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

TRINITY
CHRISTIAN SCHOOL

2026 - 2027

Parent Student Handbook

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Dear Trinity Christian Families,

Welcome to the 2026-27 school year at TCS! I am delighted to greet you as we embark on another year of growth, learning, and faith together. Our mission is to foster a nurturing environment where academic excellence and spiritual development go hand in hand, and we are thrilled to have you as part of this journey.

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

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

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

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

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

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

Blessings,
Janice Cizek - Head of School

TRINITY
CHRISTIAN SCHOOL

School Leadership

2026-2027

Trinity Christian School of Palm Beach Gardens

Administration Team

Janice Cizek - Head of School
Christy LaCasse - Academic Affairs Coordinator
Minerva Hillberg - Operations Manager
Lucia Becerra - Preschool Director
Celeste LaLonde - Assistant Preschool Director

Administrative Support Staff

Stephanie Azocar - Preschool Receptionist
Nick Carlin - Facilities Manager
Sandi Cramer - School Nurse
Kyle Feldman - Athletic & Activities Coordinator
Heather Gesin - Business Manager
Diane Pollard - Lunch Coordinator
Ashley Roberson - Erbey Center Receptionist
Perry West - IT Director

About Trinity Christian School

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

Statement of Faith
We believe in God, the all-powerful creator of heaven and earth. We follow Jesus Christ, the divine son of God, and rely on the Holy Spirit to empower believers in living out their faith. We embrace the power of forgiveness, the gift of salvation, and the promise of eternal life through Jesus Christ. We believe the Bible is the perfect and faultless word of God given to enrich and guide our lives.

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

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

6. **Seek Wisdom from God**: James 1:5 assures that if anyone lacks wisdom, they should ask God, who gives generously. Seeking divine guidance helps in approaching conflicts with a spirit of humility and grace.

Above all, love each other deeply, because love covers a multitude of sins. (1 Peter 4:8)

Expected Outcomes

Spiritual

KNOW God by having a personal relationship with Jesus Christ

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

GROW in Wisdom

We are committed to equipping our students with Kingdom Education that will build their life on kingdom principles and values, and will position them for success and significance. Proverbs 3:1-2

DISCOVER their purpose

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

IMPACT their world

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

Academic

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

Mastery of Core Subjects

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

Biblical Worldview
Students learn to view all subjects through the lens of a biblical worldview. This means they understand and can articulate how their faith informs and intersects with every area of study, from science to literature to social studies.
"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." (Proverbs 1:7)

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

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

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

Admissions and Enrollment

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

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

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

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

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

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

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

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

K-8th Academic Probation
Any student with a "D" or "F" on their report card will be placed on academic probation for the following quarter and will be required to meet with the classroom teacher to discuss the student's needs to promote success. If the student doesn't improve their grades in the consecutive quarter a meeting with administration will be necessary to discuss continued enrollment.

Enrollment Policy
For enrollment, an application and non-refundable registration fee must be submitted. All applications are considered when submitted. As long as spaces are available, TCS will process a student's application. Each applicant is considered on an individual basis. Each applicant must submit two previous year's report cards and achievement tests, where applicable. If a student has a diagnosed learning, emotional, physical or medical need, disclosure and documentation is required.
The following areas are reviewed for admission: conduct, effort, academics, and achievement test scores.

1. Enrollment is open to students who can be properly educated within the framework of our existing programs and procedures. Enrollment is not open to students with communicable conditions or significant health care needs that TCS is unable to support. This is determined at the sole judgment of the School Board and Administration.

2. Submit the current state of Florida health forms (to the front office) prior to the first day of school.

Re-enrollment Policy

TCS 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:
    a. Timeliness of on-line enrollment and registration fee
    b. Student Assessment/Screening (Elementary/Middle School Only)
    c. Family Interview (if required by Administration)
    d. Placement Policy (See Registration and Priority Placement sections below.)
    e. Contractual and/or Financial obligations are current

Notification of acceptance or denial will be communicated by TCS within two (2) weeks of submitting your enrollment packet.

1. 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).
2. Preschool children entering the Kindergarten Program may be required to complete the kindergarten assessment to determine the appropriate Kindergarten Program to meet the child's needs.

Registration

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

Available openings will be filled in the following order:

1. Current families enrolling before open enrollment to the community
2. School staff children and grandchildren
3. Community children currently enrolled
4. Siblings of currently enrolled Elementary - Eighth Grade students
5. Siblings of Preschool children currently enrolled
6. Christ Fellowship Pastors
7. Previously enrolled TCS families
8. Community children not currently enrolled

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

Requirements

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

   Riviera Beach Health Center
   1500 8th Street
   Riviera Beach, FL

   Jupiter Health Center
   6405 Indiantown Road
   Jupiter, FL

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

Student Withdrawal

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

Any student who has been administratively withdrawn from TCS will no longer be permitted to participate in school activities or use school facilities during operating hours. Exceptions can be made at the discretion of the Administration when required documentation is supplied.

All document requests require a completed form and may take up to (7) business days to process.

Tuition

TRINITY CHRISTIAN SCHOOL

Tuition and Fee Schedule 2026-2027 School Year

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

After January 31st, registration fee increases to $750 (Preschool) and $900 (Kindergarten-8th Grade), per student, non-refundable

New Families: $100 application fee, per student, non-refundable

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

Tuition Schedule:

PROGRAM OPTIONS	ANNUAL TUITION	1 PAYMENT July 1	2 PAYMENTS July 1 & Jan 1	10 PAYMENTS July 1 - May 1 (No Jan Payment)	12 PAYMENTS June 1 - May 1
Preschool 3 Day Option	$8,850	$8,585	$4,425	$885	$738
Preschool 5 Day Option	$10,800	$10,476	$5,400	$1,080	$900
4 Year Old Program (with VPK voucher)	$6,618	$6,420	$3,309	$662	$552
4 Year Old Program (without VPK voucher)	$10,800	$10,476	$5,400	$1.080	$900
Elementary School	$16,875	$16,369	$8,438	$1,688	$1,407
Middle School	$17,150	$16,636	$8,575	$1,715	$1,430

Tuition Discounts:

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

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

The Following Fees MAY Apply:

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

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

The withdrawal fee from the extended care program is $150

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

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

Tuition and Fees
All tuition payments must be paid using FACTS. Annual tuition is payable as follows: Preschool /Elementary/Middle School – 10 monthly installments from July through May or 12 Monthly installments from 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 and re-enrollment. Failure to make the 1st payment for the upcoming school year by July 15th may result in withdrawal of the student.

