

Trinity Christian School of PBG

PARENT - STUDENT HANDBOOK

2023-2024



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

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Mission Statement

Trinity Christian School of Palm Beach Gardens strives to assist parents by helping to equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership that will impact their world for Christ.

STATEMENT OF FAITH

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

Core Values

- Biblical Family
- Biblical Worldview
- Academic Excellence
- Integrity
- Servant Leadership

The ultimate goal of kingdom education at Trinity Christian school is to develop a mature disciple of Jesus Christ whose life glorifies God.

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

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

Expected Student Outcomes

Non-Academic

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 and knowledge

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

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.

Academic

Student will

- Be prepared academically in all areas - reading, writing, listening, speaking, science, math, social studies, languages, Bible, and technology.
- Be a creative and critical thinker who can apply learning to solve real-world problems
- Utilize technology responsibly and effectively
- Appropriately access and use various types of informational resources
- Be able to communicate effectively through oral and written formats



Trinity Christian School of Palm Beach Gardens

God ° Wisdom ° Academic Excellence ° Knowledge ° Family

Self-Esteem ° Social Responsibility ° Fitness ° Fine Arts

I have no greater joy than to hear that my children are walking in the truth. 3 John 1:4

Dear Trinity Christian School Family,

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

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

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

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

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

Sincerely,

Vernita A. Martial

Head of School

2023-2024

Trinity Christian School of PBG

Executive School Board

John Foster, Chairman

Josh Kellam

Mike Eissey

Tom Mullins

School Advisory Committee

Donna Mullins, Chairperson

Lauren Brown

Gail Eissey

Bobbi Erbey

Tiffany Kellam

Sue Long

Eileen Renault

Anita Spassoff

Communication Process

TCS Whole School Communication will be emailed every 1st and 3rd Tuesday at 4:00 p.m. Every Sunday “This Week At a Glance” will be texted at 4p.m. A link to both forms of communication will be sent to the phone number on file. Whole school communication is archived in the Family Portal.

Class/Grade level newsletters will be emailed every 2nd and 4th Tuesday of the month no later than 4 p.m.

Homework and test dates can be found by logging into Family Portal.

[School-Wide Communication Plan](#)

Culture of Consistency

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

Trinity Christian School’s Culture of Consistency for Preschool – 8th grade

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

ADMISSIONS

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

Application Process

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

1. Submit a complete on-line application with application fee.
2. Academic assessment by means of an approved standardized test and other screening instruments as may be deemed necessary. A fee of \$40.00 is required to be paid at the time of testing to the testing administrator.
3. Evaluation of previous academic and personal records.
4. Parent and child interview with the Administration or designated representative if required.
5. Complete on-line enrollment and pay the non-refundable registration fee.

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

Enrollment Policy

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

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

Re-enrollment Policy

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

1. Applicants are considered based on the following (These are not listed in order of importance.):
 - A. Timeliness of on-line enrollment and registration fee

- B. Student Assessment/Screening (Elementary/Middle School Only)
- C. Family Interview (if required by Administration)
- D. Placement Policy (See Registration and Priority Placement sections below.)
- E. Contractual and/or Financial obligations are current.

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

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

Registration

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

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

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

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

Requirements

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

If you cannot afford the required immunizations, you may take your child for free immunizations to:

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

Jupiter Health Center
6405 Indiantown Road
Jupiter, FL

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

Student Withdrawal

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

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

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

ARRIVAL and DISMISSAL

Preschool

Parents must drop their child(ren) off at the assigned classroom(s) at the scheduled time for class to begin (except those students enrolled in Morning Extended Care). Upon arrival to the classroom, children must be signed in on the class sign-in roster. Please leave quickly after your child is welcomed and signed in. Long drawn-out goodbyes are difficult on the child, parent and teacher. Preschool classrooms will not be open to students prior to or after scheduled class times. Any student arriving 15 minutes after the start of class must be admitted by Administration. (See the Health and Safety Pandemic/Epidemic Addendum for amended policies)

Preschool Schedule

8:00 – 9:00 a.m.	Early Morning Care
8:45 – 12:00 p.m.	4 year old classes
8:55 – 12:55 p.m.	3 year old classes
9:00 – 1:00 p.m.	1&2 year old classes
1:00 – 3:00 p.m.	Preschool Extended Care
12:55 – 4:00 p.m.	Afternoon 4 year old class time

3:00 – 5:30 p.m. Extended Care available in the Erbey Center for children age 4 and above

Elementary/Middle School Schedule

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

Arrival Time:

- Middle School student arrival time is 7:45 a.m. Middle School students arriving after 8:00 a.m. must report directly to the Erbey Center.
- Elementary student arrival time is 8:15 a.m.
- Kindergarten Prep students may be walked to class between 8:50 a.m. and 9:00 a.m.

After the beginning of class time, Elementary/Middle School students must be signed in at the front office by the adult dropping them off. Kindergarten Prep through First Grade students will be escorted to class by school staff. For the benefit and safety of all students, parents must follow the drop-off procedure.

