence upon which the decision was made to expel was based on inaccurate or insufficient evidence. The appeal shall be in writing and shall be presented to the Principal within three days of the expulsion. The parent/guardian will present their case in a specially called meeting of the Board within 10 days of the appeal.
  - 5. A teacher may not permanently remove a student from class or school. However, in cases where an emergency situation develops, the teacher shall take such steps as reasonably necessary to insure the continued instruction and safety of other students. The student may be isolated from the classroom and sent immediately to the Administration for discipline.
- III. **Re-admittance:** Should the expelled student desire to be re-admitted to Trinity Christian School at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-application.

- IV. **Re-enrollment:** 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 or expulsions. Therefore, if the reasons for non-acceptance are rectified, the principal may allow immediate re-admittance.

### **Culture of Consistency**

“ALL effective schools and classrooms have a Culture of Consistency,  
A structure and organization of how the school and the classrooms are run.”

Dr. Harry Wong

#### **Trinity Christian Schools Culture of Consistency for Preschool – 8<sup>th</sup> grade**

- Teacher is at the door greeting students by name as they enter the classroom.
- Welcome Work is posted on the board/whiteboard or available on the students' desk.
- Students enter the classroom and begin working immediately after putting their belongings away.
- Ambassador for the day/week is identified and understands their role. (1<sup>st</sup>-8<sup>th</sup> Grade)
- Agenda for the day is posted.
- Classroom Procedures are posted (Based on Teacher Expectations)
- Classroom Rules are posted (Based on Social Contract)
- Beginning the day with prayer and pledges.
- Lesson objectives are posted/presented prior to the lesson.
- Transitions are smooth with minimal loss of teaching time.
- Teacher has a set procedure to gain students' attention.
- Last 5 minutes of class consists of...
  1. Students writing/sharing 2-3 things they have learned during the day in relation to stated objectives.
  2. School day ends with prayer.
  3. Students remain in place until the Teacher dismisses class.

#### **DAILY PROCEDURES, ROUTINE, and SUPPLIES**

##### **Chapel**

Parents are permitted to observe chapel for Elementary and Middle School. All students must stay with their classes and observing parents are to sit behind the body of students. Students must be in acceptable chapel attire (see dress code).

##### **Hallways**

All students and adults are asked to respect others by being self-governed and walking quietly in the hallway so as not to disturb the learning that is taking place in the classrooms.

## **Prayer and Pledges**

School will be opened with prayer. Students should be encouraged to participate in community prayer for special intentions, needs, and praises. Prayer acknowledges our dependence upon God for all things, including our need for enlightenment and perception. Elementary/Middle school students will say the three pledges following Morning Prayer time.

### **The Pledge to the American Flag (Pre K- 3's through Middle School)**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

The Pledge to the Christian Flag (**Elementary/Middle School only**) I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again with life and liberty to all who believe.

### **The Pledge to the Bible (Elementary/Middle School only)**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its Words in my heart that I may not sin against God.

## **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.

Elementary and Middle School students are permitted to have a guest join them for lunch twice per month, unless special arrangements are necessary and are made with the Administration. Guests must follow all established visitor policies.

### **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 and trash from their table and 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.

## Snacks & Celebrations

### Snack/ Lunch

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 snack. **Therefore, sugary foods are not permitted.** Students are also required to come to school with a non-disposable water bottle.

Birthdays may be celebrated at school. Parents **MUST** schedule an appropriate time with the teacher. Teachers should make parents aware of any food allergies in their class at the beginning of the year and periodically throughout the year.

**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.

## 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 (cigar box size)
- Paint shirt

One change of clothing in a large, labeled, zipped plastic bag  
School supply lists are available on-line

#### Elementary/Middle School 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.

All belongings (including snacks, cups, backpacks, jackets, sweaters, show-and-tell, etc.) must be clearly labeled with the student's name. Lost items may be checked at the front office.

#### **DRESS CODE**

**All clothing should represent the Christian values of the school. Inappropriate wording or graphics are not allowed.**

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. Platforms, 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 (**no dangling or hoop earrings**).

Elementary/Middle School: School uniforms are required Monday through Friday unless an optional dress day is scheduled. Students are encouraged to wear School Spirit Attire on Fridays. Themed dress days are detailed below. Uniform information will be available following registration each year.

#### Uniform Accessories:

Belts are mandatory for students in grades 2 and higher. They must be worn on pants and shorts with belt loops. Socks of your choice may be worn no higher than the knee. Footed tights or leggings may be worn under dresses, skirts, skorts, or shorts. Footed tights or leggings must be a solid color (no prints). Hair accessories of your choice are permitted as long as they are neat and not distracting.

Uniform components are available either on-line or in person from only the following vendor:  
**Harris School Uniforms** – (561) 881-8689; 4152 West Blue Heron Blvd., Suite #118, (It is just west of I-95 on the north side of Blue Heron). Use [www.harrisschooluniforms.com](http://www.harrisschooluniforms.com) for on-line orders.