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

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

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

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

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

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

Financial Aid

Trinity Christian School provides financial assistance exclusively for our returning families. We partner with an external organization, FACTS, to assess the financial requirements of families. To initiate the process, there is a $35.00 fee for the online application, which must be submitted within 30 days of enrollment. Once the application is finished and reviewed, FACTS conveys the assessed need to TCS. Our scholarship committee then convenes to determine the assistance amount offered to each family, which varies based on their specific financial circumstances. Financial aid awards are determined through a combination of FACTS recommendations, behavior, attendance, volunteer hours and grades. **To be eligible for Financial Aid, you must complete the current academic year in full at Trinity Christian School. If you leave the school and return, you must complete the current academic year in full, as prior years will not be considered toward Financial Aid eligibility.**

Academics

Elementary
Kindergarten - Fifth Grade

English Language Arts (Kindergarten - Third Grade)
Fundations®, a comprehensive, systematic phonics, spelling, and handwriting program designed for early literacy education, focusing on foundational skills necessary for reading and writing, is used in Kindergarten through third grade. *Wonders,* developed by McGraw Hill*,* is used as a comprehensive K-6 literacy program and serves as a companion reading source.

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

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

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

Top Score Writing (First - Eighth Grade)
Top Score Writing is a comprehensive curriculum that uses a unique step-by-step system specifically designed to teach writing to students in grades 1 - 12. Incremental daily lessons

break down the parts of an essay, including planning and strategizing, and use repetition and mastery techniques to build individual skills, culminating in the ability to form well-written, complete essays.

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

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

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

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

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

Middle School
Sixth - Eighth Grade

English Language Arts
Well-Ordered Language is used for grammar. This curriculum goes beyond rote memorization by teaching students how words actually behave in sentences. It uses analytical sentence, parsing, and sentence diagramming to help students understand the logic structure of language.
Classical Roots Vocabulary is designed to build advanced vocabulary and improve reading comprehension by teaching students the Greek and Latin origins of English words.

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

Top Score Writing (Kindergarten - Eighth Grades)
Top Score Writing is a comprehensive curriculum that uses a unique step-by-step system specifically designed to teach writing to students in grades 2 - 12. Incremental daily lessons break down the parts of an essay, including planning and strategizing, and use repetition and mastery techniques to build individual skills, culminating in the ability to form well-written, complete essays.

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

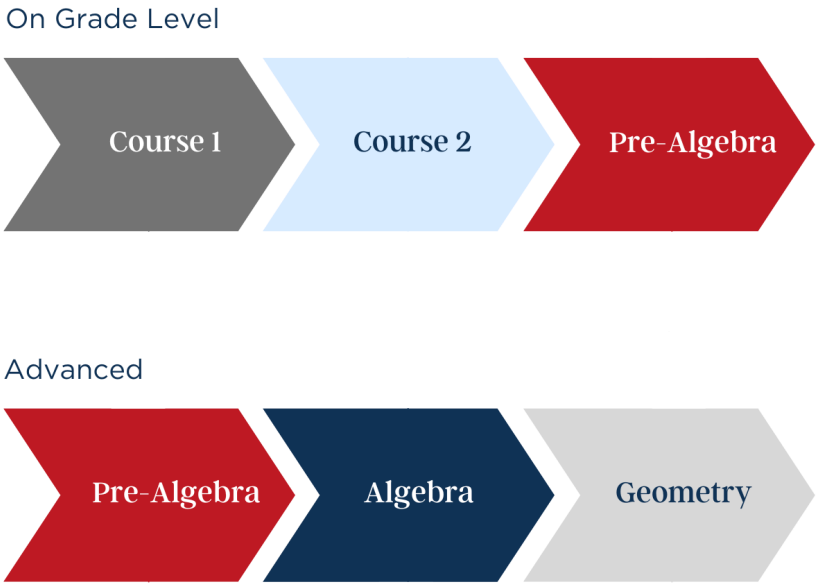
- The Christian Worldview (sixth grade) covers answers to the "big questions" about God, the universe, human beings, truth, and morality.
- Competing Worldviews (seventh grade) compares and contrasts the key tenets of Christianity to Islam, naturalism, and new spirituality.
- Christianity in Action (eighth grade) helps students understand how they can live out their Christian worldview in a post-Christian culture.

Science
Purposeful Design, provides three, year-long science courses for Middle School. Each course offers an in-depth, age-appropriate exploration of specific science disciplines for students in grades 6-9. Designed to spark excitement for science through hands-on instruction and activities, the curriculum aims to nurture a biblical worldview, foster critical thinking through inquiry and investigation, and inspire awe for both Creation and the Creator in every aspect of scientific study.

- Sixth grade studies Life Science
- Seventh grade studies Earth and Space
- Eighth grade studies Physical Science

Math
Glencoe Math has rigor built-in and supported throughout the program. The three components of rigor — conceptual understanding, application, and procedural fluency — are embedded in resources, lessons, and practice assessments. Our middle school math program offers three distinct tracks: the on-level track, the honors track, and the advanced track. Each track is designed to challenge and support students at different levels of mathematical proficiency. It's important to note that both Algebra 1 and Geometry are high school level courses.

Middle School Math Progression



History

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

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

Spiritual Development

Spiritual development is at the heart of our educational mission. Every Monday, students gather for chapel services to participate in worship, prayer, and a lesson that deepens their understanding of God, Christian beliefs, and the application of biblical truths in their daily lives, fostering their faith. The first Monday of every month is a combined kindergarten through eighth grade and the other three weeks are divided into two groups; elementary and middle school. Daily Bible classes across all grade levels ensure that students receive consistent and age-appropriate instruction in Scripture, helping them to integrate biblical teachings into their daily lives. For middle school students, we offer small group sessions designed to deepen their understanding of faith and foster community. These small groups provide a supportive space for meaningful discussions and spiritual growth, guided by faculty and mentors. Through these

initiatives, we aim to cultivate a strong, Christ-centered foundation for our students' spiritual journeys.

Homework Folders

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

The Homework Folder will include the following:

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

Homework, Classwork, Quizzes and Assessments

Homework: Students will have ten minutes of homework nightly per grade level. For example, 10 minutes X sixth grade = 60 minutes of homework. This does not include the reading log, in which the requirements vary between grade levels. While we strive to use these guidelines, we like to make clear that it is impossible to gauge perfectly how long an assignment will take a given child, as some students take longer to complete tasks than others.

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

Classwork: Independent work completed following instruction and whole class practice.

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

where students can build confidence and achieve their full potential.

Assessments: Designed to comprehensively evaluate and support student learning and progress. We utilize a range of formative and summative assessments to measure students' understanding, skills, and academic growth throughout the year. Formative assessments, including quizzes and class activities, provide ongoing feedback to help guide instruction and address individual learning needs. Summative assessments, such as end-of-unit tests and annual standardized tests, evaluate students' mastery of the material and overall academic achievement. By integrating various assessment methods, we aim to create a holistic picture of each student's abilities, ensuring that we can tailor our teaching strategies to best support their educational journey and spiritual development.