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

Dismissal Times:

- 2:00 p.m. Kindergarten Prep will be dismissed from the Erbey Center East Door (by Media Center). Parents will walk to the door to pick up the children.

Kindergarten-8th Grade parents must remain in your car to pick up your child. We will walk your child to your car.

- 2:45 p.m. Kindergarten and 1st grade
- 2:50 p.m. 2nd and 3rd grade
- 2:55 p.m. 4th-5th grade
- 3:00 p.m. Middle School Students will be dismissed from the Breezeway.
- 2:45 – 5:30 p.m. Extended Care and all offered After-School Programs

Dismissal

Trinity Christian School students will only be dismissed to authorized parents/guardians or those authorized in writing by the legal parent/guardian. We cannot dismiss any student to anyone not authorized in writing or email. Please do not telephone the school with names for pick- up. All persons personally unknown by staff picking students up will be asked to show picture identification. **No students will be released to anyone who shows signs of impairment.**

Elementary/Middle School Students

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

Late Pick-Up Policy

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

Preschool

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

Late Pick-Up Policy

Parents/guardians who pick up their child late, will be charged a late fee of ten dollars (\$10.00) per fifteen (15) minute interval or fractions thereof. This fee is payable in cash directly to the staff person waiting with the student. Students not picked up after 12:15 (VPK) or 1:15 p.m. will be escorted to extended care. Any student not enrolled in this program will be charged \$10 per hour or any fraction of the hour.

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

ATTENDANCE

Absences

Elementary/Middle School Grade

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

Tardies

It is important that students arrive on time. When a child is tardy to school, they start their day unsettled. Late arrivals are not only disturbing to your child but to the entire class. They also disrupt or miss out on community prayer time and morning class work. Excused tardies are noted as: communicated doctor appointments with a doctor's note, a reported traffic delay or family emergency.

Elementary/Middle School

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

CODE of CONDUCT

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

Behavior Standards

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

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

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

Upon the occurrence of an inappropriate behavioral incident involving more than one student, the supervising staff will first verify the safety and wellbeing of all students involved. This will be followed by addressing the student(s) displaying the negative behavior. The staff member will ensure that the student(s) understand what behavior is being addressed, understand the effects of the behavior, and will provide the student(s) with tools to appropriately avoid such behavior in the future. All handling of behavioral incidents will be conducted in an age-appropriate manner and time period.

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

Personal Technology

It is our desire to include technology as much as possible in our learning environment. However, we do know there are times when personal devices can be a distraction. Tablets and cell phones are not permitted during school hours as well as extended care, unless used for academic purposes as deemed necessary by the teacher or administrator. The said devices will be confiscated by the teacher or administrator, if seen during school hours or extended care. In the case a tablet or cell phone is confiscated it will be taken to the school office or locked in the teacher's cabinet. The said device will be returned to the student at the end of the day. Second and/or third offense will require the said device to be released to the parent and result in a detention. The fourth offense will result in a suspension for failure to adhere to school policies.

Discipline

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

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

Bite or Other Serious Incident Policy

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

Elementary/Middle School:

Grades KP-8th will utilize a three-tier approach to address student behavior.

Tier 1 - Classroom Teacher

Tier 2 - Behavior Coach (KP-5th) or School Counselor (6th -8th) The School Counselor and Behavior Coach will collaborate as needed to address behavior plans for students KP-8th.

Tier 3 - Head of School (HOS) or Assistant Head of School (AHOS)

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

TCS Bullying Policy

Bullying definition for kids:

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

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

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

Students are encouraged and empowered to address any student who makes them feel uncomfortable by using the following phrasings, “Please do not do that to me..., I don’t like it when you..., No thank you I do not like when you speak to me that way...” If a student does not respect the request of their classmate, the student is encouraged and empowered to speak to the teacher. The teacher will speak with both individuals together to clarify student expectations. The parents will be informed of the conversation. When determined that a student is still displaying the intent to harm another student, after being addressed by a teacher, this is considered to be repeated actions, and therefore bullying. In the case of displaying bullying, the first incident will result in a detention and discussion session with the Principal or Assistant Principal. The next occurrence will result in a Saturday School and the requirement of a 2–3-page paper addressing what is bullying, the effects of bullying, statistics on bullying and what they will do to alter their behavior. The next occurrence will result in the student being suspended or a possible administrative withdrawal.

In the case of physical abuse, the student shall immediately be removed from class and disciplinary action will be taken. At the discretion of the HOS or AHOS I the student may be issued an immediate suspension requiring them to be removed from campus immediately. In each addressed situation parents will be notified according to the discipline practices either by email, phone conversation, or in-person conference.

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

Detention:

KP-8th Grade detentions are a disciplinary action that are served Tuesdays and Thursdays during lunch/recess. A \$5.00 fee will be charged to the FACTS account when the detention is issued. The teacher/administrator will assign the student the detention. The teacher/administrator assigning the detention must notify the parent via phone and email regarding the infraction and the detention date. Accumulation of detentions resets at the beginning of each semester.