### **Daily School Uniforms:**

For modesty purposes, all female students must wear fitted black or navy bike shorts under skirts, jumpers, or dresses. All Shirts (except Spirit Shirt or P.E. shirt) must be tucked in for children 2<sup>nd</sup> – 8<sup>th</sup> grade.

**No leggings/jeggings/spandex are to be worn as pant bottoms.** Belts are required with slacks and shorts (Sashes cannot be worn as belts at school.)

All school attire is available and specified at Harris. Only clothing items bearing the name Harris as well as the TRINITY CHRISTIAN SCHOOL logo are permitted.

**The following uniform options are only available to grades 6-8.**

Black, maroon, and blue polo shirts (males)

White or blue Oxford shirt (males)

Black, pink, maroon, blue polo shirts (females)

White, pink, or blue Oxford shirt (females)

Capris (females)

**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.

**Shoes:** Closed-toed, closed heeled dress shoes or athletic shoes may be worn with daily school uniforms. No shoes with wheels or shoes with heels higher than one inch may be worn at any time. No boots, sandals, thin sole ballet flats, sling backs, mules, or crocs are allowed.

**Chapel Attire:** KP – 2<sup>nd</sup> grade children have the option of oxford or Peter pan shirt with jumper or uniform bottom. 3<sup>rd</sup>-8<sup>th</sup> grade students must wear oxford shirts with uniform bottoms.

**Hair Code:** Students must have their natural hair color. The only exception will be during school theme days.

**Spirit Wear** is available for purchase in the school offices. Spirit wear is only acceptable on Fridays, field trips and/or other special events as announced by administration.

### **Cold Weather Dress Policy:**

All outerwear must be TRINITY CHRISTIAN SCHOOL approved apparel available at Harris School Uniforms on 4152 W. Blue Heron Boulevard in Riviera Beach. TRINITY CHRISTIAN SCHOOL Spirit Attire (hoodie or jacket) is also acceptable for Cold Weather Dress.

**Free or Themed Dress Days:** Occasionally, these days may be scheduled or earned. Children may choose to participate or wear school uniforms. Clothes are to be clean and neat with no ragged fringed cuffs or cutoffs, no holes or tears. All shirts/tops must have sleeves and be void of any inappropriate artwork, printed text, or symbols. No tank tops or tops exposing the midsection may be worn. All bottoms (shorts, skirts, skorts, dresses, etc.) must be no more than two inches above the top of the knee. **No leggings/jeggings/spandex are to be worn as pant bottoms.**

**Physical Education Attire:** Uniform shorts, skorts, or pants and athletic shoes must be worn on P.E. days. **Grades 4 and up** will change for P.E. and must wear the approved Trinity Christian School shirt from Harris Uniform store, a TCS Spirit shirt, athletic shorts, and athletic shoes. All shorts must be no shorter than mid-thigh (bike or yoga shorts are not acceptable).

**Jewelry & Make-up:** Earrings must be post earrings, no hoops, and must not hang from ears. No other body piercing jewelry is permitted. No make-up (excluding lip gloss), perfume or cologne may be worn during school hours. M.S. female students are permitted to wear 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.

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

**3<sup>rd</sup> infraction** – A detention will be given.

**4<sup>th</sup> infraction** – A Saturday School will be issued.

**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.

**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.**

## **EMERGENCIES**

### **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.

### **Safety Emergencies**

To ensure the safety of the students and staff, our school has developed an Emergency Management Team, codes, and directives for each type of emergency situation. The staff is trained on what to do in each circumstance. Trinity Christian School also holds monthly fire drills and quarterly designated lock-down drills. In the event the campus needs to be evacuated, parents will be notified via parent alert text message system.

### **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.

### **EXTRA CURRICULAR PROGRAMS** (Sports, Intra-mural Sports and Clubs)

All extra-curricular programs are billed and prepaid using FACTS. Registration forms for extra-curricular programs are requested five business days prior to the program/club/sport start date.

### **Philosophy**

1. Extra-Curricular Programs (ECP) 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, and 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 ECP.
7. Middle School students must have a 2.5 grade point average and a satisfactory behavior to participate in Team Sports (accumulation of 3 or more detentions, voids a student from participating in ECP).

### **FIELD TRIPS**

Elementary/Middle School students are offered the privilege of educational trips away from school. Students need written permission to go on field trips. Permission for field trips cannot be taken over the phone. Students not in attendance due to sickness are not allowed to participate in field trips. **Students having accumulated 4 or more detentions 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.

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 volunteer. (See Visitor/Volunteer section.) Field trips may be cancelled 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.

### **“Take Your Child to Work Day”**

We encourage students to participate in “Take Your Child to Work Day”. The students will not be marked absent. The Elementary and Middle School students are required to write a 50 – 75 word report on their experience. They will also have the opportunity to display their report in the hallway to share with others, as well as present to the class, if they wish.

## **GRADING (Progress Reports and Report Cards)**

### **Preschool**

Parents of preschool students will receive a minimum of two written progress reports per school year.