Standardized Assessment and Evaluation ***(These assessments are not included in grades.)***
We administer a range of progress monitoring assessments. At the beginning, middle, and end of each school year, students take IXL diagnostic assessments in math and reading to evaluate their strengths and areas for growth. Additionally, Renaissance STAR assessments are conducted at the beginning, middle, and end of the school year to track progress in reading. The IOWA assessment which provides comprehensive insights into their academic development is conducted at the beginning, middle and end of the school year. These assessments collectively help us tailor our instructional strategies to meet each student's needs and ensure continuous improvement. All assessment data will be shared with parents at conferences.

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

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

Students and parents can log onto the FACTS Family Portal to access grades, homework, and upcoming test dates.
Assessments: 40%
Quizzes: 30%
Classwork: 20%
Homework: 10%

A (90-100)
B (80-89)
C (70-79)
D (60-69)
F (below 60)
I (excessive missing assignments)

Performance Reporting for Fine Arts and Conduct
E: Excellent
S: Satisfactory
N: Needs Improvement

Grade Deduction due to Late/Missing/Unacceptable Assignments

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

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

Fine Arts and Performing Arts
The TCS Fine Arts faculty is dedicated to teaching the students how to use their gifts and talents to glorify God. We offer Fine Arts classes in all of our programs. PreK-third grade classes will provide students with developmental skills in selected activities. Third-fifth grade classes will help build on foundational ability, and students in sixth-eighth grade will be able to choose an elective in order to continue to build and refine their gifts and talents.

School Calendar
A school calendar is available on the website (www.tcspbg.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.

School-Wide Communication Plan
Our school-wide communication plan is designed to keep families informed and engaged through clear, consistent updates. By utilizing emails, newsletters, and various digital platforms, we ensure important information is easily accessible and effectively shared.
School-Wide Communication Plan

Family Portal
Family Portal can be accessed through our website and 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. Family Portal gives busy parents an opportunity to be more involved in their child's academic progress and future success—all via the Internet. You

can pay for tuition, view your child's grades, attendance, and homework through the Family Portal. TCS also has an app that can be downloaded.

Progress Reports
Parents will receive four progress reports per school year. Reports will be emailed and available in the Family Portal quarterly.

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

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

First Quarter Conferences are scheduled for all grades at the end of the first quarter to review student performance, discuss strengths and areas needing improvement, and set goals for the remainder of the school year. Teachers will provide a comprehensive review of each student's progress, including academic performance, behavior, and social interactions.
After the first quarter, conferences can be requested by either the teacher or the parent at any time to discuss significant changes in academic performance, behavioral, or social concerns.

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

Textbooks and Supplies

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

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

Kindergarten - First Grade
An additional set of uniform bottoms and underwear are needed, in case of an accident, placed in a labeled Ziploc bag. These items will be kept in the student's backpack.

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

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

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

- Empty, plastic pencil box
- Paint shirt
- One change of clothing in a large, labeled, zipped plastic bag

Middle School Lockers
Middle School lockers are provided for student use and must remain locked at all times. The school will provide a lock for each student's locker. School administration will maintain a record of all locker combinations. Trinity Christian School reserves the right to search a student's locker at any time. The searching of the locker by an Administrator, with another school employee, is school policy. The locker will be searched with or without the presence of the student. Items left in lockers after the last day of school are removed and discarded.
Decorations should be limited to magnetic items such as mirrors; tape, stickers, and other adhesives are not allowed. Locker door fronts must remain undecorated. To ensure a tidy and functional space, lockers should be kept organized at all times.

Promotion Requirements

1.Teacher recommendation based on the following criteria:

a. Class participation
b. Homework
c. Social/emotional maturity
d. Christian character/attitude
e. Attendance

2. Academic Progress is demonstrated by steady progress or a final "C" average resulting in on grade level academic performance.

a. Grades K – 2: Reading and Math
b. Grades 3 – 5: Reading, Math, Language Arts
c. Middle School Core: Bible, Language Arts, Math, Science, and History

3. National Standardized Test/Evaluation Scores

a. IOWA Achievement Test

Minimum Stanine score of 5 in each of the following: Reading, Math, and Listening

b. Computerized Evaluations - A student must be no more than 6 months below grade level on these evaluations**.**

4. Students must not exceed the number of acceptable absences (21 or more days for the year, unless there are extenuating circumstances approved by administration.)

A student <u>may</u> be retained if two of the above criteria are not met.

Promotion Requirements for Middle School Math

1. **Students must earn a minimum of a "C"**
2. **Score in the 50% in the Math IOWA.**
3. **Students may miss no more than 14 days for the year unless there are extenuating circumstances approved by administration.**

Summer School

A Summer Academic Plan may be developed at the discretion of administration whenever the student does not meet the passing standard (70% or above) as a final report card grade in grades 3-8. If a student misses more than the allowed 21 days of school they may be retained.

Preschool

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

Special Events, Birthday Celebrations, and Parties

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

Snacks, Lunch, and 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.

We are proud to be partnered with My Hot Lunchbox for our school lunch service! With this program, you can order your student's favorite meals from restaurants they know and love.

- Go to https://ordernow.myhotlunchbox.com/sign-up
- Click on "Create an Account" under "Customer"
- Fill in all required fields to create your account
- Once you've created your account, add a Profile for each student you are planning to order for

The deadline to add, edit, or cancel an order is 12PM (noon) the day before delivery. More information is available on our website at https://www.tcspbg.org/student-life/lunch.cfm
If sending your child with a packed lunch, please make certain it does not require microwaving.

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

Lunchroom Guidelines

1. Enter the lunchroom in an orderly line and either go directly to their seats or to the hot lunch line.
2. Raise their hand for help with spills or opening lunch items.
3. Raise their hand to request permission to go to the restroom.
4. Do not play with their food or lunch boxes.
5. Must be seated while eating.
6. Pick up all food and trash from their table and the floor before lining up to leave the lunch room.
7. Students must remain seated for the first 20 minutes of lunch. They can be dismissed to lunch recess time after their lunch is cleaned up and their table clear. When time is up they will line up on the gym floor to return to class. Students will sit in an orderly fashion and speak quietly with friends while waiting for their teacher.
8. M.S. students are to remain seated until dismissed for recess.

Snack

In addition to their lunch, students must bring a healthy snack daily for snack time. Snack time is given during the school day to help children boost and maintain energy for learning. Sugary foods and candy of any sort are not considered healthy snacks and do not benefit the student or fulfill the purpose for having snacks. Therefore, sugary foods are not permitted. Students are also required to come to school with a non-disposable water bottle for water only. Gum, soda, coffee, energy drinks, sugary drinks 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 designated seating will be available for students with food allergies. Preschool children eat lunch in their classroom, therefore they are not allowed to have any foods containing peanut or tree nut products.