### **Elementary/Middle School Grades**

Student grades and homework are available in ParentsWeb. Grades are posted within 48 hours of the assignment being submitted to the teacher. Parentsweb will send an automatic

email for any grade that is less than 70%. The adopted grading scale will be used for all grades and all subjects unless otherwise indicated:

<b>Grading Scale for Academic Courses</b>	<b>Performance Reporting for Fine Courses and Conduct</b>
Art Excellent (90-100).....A	
Good (80-89).....B	
Excellent.....E	
Average (70-79).....C	
Satisfactory.....S	
Below Average (60-69).....D	Needs Improvement.....N
Poor (below 60).....F	
Incomplete.....I (Excessive absences or failure to turn in required work)	

**Help Class**

For the benefit of student success all students with a 70% or below average in Math or Reading/Language Arts for KP-5<sup>th</sup> and Math/ Language Arts/Science/History/Bible for Middle School, are required to attend offered Help Classes until their average is above 75%. Students may also be invited to attend Help Class if the teacher notices they are struggling with a certain concept. Please know Help Class is not for all students only those with 70% or below and by teacher invitation.

**HOMEWORK GUIDELINES**

**Elementary/Middle School Grade**

Homework is assigned daily, Monday through Friday. On Wednesday, to encourage families to use Wednesday nights to worship together or attend mid-week services at their church, light homework may be assigned. **Three missing or late assignments (classwork, homework, quiz or test) will result in a detention.**

**Assignment Policy:** TCS is committed to the learning process of students. Therefore, students are required to complete assignments, demonstrating they have an understanding of the content. If students are not able to demonstrate an understanding of the content, the teacher will reteach the material in class or in Help Class. In this case, the teacher may give the student a new assignment to complete for their learning and assessment purposes.

**Students will be required to attend the next offered Help Class to complete any missing or unacceptable assignments (classwork, homework, quiz or test).** Failure to attend a required Help Class will result in a detention. Failure to attend the detention will result in a Saturday School.

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

**K-5<sup>th</sup>**      1 day (-10 %)    2 days (-20%)    3 or more days (-50%)  
**6<sup>th</sup> – 8<sup>th</sup>**    1 day (-10%)    2 or more days (-50%)

**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 any required reading log.

### **PARENT (Guardian) – TEACHER CONFERENCES**

Positive and supportive communication with parents is vital to each student’s development. Trinity Christian School encourages open communication with all families. The Administration and teachers will schedule any requested meetings or telephone conversations as promptly as possible. We respectfully request that you honor the teacher/student morning greeting routine, and therefore, do not engage the teacher in conversation about your child. If you have questions or concerns, please set up a personal conference with your child’s teacher.

#### **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.

#### **Elementary/Middle School**

Parent (guardian) – teacher conferences are scheduled with each family to review student progress and make any necessary recommendations. Classroom teachers are responsible for scheduling at least one conference during the first 9-week quarter, as well as notifying the parent/guardian of their child’s progress should it fall below the 70<sup>th</sup> percent. Parents and teachers are encouraged to meet throughout the year on an as needed basis.

### **PROMOTION AND RETENTION**

#### **Promotion Criteria**

**Elementary/Middle School - Students are promoted into the next grade based on the following criteria:**

1. Teacher recommendation based on:

- 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 work.

- 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. Terra Nova Achievement Test  
Minimum stanine 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 this evaluation.
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.**

### **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 20 hours is required). A list of suggested tutors can be provided. The student will be evaluated by a Trinity Christian School faculty member to assess the student's progress. If the specified provisions for promotion are not met, 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 PROGRAMS**

### **Exceptional Student Education**

Specific Learning Disability – As part of the Individuals with Disabilities Education Improvement Act (IDEA) special education services are now provided to eligible students who are attending private schools located in Palm Beach County. Presently, only Reading and Speech support are provided. Please check with the Administration for the PBCSD contact person's information

Speech and Language Therapy – Speech and language evaluation for students in preschool through grade six is available through a certified speech and language therapist. If a child is experiencing difficulty with articulation of speech sounds or spoken language, receptive or expressive, services may be received at the expense of the parent.

Speech, Hearing, and Vision Evaluation– Speech and language evaluation for students in PreK-4 and Kindergarten is available through a certified speech and language therapist.

TCS has partnered with Theraspeech, Inc. to begin offering speech therapy services to children in the school setting at a reduced cost to ensure continuation of therapy.

**Treatment**

Each group will have 2- 4 students enrolled for a 60-minute session per week.

**Evaluations**

Students with a current and valid Individual Care Plan will not be assessed at the beginning of the school year. Goals will be set based on the most recent Service Plan.

**Cost**

Your FACTS account will be charged a flat fee of \$1,000.00 for the school year for services beginning in September and ending in May meeting once a week. If you desire two sessions of 60 minutes per week, the cost is \$2,000.00 for the school year.

**ESE Services for Reading and Math**

Student academic development is reviewed by the School Based Team at least three times a year. The School Based Team will determine the best plan for the child's success within a school year. The School Based Team will recommend or require ESE services in either Math and/or Reading for students performing 6 months or more below grade level. The decision to recommend/require ESE services will be based on teacher recommendation, student's current school year academic performance, and research based data assessments.

The ESE program will allow for small group sessions with the ESE Specialist for 40 min. per week. We will utilize the Fine Art Blocks to provide additional learning/reinforcement during the school day.

**ESE Cost**

The cost to receive ESE support is \$1,000 for the school year per subject (reading and math).

**Title One**

Student eligibility is determined by the Palm Beach County School District.

Student services and pull-out schedules are determined by the service provider and school administration.

**Student Accommodation Plan**

Trinity Christian School Based team is designed to review student needs for those with developmental concerns. Student progress is reviewed and accommodations are modified as needed. The Student Accommodation Plan is reviewed with the School Based Team, Teacher and Parent at least twice a year.

## **TUTORING**

### On-Campus Paid Tutoring

We encourage parents to contact TCS teachers for tutoring purposes. Approved and background checked tutors are allowed on campus to work with individual students, if it is determined that no TCS teacher is available or best suited to meet an identified need.

## **TEXTBOOKS**

Students are responsible for the care of textbooks assigned to them. Anytime a student destroys or loses a textbook or library book, the FACTS account will be charged. Please be reminded that most textbooks are also available on-line.

## **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 1<sup>st</sup> payment for the upcoming school year by July 15<sup>th</sup> 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, if 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/TerraNova scores will be held by the Business Manager if final payments are not made by May 15th.

## **GRIEVANCE PROCEDURE**

**\*\*\*\* These guidelines are provided for addressing an unresolved issue or complaint as it relates to the staff/administration or policies of Trinity Christian School. \*\*\*\***

Occasionally issues, concerns, and conflict arise concerning education, behavioral, or school environment issues. The grievance procedure provides guidelines for raising an unresolved issue or complaint and having it considered seriously.

Trinity Christian School of Palm Beach Gardens is Christ-centered. Parents, students, teachers, and school personnel should feel safe to express their opinions and points of view constructively, honestly, and in the spirit of love. Through God's grace and forgiveness, and by the guidance of the Holy Spirit, our grievance procedure is guided by Matthew 18 and Ephesians 4 to reconcile differences and resolve conflict.

“If your brother sins against you, go and tell him his fault just between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, ‘by the mouth of two or three witnesses every word may be established.’” (Matthew 18:15, 16 NKJV)

“Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearer.” (Ephesians 4:29 NKJV)

**All grievances and the proceedings set forth below are confidential.**

### **Informal complaints**

The Informal Resolution System (IRS) assists you in resolving conflicts, and when successful, the IRS is the timeliest method for resolving conflict, because it deals directly with the individuals involved and employs the process described in Matthew 18:15.

4. **Direct Approach** - Address the issue with the person as soon as possible. If the matter is resolved, no further action is required.
5. If the issue is not resolved, request an appointment with the Principal or Assistant Principal for assistance with resolving the matter. A meeting will be scheduled with all involved parties as necessary. If the matter is not resolved, you may submit a formal written complaint to the Trinity Christian School Board.

## **Formal Complaints**

The Executive School Board will receive the complaint and within five (5) working days will acknowledge its receipt and initiate an inquiry as required. Within ten working days following the inquiry, the Executive School Board will report their findings and resolution to the person(s) submitting the grievance.

### **RENWEB**

ParentsWeb is a private and secure portal for parents that provides academic information specific to each child, while protecting students and their family member's personal information. ParentsWeb 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 ParentsWeb.

You may visit [Instructions for Parentweb](#) to receive instructions on setting up your Parentweb account.

### **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

Ring Worm – 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 and have been checked by the administration before being allowed in the classroom. Our school will have mandatory lice checks of all preschool 3 through 8<sup>th</sup> Grade at least two times a year.

Pin Worms – 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: **FYI: 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.***

### **HOURS OF OPERATION**

The school office hours are from 7:30 a.m. – 4:00 p.m. The office is not open/or has altered hours during the holidays. Summer hours are from 9:00 a.m. – 3:00 p.m. Monday through Thursday.

### **SCHOOL CALENDAR**

A school calendar is available on the website ([www.tcpsbg.org](http://www.tcpsbg.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.

### **LUNCH PROGRAM**

Preschool /Elementary/Middle School students and students participating in programs occurring during the lunch hours may provide their own lunch or order from Trinity Christian

School. If sending your child with a packed lunch, please make certain it does not require microwaving.

Hot lunch is available on campus Monday – Friday. Parentweb is the only resource available to order and purchase lunch. *Orders must be submitted a week in advance.*

### **PARKING**

Please do not park and leave the vehicle unattended in the paved areas in front of any church building. THE PAVED AREAS ARE FIRE LANES. The P.E. Field (west lot) is used regularly for classes and after school intramurals; therefore, no parking is allowed in this area between 8:00 a.m. and 4:30 p.m. Please do not leave your child unattended in any area of the church at any time. Please adhere to all handicap parking signs.