Guest Speakers and Educational Field Trips

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

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

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

1. Students must be registered and have the field trip fee paid in full by the specified deadline.
2. A signed field trip permission slip must be submitted by the deadline.
   Students must stay with their assigned teacher or chaperone throughout the trip.
3. Students are required to wear their navy TCS polo shirts.
4. Cell phones or personal devices are not permitted on field trips. Teachers and chaperones will carry cell phones during field trips in case of emergency.
5. Field trips are school events and the same discipline applies to students when they are off campus.

Written permission is required for a student to go on school field trips. Verbal permission will not suffice. Students not in attendance due to sickness are not allowed to participate in field trips.

K - 5th students who accumulate 3 or more detentions in a semester, serve a Saturday school during the semester, and/or receive a suspension at any point during the school year will not be permitted to participate in field trips for the semester.

6th - 8th students having accumulated 3 or more detentions and/or having served a Saturday School and/or having a suspension within the school year will not be permitted to go on field trips for the year.

All field trips are billed and prepaid using FACTS. Any funds paid toward field trips will not be reimbursed even if a student is absent due to illness. ***If a family account is delinquent the student will not be allowed to go on the field trip.***

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

Only students in the assigned class/grade are allowed on field trips. Parents serving as chaperones may not bring additional children that are not in the assigned class/grade.

Enrichment Field Trips by Grade Level

Kindergarten Field Trips
STEM: Onsite STEM workshops. These engaging programs are standards-aligned, cross-curricular, and packed with hands-on STEM challenges. Challenges will be grade-level appropriate.

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

Children's Schoolhouse Museum: Students will explore interactive exhibits providing a glimpse into the daily lives of early Florida pioneers.

1st Grade Field Trips
STEM: Onsite STEM workshops. These engaging programs are standards-aligned, cross-curricular, and packed with hands-on STEM challenges. Challenges will be grade-level appropriate.

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

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

2nd Grade Field Trips
STEM: Onsite STEM workshops.These engaging programs are standards-aligned, cross-curricular, and packed with hands-on STEM challenges. Challenges will be grade-level appropriate.

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

Maltz Jupiter Theatre: Students will enjoy a performance from the theatre's children's collection typically inspired by a popular book or book series.

3rd Grade Field Trips
STEM: Onsite STEM workshops. These engaging programs are standards-aligned, cross-curricular, and packed with hands-on STEM challenges. Challenges will be grade-level appropriate.

Solid Waste Authority: The goal is to expand students' knowledge of the SWA's Integrated Solid Waste Management System, and to help them gain an understanding of the importance of reducing waste. At the end of each program, students will participate in a hands-on interactive lesson that reinforces what they learned during their visit.

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

4th Grade Field Trips
STEM: Onsite STEM workshops. These engaging programs are standards-aligned, cross-curricular, and packed with hands-on STEM challenges. Challenges will be grade-level appropriate.

Sawgrass Recreation Park: Students will learn about South Florida water systems and the type of animals that live in those systems. The field trip also includes a 30-minute Airboat tour of the Everglades and a visit to the Alligator and reptile exhibit.

Museum of Discovery and Science: The Museum of Science and Discovery is a premier, hands-on science museum in Florida featuring over 200 interactive exhibits, live animal encounters and a six-story AutoNation IMAX 3D Theater. Exhibits at the Museum of Discovery and Science are designed to prepare learners for each walk of life. See what giant animals

roamed prehistoric Florida, learn about our precious ecosystems and see how real-world problems are solved with science, technology, engineering and math.

5th Grade Field Trips
STEM: Onsite STEM workshops. These engaging programs are standards-aligned, cross-curricular, and designed to give a new perspective on school subjects. Challenges will be grade-level appropriate.

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

EPCOT: Students will discover the technology being utilized at the Disney theme parks including Walt Disney's role in technology, the difference between hydraulics and pneumatics, and how sound and light affect attractions. They'll explore how theme park technologies have evolved and see how specific technologies are used in various ways, including acoustical engineering in space design.

6th Grade Field Trips
FAU Ropes Course: Students will work together on various challenges to improve their teamwork, communication, trust, and problem-solving skills. It's a fun way to build leadership and decision-making abilities while having a great time.
Loggerhead Marine Life Center: Students will have a guided experience through their outdoor sea turtle hospital and get the chance to investigate sea turtle biofacts. Students will participate in the Squid Dissection Lab. Students will be able to learn about squid species. After the presentation, students will be able to dissect an inshore squid species that can be found in the water here in Florida.

7th Grade Field Trip
Kennedy Space Center: Students will stand nose to nose with space shuttle Atlantis, learn about NASA's pioneering astronauts in Heroes & Legends featuring the U.S. Astronaut Hall of Fame, explore the Apollo/Saturn V Center, home of the massive 363 foot-long Saturn V Moon rocket, go NASA areas behind the gates, interact with shows and exhibits and so much more

Norton Art Museum - Tours are student-centered and interactive guided discussions in the galleries through close looking and activities and are designed to support classroom curriculum and teaching objectives. In the Stories in Art tour students will learn how in every culture, visual artists tell stories through art to share knowledge and viewpoints, and to inspire others. This tour

features works of art from the Bronze Age to today, and builds understanding of how artists tell stories using color and line, pose and gesture, setting and symbolism.

8th Grade Field Trip
Henry Flagler Museum: Students will explore Gilded Age history, architecture, and Florida's development. The impact of industrialization on Florida, and the role of individuals in history. Students will step into the shoes of a Gilded Age engineer! Students will explore the incredible innovations of Henry Flagler's era — from electricity to the telephone — and discover the various types of bridges that helped connect Florida's coast. Using creativity and problem-solving, students will design and build their own bridges, testing to see which structure can hold the most weight!

Universal Studios: A cherished 8th-grade tradition, students will spend the day at Universal Studios—a special outing for graduating middle schoolers. This event offers an exciting way to celebrate their accomplishments with thrilling rides, attractions, and entertainment.

After School Activities and Athletic Program

Athletic Program
Students in grades 5-8 have the opportunity to engage in competitive athletics at TCS. The athletic offerings include:

- ➢ Fall: Co-Ed Flag Football, Girls Volleyball
- ➢ Winter: Boys Soccer, Girls Basketball
- ➢ Spring: Boys Basketball, Girls Soccer

To participate, an athletic fee of $250 and a $50 uniform deposit are required for each sport, both of which must be paid in full before the season begins. The uniform deposit will be credited back to your FACTS account once uniforms are returned in good condition. Participation also requires attendance at all practices and games.