### **VISITORS and VOLUNTEERS**

All visitors/volunteers must sign in at one of the school offices. All visitors and volunteers must dress in modest attire. Unacceptable attire for visiting or volunteering consists of attire 2 inches or more above the knee, exposed midriff, back and/or cleavage, leggings worn as bottoms, or spaghetti straps.

Parents/guardians are encouraged to volunteer. **Ten volunteer hours per family is required.**

Extended family members having completed the volunteer packet are able to count these hours towards the ten hour requirement. You may opt out of your volunteer hours by paying Trinity Christian School \$100. Failure to complete documented volunteer hours will result in a \$100.00 Fee assessed at the end of the school year. Please refer to your school calendar for more information on volunteer opportunities. All volunteers must complete the Trinity Christian School Volunteer process (packets available in the front office). Any background checks returned with violations will be handled by the Administration. Administration will be reviewing these forms yearly to verify eligibility.

Anyone over the age of 16, volunteering or working on campus, must meet background- screening requirements.

# Addendum

## Trinity Christian School of Palm Beach Gardens Safety and Health Epidemic/Pandemic Plan

*The safety and health epidemic/pandemic protocols are subject to change based on CDC and DOH recommendations. You will be informed of current safety and health epidemic/pandemic guidelines by the administration.*

### **Current 2021-2022 Mask Policy**

*KP-8<sup>th</sup> Grade - Masks are required for KP-8<sup>th</sup> during drop-off and pick-up.*

*Masks are recommended for at all times*

*Parents and visitors must wear a mask when in the school building.*

*Preschool - All parents and visitors over the age of 16 are required to wear masks in the preschool.*

*Parents must wear a mask when walking the children to class.*

We will continue to review the expectations and follow CDC & DOH recommendations to ensure we are providing a safe space for each other.

**We will follow the highlighted guidelines below. Parents will be informed of any changes.**

In our commitment to honor the core value of Social Responsibility, “We are all accountable to each other and our environment”. The TCS School Board has approved the following Safety and Health Epidemic/Pandemic Plan. This plan will allow TCS to resume as scheduled the first day of school offering a choice of on-campus classes and virtual classes. Trinity Christian School of Palm Beach Gardens is not under the mandate of the Palm Beach County Public School System. Therefore, we are not required to follow their opening, closing, or operational procedures.

- A. Parents have the option of sending children to school or utilizing virtual learning platform.
  - 1. Children taking classes on campus must follow all stated and/or communicated health/safety policies.
  - 2. Virtual Learning Platform
    - a. Virtual students will follow the daily class schedule as on-campus students.
    - b. Virtual Students will use the platform provided by TCS. (Microsoft Teams, GoTo Meeting)
    - c. Virtual Students will join the class for live instruction. The lessons will be recorded for students to review, if needed.
    - d. Virtual Students must be in school uniform.
    - e. Virtual Students must follow the TCS Virtual School Etiquette.
  
- B. Alternate Drop off and Pick-up
  - Arrival**
    - 1. Preschool

- a. PreK parents will walk children to class using the one entry point which is the preschool office.
- b. Masks are required for individuals over the age of 16, when entering all preschool spaces. Parent and student temperatures will be checked prior to entering the preschool office.
- c. Any child displaying symptoms as outlined in the health safety check will not be admitted to class.
- d. Hand sanitizer must be used prior to entering the preschool building and classrooms.

2. KP-8<sup>th</sup> Grade

- a. Hand sanitizer must be used prior to entering all school buildings and classrooms.
- b. Parents are allowed to walk the Kindergarten and Kindergarten Prep children to the classroom utilizing the playground entrance. Temperatures must be checked prior to being admitted to the classrooms.
- c. Car line will be used for 1<sup>st</sup> – 8<sup>th</sup> Drop-off and Pick up
- d. 1<sup>st</sup>-8<sup>th</sup> Grade students will have their temperatures checked prior to exiting the car.
- e. Any child displaying symptoms as outlined in the health safety check will not be admitted to class.
- f. 1<sup>st</sup>-8<sup>th</sup> grade students must wear a mask at the time of arrival and keep it on until they arrive to the classroom.

**Dismissal**

1. Preschool

- a. PreK parents will pick up the children from the classrooms using the one entry point which is the preschool office.
- b. Preschool Parents must wear a mask when picking up the children.
- c. Parents must use hand sanitizer when entering the school office.
- d. Parents must bring their own pen to sign children into class.

2. KP-8<sup>th</sup> Grade

- a. KP and Kindergarten students will be picked up from the classroom, using the playground entrance.
- b. 1<sup>st</sup>-5<sup>th</sup> grade students will wait in the hallway wearing a mask during dismissal
- c. M.S. students will dismiss from the breezeway.

C. Daily Health Screenings

1. Temperatures will be taken before children enter the building.
2. All students must use hand sanitizer prior to entering the building.
3. Students with temperatures of 99 or above will not be allowed in class for a minimum of 48 hours. In addition, the student must be fever free for at least 24 hours without medication.

4. Students displaying signs of sickness as stated in the Parent/Student Handbook will not be allowed in class for a minimum of 48 hours.
5. Students will be sent home immediately if displaying signs of COVID-19 and will not be allowed in class for a minimum of 48 hours or a note from the doctor.

Most common symptoms of COVID-19 include:

- Fever
- Dry cough
- Tiredness

Less common symptoms:

- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- a rash on skin, or discoloration of fingers or toes

Serious symptoms:

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement

#### D. School Day Procedures

1. Parents are not allowed in the Erbey Center office until 9:15 a.m.
2. All visitors or volunteers must wear a mask or face shield
3. A health screening is required for all visitors or volunteers.
4. Chapel will take place via livestream in the Sanctuary and/or Classrooms.
  - a. KP-8 will attend chapel in the sanctuary, classroom and the youth center.
  - b. Preschool chapel will take place in the sanctuary or classroom.
5. No visitors on campus
  - a. No visitors for lunch
  - b. No classroom visitors
6. Classroom parties
  - a. Classroom Parties are allowed (outdoor is preferred)
  - b. Only prepared food purchased from the store is acceptable.
  - c. A maximum of two volunteers are allowed in the classroom to set up and facilitate the party (The room parent is included in the maximum of two).
7. Lunch
  - a. PreK Lunch will take place in the classrooms.
  - b. KP-8<sup>th</sup> Grade Lunch in smaller groups

M.S. in Fellowship Hall as 2<sup>nd</sup> and 3<sup>rd</sup> in the Gym 11:30-12:00

4<sup>th</sup> and 5<sup>th</sup> in F.H. as KP – 1<sup>st</sup> are in the Gym 12:30-1:00

- c. Student may come to school with their prepared lunch.
- d. Lunch must be peanut/tree nut free
- e. Hot Lunch/Online ordering is as normal.

#### 8. Drinking Water

- a. Students must arrive on campus with their personal reusable water containers.
- b. Preschool teachers will refill children's water containers.
- c. KP-8<sup>th</sup> grade children will use the refill station to refill water containers.
- d. The water fountains' drinking faucet/spout will not be usable.

#### 9. Core Subjects and Fine Arts

- a. Students sanitize or wash hands as they enter each classroom space.
- b. Clear desk partitions will be used in KP-8<sup>th</sup> grade classrooms.
- c. Desks and partitions must be sanitized whenever there is a change of class
- d. Hands must be sanitized before computer use.
- e. Students must bring their personal art box to Art Class.

#### 10. Outdoor Play time will be limited to each grade level. Hands must be sanitized before and after outdoor play. Each grade level is responsible for bringing their grade level play items to be used during outdoor playtime. Play items must be sanitized daily. Play structure must be sanitized after each play time.

- a. Preschool Playground for PreK-1 thru 4
- b. Elem. Playground for KP-5<sup>th</sup> Grade
- c. Basketball Court for 4-8<sup>th</sup> Grade
- d. Gym for 4-8<sup>th</sup> Grade
- e. West Field 3<sup>rd</sup> – 8<sup>th</sup> Grade

#### E. Face shields and Masks

- 1. Face Shields or masks are optional for children in the classroom
- 2. Face shields or masks are required for 1st-8th children during arrival and dismissal
- 3. Face shields or masks are required for staff.
- 4. Teachers may plan activities where masks or face shields are required, therefore it is imperative that students keep masks or face shields readily available.
- 5. Masks are optional for staff.

#### F. Sanitation

- 1. Students sanitize or wash hands as they enter each classroom space.
- 2. Classrooms must be sanitized at least 2 times a day by the building facility team using the electrostatic sprayer.
- 3. Hands must be sanitized before each transition.
- 4. Fine Arts classrooms must be sanitized after each class visit

#### G. Afterschool Activities and Clubs will be limited in class size and require sanitation.

## H. Building Sanitation

1. Building areas and classrooms in use will be sanitized multiple times throughout the day by teachers.
2. All areas will be sanitized at least twice a day using the electrostatic sprayer.
3. TCS will use Bioesque Disinfecting Solution, which is an EPA approved solution.

Sanitizes Soft Surfaces in just 2 minutes

Eliminates 99.9% of most Allergens upon contact

Non-Abrasive and Non-Corrosive

Non-Flammable – No Harmful Chemicals

Cleans and Disinfects without Bleaching

Kills 99.99% of viruses in 1 minute: – Swine Influenza A (H1N1) – HIV-1 AIDS Virus – Human Coronavirus – Respiratory Syncytial Virus (RSV)

Free from Chlorine and Phosphates

No Signal Words or Warnings Needed

Heavy Duty Cleaner and Disinfectant

Ready-to-Use Formula

Safe for Everyday Use

Formulated without phthalates, propylparaben, butylparaben, formaldehyde, formaldehyde donors, or NPE's

## I. Positive Cases of COVID-19

Any school in any community might need to implement short-term closure procedures regardless of community spread **if an infected person has been in a school building.** (referenced from the CDC)

1. **TCS will coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been in the school, we will immediately notify local health officials. **These officials will help administrators to determine the course of action for the school.**
2. **We will dismiss students and staff for 2-5 days.** This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.
3. **In the School**
  - a. The specified school (Preschool and/or KP-8<sup>th</sup>) will be closed for two - five days to allow for deep cleaning using an electrostatic sprayer and direction from the Health Department.
4. **In a household** (above information also applies)
  - a. The identified family will not be allowed on campus until the required quarantine is completed.
  - b. The student will receive recorded lessons from the teacher and a scheduled talk-time.