Philosophy

1. After School Activities are for the development of character, spirit, and body. Ephesians 2:10 says, "For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."
2. Proverbs 27:17 "Iron sharpens Iron, and one man sharpens another." It is in that spirit that the emphasis of all athletic teams will be on teamwork, school pride, sportsmanship, and Christian behavior. Each program will 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. "Humble yourself before the Lord and he will exalt you." James 4:10
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. Romans 15:2 says, "Let each of us please his neighbor for his good, to build him up."
5. "And we know that for those who love God all things work together for good, for those who are called according to his purpose." Romans 8:28 It is with this mindset that all programs and participants must comply with TCS regulations.

Expectations

1. Students are to demonstrate Christian behavior and attitudes at all times including in relationships and interactions with coaches, instructors, team members, and opponents.
2. Students must be in attendance at least ½ day to participate in extra-curricular activities, events, functions, sports and programs.
3. Lack of academic achievement and failure to abide by the above expectations may constitute ineligibility.
4. Students with documented health concerns must secure a physician's certificate stating their ability to participate.
5. Parent/guardian consent must be secured in writing before a student is eligible to participate in any after school activity or athletics program.
6. Students must maintain a 2.5 grade point average and a satisfactory behavior record to participate in a team sport.
7. Accumulation of 3 or more detentions, Saturday School, or a suspension in a semester, voids a student from participating in team sports for that semester.
8. All after school activity and athletic fees are non-refundable and non-transferable.

Extended Care Program -

Extended Care is one of the programs offered for those families who need care outside of their student's school program hours. Please visit tcspbg.org for additional information and to register. Space is limited and not guaranteed. The Extended Care Program program is required for any student in PreK through eighth grade who arrives on campus prior to scheduled drop off times or remains on campus after their dismissal time.

Drop-ins are those not pre-registered for the extended care program and will have a fee of $10.00 per hour charged directly to their FACTS account. Repeated drop-ins may require registration.

All late extended care pick-ups will incur a monetary penalty of $15 for every 10 minutes past the end of the extended care time frame. The late fee will be charged to your FACTS account. Extended care ends at 3:00pm for preschool and at 5:30pm for elementary and middle school.

Health Policy and Medications

School Clinic
The school nurse will be in the school clinic from 8:00am - 4:00pm daily. Florida law requires a physician's authorization before any prescription medication can be dispensed by the school. Parents must sign an annual Authorization to Administer Medication form that must also be signed by the child's physician. Without the form, TCS will not be able to administer any prescribed medication to the student. Prescription medication(s) must be provided to the clinic in its original prescription/pharmacy container with a current date.
Medication Exceptions: Over the counter pain pills may be given to students age 11 and above, however parent permission must be granted by completing the authorization section in the enrollment packet.

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

Health Policy
If a student becomes ill during the school day, a parent or authorized person will be notified to pick up the student immediately. Parents will be called to pick up a 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 in order to return to school)
- **Respiratory:** breathing difficulties (i.e. wheezing)
- **Colds:** 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 (This usually takes 5-7 days)

- **Ringworm:** following medical treatment, all areas must be completely covered until totally healed
- **Hand Foot and Mouth:** they can return to school once they are fever free for 24 hours without medication. All blisters must be dried and scabbed over with no more drainage. This may take 7-10 days after symptoms begin.
- **Impetigo:** your child can return to school 24-48 hours after starting antibiotic treatment. The sores must be scabbed over or drying.. Any remaining lesions must be covered with bandaids or clothing to prevent spreading the infection.
- **Conjunctivitis:** at least twenty-four (24) hours after the start of medication and no drainage present
- **Lice and Scabies:** following medical treatment, child must present documentation verifying they are lice free
- **Pinworms:** no restriction following the start of treatment
- **Hepatitis:** physician's statement required for re-admittance
- **Strep Throat:** no sooner than forty-eight (48) hours after the start of oral medication or twenty-four (24) hours after an injection

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

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

(a) The school nurse must have written authorization from the custodial parent or legal guardian and a Physician's Authorization to Administer form 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: Medication Exceptions: Over the counter pain pills may be given to students age 11 and above, however parent permission must be granted by completing the authorization section in the enrollment packet.

Physical Education/Recess

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

Health Records

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

Health Screenings

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

Arrival and Dismissal

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.

PreK 4 students may begin to arrive at 8:45am. Class begins at 8:50am.
PreK 3 students may begin to arrive at 8:50am. Class begins at 8:55am.
PreK 1 and PreK 2 students may begin to arrive at 9:00am. Class begins at 9:05am.

Dismissal: Preschool

PreK 4 pick-up time begins at 12:55am. Doors will open at this time.
PreK 3 pick-up time begins at 12:55pm. Doors will open at this time.
PreK 1 and PreK 2 pick-up time begins at 1:00pm.
(If you have multiple children, please arrive at your oldest child's dismissal time)

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

Early Release Preschool

PreK 4 pick-up time begins at 11:20am
PreK 3 pick-up time begins at 11:25am
PreK 1 - PreK 2 pick-up time begins at 11:30am

Late Pick-Up Policy: Preschool

Students not picked up by 1:15pm will be escorted to extended care. Any student not enrolled in this program will have a fee of $10.00 per hour (or portion thereof) charged directly to their FACTS account. All late extended care pick-ups will incur a monetary penalty of $15 for every 10 minutes past the end of the extended care time frame. The late fee will be charged to your FACTS account. Extended care ends at 3:00pm for preschool.

Arrival: Elementary and Middle School

Middle school students may begin to arrive at **7:45am**. Class begins at 8:00am.
Kindergarten-fifth grade students may begin to arrive at **8:15am**. Class begins at 8:30am.

For a safe and orderly drop-off, students should be prepared with all their belongings to exit the car when you arrive at the drop-off area. Parents should remain in the car throughout the process.

Parents who desire to exit their cars are to park only in the designated parking lot and assume safe transport of their child(ren) from the car to the designated drop-off area. Stopping on the side of the driveway or parking in a restricted space, no matter how short your planned stop, is not permitted. Parents are not to leave cars unattended in the drop-off area at any time.

- Please refrain from parking in the handicapped spaces unless you have a handicapped parking permit. Failure to do so may result in ticketing and/or towing of cars that do not display a valid permit.

Morning Care is available for kindergarten - eighth grade students beginning at 7:30am in the Erbey Center gym. Students attending Morning Care must be contracted. The contracted rate for Morning Care is less than $3.00 per day.

Middle school students arriving before 7:45am and elementary students arriving before 8:15am will be sent to morning care and charged the non-contracted rate of $10 per day. This fee will be billed to your FACTS account.

Kindergarten-fifth grade students arriving after 8:30am and sixth-eighth grade students arriving after 8:00am must be escorted by a parent to the elementary reception area.