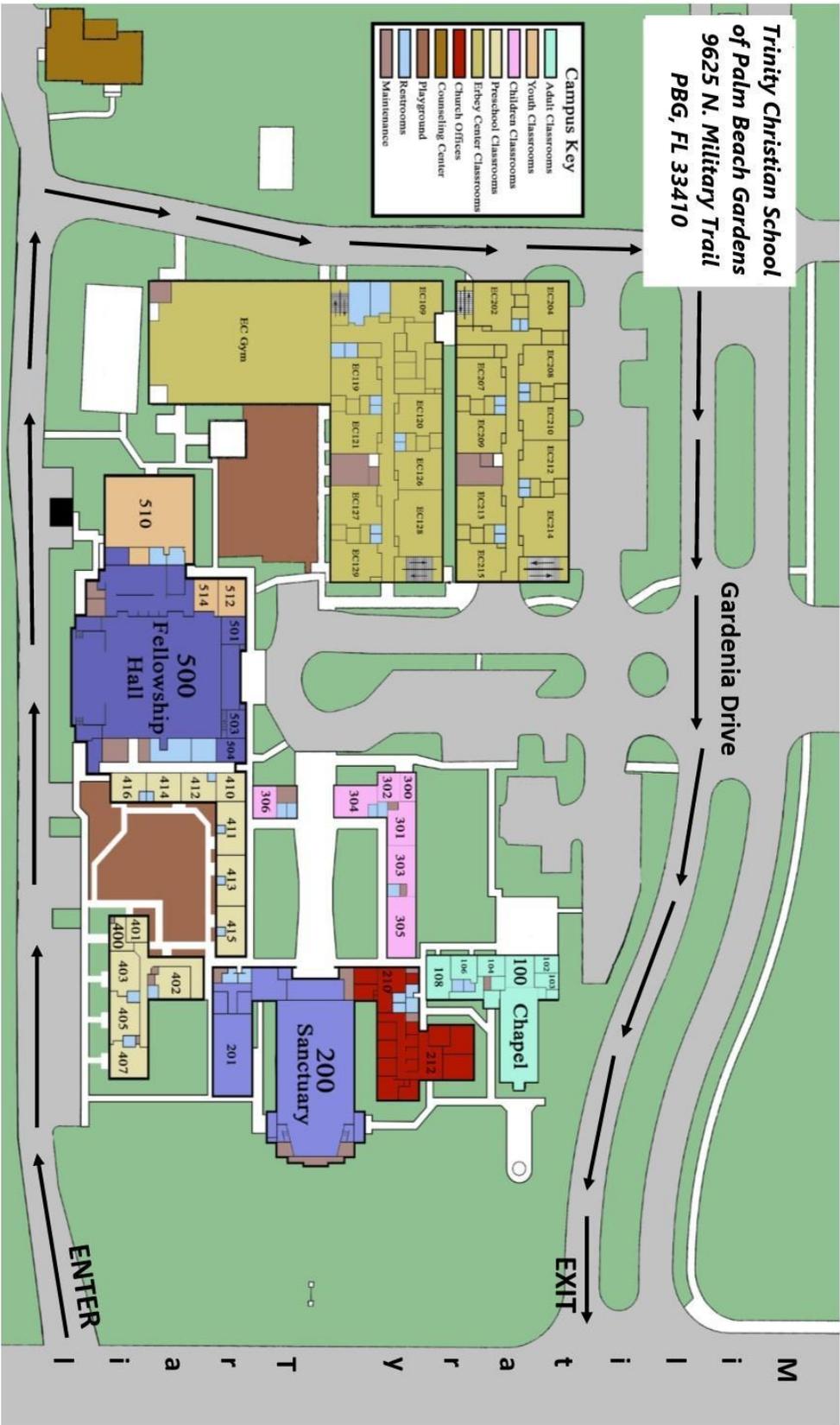
- c. The enrolled student(s) must present proof of negative test result prior to returning to campus.
- 5. **In a community/town** recognized as a COVID-19 hot spot by the local health department (above information also applies)
  - a. Students who are residents in the identified area will not be allowed on campus until the health department lifts the notification/recommendation/requirement.
  - b. Students will be required to attend classes virtually.

If the Department of Education and Health Department requires school closing, TCS will use Virtual Learning Format.

**Virtual Learning Format**

- A. Use of Renweb
- B. Whole school will utilize the same format (Google Classroom and all school purchased technology)
- C. Laptops will be assigned to households, indicating the need of additional technology.