Dismissal: Elementary and Middle School

Kindergarten-first grade dismissal begins at **2:45pm**.
Second-third grade dismissal begins at **2:50pm**.
Fourth-fifth grade dismissal begins at **2:55pm**. (Please note that fifth graders will be picked up at the west gym door.)
*Please remain in your car with your name tag clearly displayed. We will walk your child to your car.
Middle School dismissal begins at **3:00pm**
*Please remain in your car with your name tag clearly displayed. Your child will walk to your car.

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

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

After the beginning of class time, elementary and middle school students must be signed in at the front office by the adult dropping them off. Kindergarten 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.

If you plan to pick up your child before their regular dismissal time and prior to **2:15 PM**, please update the information in the PikMyKid app. This will ensure the school is notified and your child is prepared for pickup at the front office.

Early Release Days: Elementary and Middle School
Kindergarten-first grade dismissal begins at **11:45am**.
Second-third grade dismissal begins at **11:50am**.
Fourth-fifth grade dismissal begins at **11:55am**. (Please note that fifth graders will be picked up at the west gym door.)
Middle School dismissal begins at **12:00pm**

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

Late Pick-Up Policy
Students not picked up by 3:15pm will be escorted to extended care. Any student not enrolled in this program will have a fee of $10.00 per hour (or portion thereof) charged directly to their FACTS account. All late extended care pick-ups will incur a monetary penalty of $15 for every 10 minutes past the end of the extended care time frame. The late fee will be charged to your FACTS account. Extended care ends at 5:30pm for elementary and middle school

Attendance

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

Absences
When a child is absent, please email attendance@tcspbg.org as soon as you know of the absence. Be sure to include your child's name, grade, and teacher in the email. The only excused absences are for illness, bereavement, and medical appointments. More than 3 absences due to sickness will require a doctor's note in order for absences to be excused.

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

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

Tardies
Elementary and Middle School

- Three (3) unexcused tardies within a semester is considered excessive and unacceptable.
- Three (3) or more unexcused tardies within a semester will result in a detention for kindergarten – eighth grade students.
- Every five (5) unexcused tardies within a semester will be equal to one (1) absence.

Early Pick-Up
Leaving school early is discouraged unless medical appointments cannot be scheduled outside school hours or other extenuating circumstances arise. To receive a full-day credit, a student must be present for at least 5 hours. For half-day credit, a minimum of two and a half hours is required. Students leaving early must be checked out through the front office. If you plan to pick up your child before their regular dismissal time and prior to **2:15 PM**, please update the information in the PikMyKid app. This will ensure the school is notified and your child is prepared for pickup at the front office.

Security

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

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

Visitors and Parent Volunteers

Visitors

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

Parent Volunteers

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

Emergency Procedures

Accidents

If you have an emergency, please call the Administration at 561-253-3950.
Parents must provide the school with current information. If any of your telephone numbers or email addresses change (home, work, cell, etc.), inform the Administration immediately.
PARENTS WILL BE CALLED in the event of an emergency involving a student. If parents or an authorized adult cannot be reached, the TCS employee will secure the necessary medical treatment.
If a student becomes injured (and it is not an emergency situation), an accident/incident report will be emailed to the parents describing the incident and the application of first aid.

Severe Weather

In the event of severe weather or a community emergency, TCS will close when Palm Beach County public schools close or if we determine it is necessary for the safety of our community. Any exceptions will be announced as needed. We will keep parents informed via text alerts, social media, our website, and email. Because we exceed the minimum required instructional hours, making up missed days may not be necessary.

Code of Conduct

Philosophy of Discipline

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

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

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

Positive Consequences

The greatest reward for exhibiting good behavior lies in the understanding and realization that students are being shaped into the likeness of Jesus Christ. Although we may offer occasional rewards for exemplary conduct, the primary motivation should be a sincere obedience to Christ, stemming from a deep and loving relationship with Him. As Jesus prayed in John 17:17, "Sanctify them by the truth; your word is truth," our goal is for our behavior to reflect our dedication to God's truth and our continual growth in becoming more like Him.

Classroom Expectations

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

1. **Be Loving**

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

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

2. **Be Obedient**

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

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

3. **Be Patient**
"The end of a matter is better than its beginning, and patience is better than pride."
Ecclesiastes 7:8
Patience is essential in our classroom as we work through challenges and learn new things. We understand that growth takes time and that being patient with ourselves and others helps us all to succeed.

4. **Be Diligent**
"Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth." 2 Timothy 2:15
We are dedicated to working hard and putting our best effort into all our tasks. Being diligent means being focused, completing assignments to the best of our ability, and striving for excellence in all we do.

5. **Be Self-Controlled**
"Better a patient person than a warrior, one with self-control than one who takes a city."
Proverbs 16:32
Self-control is important in managing our emotions and actions. We practice staying calm, making thoughtful decisions, and controlling our impulses to contribute to a respectful and harmonious classroom atmosphere.

6. **Be Honest**
"The Lord detests lying lips, but he delights in people who are trustworthy." Proverbs 12:22
We commit to honesty in our words and actions, building trust and integrity within our classroom community.

7. **Be Respectful**
"Show proper respect to everyone, love the family of believers, fear God, honor the emperor."
1 Peter 2:17
We demonstrate respect for everyone, valuing each person's opinions and contributions, and showing appreciation for one another.

8. **Be Encouraging**
"Therefore encourage one another and build each other up, just as in fact you are doing."
1 Thessalonians 5:11

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

9. **Be Responsible**
"For each one should carry their own load." Galatians 6:5
We take responsibility for our actions, assignments, and duties, contributing to the overall success of our class.

10. **Be Forgiving**
"Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Ephesians 4:32
We practice forgiveness, letting go of grievances and resolving conflicts with a spirit of grace and reconciliation.

Disciplinary Procedures

Minor Infractions for Preschool
The following is a non-comprehensive list of minor infractions:

1. Classroom disruption
2. Disrespectful language
3. Defiance/refusal to follow directions

Consequences for Minor Infractions for Preschool
If a student repeatedly engages in behavior that endangers themselves, other students, or staff, parents will be notified, and the student must be picked up from school immediately. At that time, the student will receive a formal warning.

If the behavior occurs again, parents will be contacted, and the student must be picked up immediately.

A third occurrence will result in immediate parental notification, required pickup, and possible withdrawal from enrollment at the Administration's discretion.

TCS staff will collaborate with families to address and correct the behavior as effectively as possible.

Major Infractions for Preschool
The following is a non-comprehensive list of major infractions:

1. Hitting
2. Biting

3. Throwing objects
4. Kicking
5. Punching
6. Fighting

Consequences for Major Infractions for Preschool
If a student repeatedly engages in behavior that endangers themselves, other students, or staff members, parents will be notified, and the student will engage in a reflective discussion with a teacher or staff member.

- A second incident within a two-week period will require parental notification and a mandatory meeting with the Director before the student may return to class.

- A third incident within a three-week period will result in immediate parental notification, required pickup, and a one-week suspension from school.

- A fourth incident within a four-week period will result in immediate pickup and possible withdrawal from enrollment at the Administration's discretion.

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

The following is a non-comprehensive list of minor infractions:
1. Failure to comply with the dress code
2. Not adhering to classroom expectations, such as completing assignments or following instructions
3. Displays of affection including but not limited to, inappropriate touching (holding hands, rubbing shoulders, etc.)
4. Misuse of school property, including damage or improper handling of equipment and materials
5. Disruptive behavior in the classroom, such as talking out of turn or not engaging with classwork

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

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

Major Infractions for Elementary and Middle School
Major infractions in our code of conduct represent serious violations of school policies and ethical standards.

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

1. Abusive or profane language and disrespect creating a hostile environment
2. Disruptive behavior that significantly interrupts the learning process
3. Bullying and harassment
4. Cheating and dishonesty
5. The use of drugs or illegal substances, tobacco products, or vape devices
6. Physical aggression and fighting
7. Immorality, including actions that violate ethical or moral standards
8. Insubordination and ongoing disrespect towards authority figures
9. Stealing and vandalism
10. Possession of weapons
11. Repeated violations of minor infractions indicating a pattern of behavior that requires more serious intervention
12. Accumulation of more than 3 detentions.

Consequences for Major Infractions

Saturday School
The Head of School or Assistant Head of School shall have the right to issue a Saturday School to a student who commits a major infraction. Saturday School is a disciplinary action that requires a student to report to school on a Saturday morning in school uniform from 8:30am –

11:30am. Saturday School will be held on the 1st and 3rd Saturday of the month. The student must submit a $50.00 fee at their arrival time. Failure to pay the $50 fee will result in the FACTS account being charged $50.00 per administered Saturday School. Parents will be notified by a phone call that their child will need to serve a Saturday School. Students will be required to write an essay that explains the value of Christian education, what it has taught them this year, and what they plan to do to improve their behavior.

K - 5th students who accumulate 3 or more detentions in a semester, serve a Saturday school during the semester, and/or receive a suspension at any point during the school year will not be permitted to participate in field trips for the semester.

6th - 8th students having accumulated 3 or more detentions and/or having served a Saturday School and/or having a suspension within the school year will not be permitted to go on field trips for the year.

Suspension

Suspensions will occur when clearly designated behavioral expectations are broken. Students are to follow the TCS Code of Conduct, both in and out of school. A significant deviation from these standards, or a continued lack of respect for school rules, may result in a student suspension. In addition, students who are hindering the spiritual growth of other students will be disciplined in a judicious manner that may result in immediate suspension or expulsion. All suspensions are at the discretion of the administration and will be walked through in a biblical manner with the student and family. Parents will be notified by a phone call and parents must meet with the school administrator and will be given a support plan.

When a student is suspended, the following guidelines apply:

1. **Completion of School Work:** The student must complete all assigned school work during their suspension period to stay on track with their studies.
2. **Campus Access:** The student is not allowed to be on school campus during school hours unless explicitly authorized by school administration.
3. **Extracurricular Activities:** The student may not participate in extracurricular activities or other school-related events during the suspension period.
4. **Field Trips and Sports:** The student may not attend any field trips for the year and may not participate in sports for the current semester.

K - 5th students who accumulate 3 or more detentions in a semester, serve a Saturday school during the semester, and/or receive a suspension at any point during the school year will not be permitted to participate in field trips for the semester.

6th - 8th students having accumulated 3 or more detentions and/or having served a Saturday School and/or having a suspension within the school year will not be permitted to go on field trips for the year.

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

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

Reasons for non-reenrollment include, but are not limited to

1. Prior year's GPA of core subjects 2.00 or below
2. Student or parent attitude not in harmony with the goals and spirit of the school
3. Multiple disciplinary offenses (3 or more Saturday Schools/ 2 or more suspensions within a school year)
4. Reoccurring delinquency in payments or balance due from the prior school year

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

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

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

1st Incident = Suspension and Enrollment Review
2nd Incident =Enrollment Review

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

Technology and Internet Use

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

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

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

Cell Phone and Non-Educational Device Policy

All Students:

Personal Devices The school assumes **no responsibility** for any personal electronic devices brought onto campus. Students are strongly encouraged to keep all non-school technology at home.

Parent Communication During the School Day If a student needs to contact a parent while on campus, communication may be made through the **Nurse's Office** when ill or through the **Front Office** for other approved reasons.

Elementary
Non-educational devices (including, but not limited to cellphones, smart watches, meta glasses, headphones/earpods or tablets) are not permitted on campus by K - 5th grade students..

- First Offense: Parent FACTS notification. The device is given to an administrator; student may pick up the device the same day at dismissal.
- Second Offense: Parent FACTS notification. The device is taken, and the parent must pick up the device after dismissal. Lunch detention is assigned.
- Third Offense: Parent FACTS notification. The device is taken, and the parent must pick up the device after dismissal. Lunch detention is assigned.
- Fourth Offense: Parent FACTS notification. The device will be confiscated, Saturday School assigned, and a parent must pick up the student's device from the front office at the end of the day.
- After Fifth Offense: Other disciplinary actions may take place including but not limited to suspension.

Grade 6 - 8
Guidelines:

1. Cell phones and all non- educational devices are not permitted to be seen or heard during any on campus activities between the hours of 7:45 A.M. - 3:00 P.M. This policy includes smart watches, smart technology accessories (watches, Meta glasses), iPods, and wireless earpieces.
2. With permission from the teacher, students may call their parents for pick up after sporting events and after school activities.
3. Students may not use their cell phones to call their parents during after care. If a parent needs to be notified, the after school coordinator will call.
4. Devices must be completely turned off and stored in the student's backpack or locker during the designated times.

5. If a student becomes ill during the school day, they must report to the nurse's office to call home. Students may not use their cell phones to call home due to illness. Parents who need to contact their student should call the school office.

Consequences:

- First Offense: Parent FACTS notification. The device will be confiscated and the student may collect their phone at the end of the day.
- Second Offense: Parent FACTS notification. The device will be confiscated and a parent must pick up the student's phone from the front office at the end of the day.
- Third Offense: The device will be confiscated, detention assigned, and a parent must pick up the student's device from the front office at the end of the day. Device is not permitted at school for the remainder of the year.
- Fourth Offense: The device will be confiscated, Saturday School assigned, and a parent must pick up the student's device from the front office at the end of the day.
- After Fifth Offense: Other disciplinary actions may take place including but not limited to suspension.