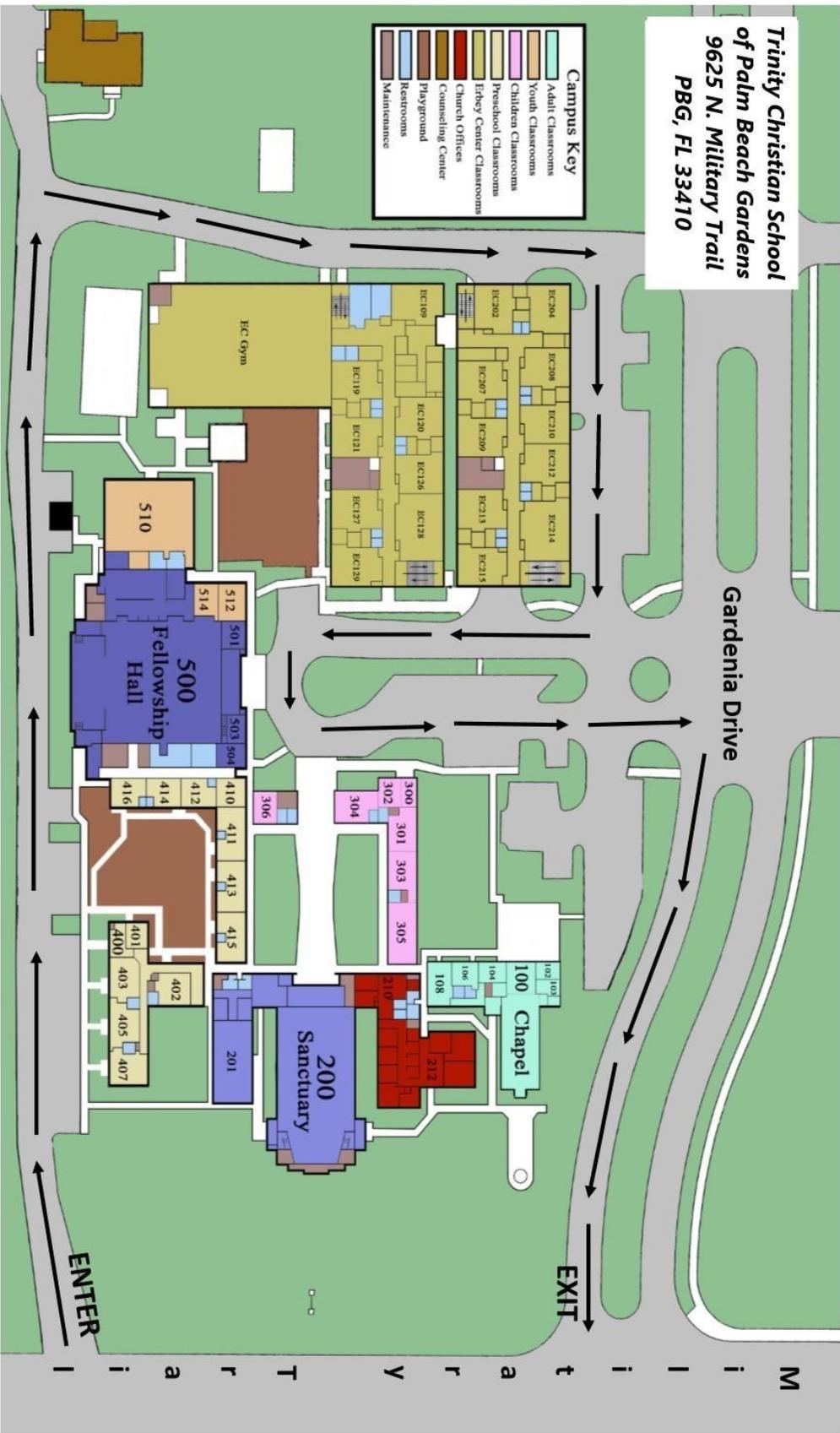
# PRESCHOOL TRAFFIC PATTERN



# KP-8th Grade Traffic Pattern

Trinity Christian School  
 of Palm Beach Gardens  
 9625 N. Military Trail  
 PBG, FL 33410

Campus Key	
[Light Green Box]	Adult Classrooms
[Light Blue Box]	Youth Classrooms
[Light Yellow Box]	Children Classrooms
[Light Orange Box]	Preschool Classrooms
[Light Purple Box]	Ebrey Center Classrooms
[Light Red Box]	Church Offices
[Light Brown Box]	Counseling Center
[Light Blue Box]	Playground
[Light Blue Box]	Restrooms
[Light Brown Box]	Maintenance



**Trinity Christian School of Palm Beach Gardens  
Parent – Student Handbook Acknowledgment  
2021-22 Handbook Content**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

I understand I am responsible for supporting the school policies as outlined in the Trinity Christian School of Palm Beach Gardens Parent/Student Handbook. I also acknowledge I have a responsibility to support the teachers and administration as they enforce the school policies. In addition, I acknowledge that failure to support the policies, teachers, and administration of Trinity Christian School may result in my family forfeiting the privilege of attending Trinity Christian School of PBG, and an administrative withdrawal may be processed.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_