Digital Citizenship

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

Dress Code and School Uniform

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

- ➢ 1 Timothy 2:9-10: This passage highlights the principle of modesty and emphasizes that one's dress should reflect a commitment to godliness rather than drawing attention through extravagant or immodest clothing. Paul advises that women should adorn themselves with good works and a humble spirit, suggesting that true beauty is found in inner qualities rather than external appearance.
- ➢ Deuteronomy 22:5: This verse underscores the importance of maintaining clear distinctions between genders. It advises against cross-dressing, reflecting a respect for God's design and purpose in creating distinct roles for men and women. The principle here is to honor the created order and to avoid confusion regarding gender identity.

➢ 1 Corinthians 6:19-20: This passage teaches that our bodies are temples of the Holy Spirit and belong to God. Therefore, we are called to honor God with our bodies, which includes how we dress. The principle here is to treat our bodies with respect and dignity, reflecting our reverence for God through our choices, including our attire.

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

Preschool: TCS supports the desire of young children to be independent in dressing and toileting. Students should be dressed in clothing they can easily get out of on their own if they are toilet trained. All students should wear clothing that is soft, flexible, and allows for running, climbing, jumping, etc. without restriction. Bloomers under dresses and skirts are required.

Elementary and Middle School: TCS school uniforms are required for all students in grades K - 8, with exceptions for scheduled optional dress down days. Students are encouraged to wear School Spirit shirts with uniform bottoms or jeans on Fridays.

Uniforms must be purchased from Harris School Uniforms, either online or in person.

Uniform Guidelines:

- Daily Attire: Female students must wear fitted black or navy bike shorts under skirts, jumpers, or dresses. Shirts (except Spirit or P.E. shirts) must be tucked in for grades 2-8.
- All uniform bottoms (shorts/skirts) must be no more that 2 inches above the knee in length.
- Leggings, jeggings, or yoga pants are only permitted on cold weather days (68 degrees and below) and must be worn under approved uniforms.
- Chapel Attire: All grades must wear a navy polo with khaki bottoms on chapel days.
- Spirit Wear: Spirit wear is available for purchase on the BSN Sports website and acceptable only on Fridays, some field trips, or previously arranged special events. Students may wear jeans with their Spirit Shirt on Fridays; however, jeans must be free of holes.
- Belts: Mandatory for grades 2 and above; ***must be worn with pants and shorts that have belt loops.***
- Socks and Tights: Socks can be of any choice but no higher than the knee. Solid-colored footed tights may be worn under skirts, dresses, or shorts.
- Hair Accessories: Permitted as long as they are neat and not distracting.

- Hair: Must be natural color, with exceptions during school theme days.

Cold Weather Dress Policy: All outerwear must be TCS approved apparel from Harris School Uniforms or the TCS Spirit Store.

Wednesday Dress Days: Clothing must be clean and neat, with no inappropriate artwork or symbols. Pajamas or sweatpants are not permitted. Clothes should be of appropriate length and fit.

Themed Dress Days: Clothing must be clean and neat, with no inappropriate artwork or symbols. Clothes should be of appropriate length and fit. All shorts/skirts must not be higher than two inches above the top of the knee.

Physical Education Attire: Grades 4 and up will change for P.E. and must wear the approved TCS shirt and athletic shorts from Harris Uniforms as well as athletic shoes.

Jewelry, Nails, & Make-up: Post earrings only; no hoops or dangling earrings. Male students may not wear earrings. No other piercings are allowed. No make-up is allowed, with the exception of clear lip gloss and mascara for middle school girls. Artificial nails are not permitted, and natural length must not extend beyond the fingertip. Nail polish is allowed; however, gems or rhinestones are not permitted.

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

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

3rd infraction: A detention will be given.

4th infraction: A Saturday School will be issued with a $50 fee.

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

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

Volunteering and Parent Agreement

Parent Volunteer Requirements

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

Field Trip Code of Conduct

Before the field trip, the classroom teacher will provide you with information regarding the activities planned for the trip. The Chaperone must strictly adhere to the following guidelines. Failure to comply will result in disqualification from future field trip responsibilities.

Parent chaperones are required to complete the volunteer packet and undergo a Level II background.

1. All school rules apply on school sponsored field trips. Field Trip Chaperones are expected to follow school rules, follow the directions given by the coordinating teacher, work cooperatively with other volunteers and school staff members, and serve as a role model for students. The chaperone will follow the trip plan developed by the teacher.

2. Students must be supervised at all times while at a school sponsored event. As a Field Trip Chaperone, you will assist school staff with supervising students. For the protection of both the student and the Field Trip Chaperone, chaperones should not be alone with a student at any time, for example in a restroom.

3. Field Trip Chaperones may not use or possess weapons, alcohol, drugs, tobacco, tobacco related products, or any other substances.

4. Field Trip Chaperones may not administer any medications, prescription or nonprescription, to students.

5. Field Trip Chaperones should maintain open communication with the lead teacher, reporting any concerns or issues promptly.

6. Field Trip Chaperones may not use a cell phone for non-emergency or non-trip related purposes. It is not acceptable for outside work or reading to be completed while you are supervising students.

7. Field Trip Chaperones may not bring siblings or other family members on the field trip.

8. Chaperones must dress appropriately wearing business casual attire.

Parent Agreement and Code of Conduct

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

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

The Core Beliefs of TCS are as follows:

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

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

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

GOD THE SON
God loved people so much that He sent Jesus, His son, to earth to give us a visible picture of God. Jesus Christ is completely human and completely God. Born of a virgin, He lived a perfect life and offered Himself as the perfect sacrifice for the sin of all men by dying at the cross. But He didn't stay dead! He resurrected—rose up— from death to demonstrate His power over sin and death. Because of this, we can have a relationship with God and we can live our lives with

destiny and purpose. **Matthew 1:18-23; Romans 5:8; John 3:16; Hebrews 1:1-3; Colossians 1:15-17, 2:9-10**

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

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

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

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

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

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

REPENTANCE
Repentance is the commitment to turn away from sin in every area of our lives and to follow Christ. Through repentance we receive forgiveness of sins and salvation. **Proverbs 28:13; Mark 1:15; Acts 3:19; 1 John 1:9; 2 Peter 3:9; Acts 2:38**

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

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

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

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

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

We expect parents, guardians, caregivers and visitors to:

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

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

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

Mediation and Binding Arbitration Agreement

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

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

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

The parties to this Agreement agree that these methods shall be the sole remedy for any controversy or claim they may have against TCS and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, including any class action proceeding, except to enforce a legally binding arbitration decision. The parties acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the decision.

Ongoing Agreement for Home - School Alignment

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

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

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

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

Trinity Christian School of Palm Beach Gardens
Parent – Student Handbook – Acknowledgment
2026-27 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 our school, and an administrative withdrawal may be processed.

Parent Signature:_____ Date:_____

Parent Signature:_____ Date:_____

Student Signature:_____ Date:_____