Saturday School: Saturday School is a disciplinary action that requires a student to report to school on a Saturday morning in school uniform from 8:30 a.m. – 12 noon. **Saturday School will be held on the 1st and 3rd Saturday of the month.** The student must submit a \$40.00 fee at their arrival time. Failure to pay the \$40 fee will result in the FACTS account being charged \$40.00 per administered Saturday School. Students will be required to complete schoolwork (if attending for missing assignments), community service, or an essay at the discretion of the present administrator.

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

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

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

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

Office Referral: There are five basic behaviors that may necessitate discipline at a Tier 2 or Tier 3 Level. Those behaviors are:

1. Disrespect shown to any staff member.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e. outright disobedience in response to instructions.
4. Fighting, i.e. striking in anger with the intention to harm the other student(s) or staff.
5. Obscene, vulgar or profane language.
6. Bullying

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

1. The first *two* times a student is referred to Tier 2 or Tier 3 for discipline, the student's parents will be contacted immediately afterward and given the details of the referral and consequences. The parents' assistance and support is requested in averting further problems.
2. The *third* office referral will be followed by a meeting with the student's parents, and the principal.
3. Should the student require a *fourth* office referral, a **two-day suspension** may be imposed on the student.
4. *If a fourth Tier 3* referral is required, the student may be **expelled** from the school *and/or not allowed to enroll the following school year.*

Suspension

Suspensions are administered by the Head of School and Assistant Head of School.

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

1. When suspending a student, the Administration shall notify the student and parents/guardian in person of the reasons for the suspension. The student is required to leave the school premises with parent or guardian immediately after the conference. They will receive the reasons for the suspension in writing.

2. A student will be reinstated to class only after consultation with both the student and parent and assurances from them that such behavior and/or attitudes will be discontinued, and that the student will resume his place in the school community with a cooperative and positive spirit.
3. All assignments, quizzes, tests, or exams missed during suspension must be made up.

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

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

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.

Expulsion

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

The Head of School shall have the right to expel a student for the reasons including but not limited to the following:

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

- b. Any student who brings a weapon onto the school grounds will be suspended from school and is subject to expulsion.
 - c. Any student who is in possession of over the counter, prescription, or illegal drugs including alcohol or who hid them at any place on the school or church grounds may be expelled from the school.
8. Delinquent in payments: If arrangements are not made with the Business Manager to repay any arrears within the 9-week quarter, the student will be subject to expulsion.

Trinity Christian School believes that a positive and constructive working relationship between the school and a student's parent/guardian is essential to the accomplishment of the school's educational mission. Trinity Christian School accordingly reserves the right to terminate or not renew a student's enrollment contract if it reasonably concluded that the communication of a parent or guardian makes such a positive and constructive relationship impossible. Likewise, if the parent exemplifies non-willingness to follow through with their student's educational/social/emotional goals or needs identified by the school or seriously interferes with the accomplishment of Trinity Christian School's educational purposes; the contract/partnership will be terminated.

The student and parent(s) or guardian shall be notified in person and in writing as to the reasons for the student's expulsion. A student who has been expelled or withdrawn for disciplinary reasons may be considered for readmission to the school only at the beginning of the next school year.

The student and parent(s) or guardian may appeal their case to the School Board only for the reason that the evidence upon which the decision was made to expel was based on inaccurate or insufficient evidence. The appeal shall be in writing and shall be presented to the Principal within three days of the expulsion. The parent/guardian will present their case in a specially called meeting of the Board within 10 days of the appeal.

A teacher may not permanently remove a student from class or school. However, in cases where an emergency situation develops, the teacher shall take such steps as reasonably necessary to insure the continued instruction and safety of other students. The student may be isolated from the classroom and sent immediately to the Administration for discipline.

Re-admittance: Should the expelled student desire to be readmitted to Trinity Christian School at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of re-application.

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

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

DAILY PROCEDURES, ROUTINE and SUPPLIES

Chapel

Parents are permitted to attend chapel for Elementary and Middle School. All students must stay with their classes and attending parents are to sit behind the body of students. Students must be in acceptable chapel attire (see dress code). **Parents must check in and receive a badge to attend Chapel.**

Hallways

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

Prayer and Pledges

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

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

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

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

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

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

Lunch & Lunchroom Procedures

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

Elementary and Middle School students are permitted to have **one adult guest** join them for lunch twice per month. Guests must follow all established visitor policies.

Lunchroom Guidelines

1. Enter the lunchroom in an orderly line and either go directly to their seats or to the hot lunch line.
2. Raise their hand for help with spills or opening lunch items.
3. Raise their hand to request permission to go to the restroom.
4. Do not play with their food or lunch boxes.
5. Must be seated while eating.
6. Pick up all food and trash from their table and floor before lining up to leave the lunch room.

7. Sit in an orderly line and speak quietly with friends while waiting for their teacher.

Snacks & Celebrations

Snack/ Lunch

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

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

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

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

Supplies

Preschool Supplies

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

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

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

Empty, plastic pencil box

Paint shirt

One change of clothing in a large, labeled, zipped plastic bag

School supply lists are available on-line.

Elementary/Middle School Supplies

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

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

DRESS CODE

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

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

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

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

Uniform Accessories:

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

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

Daily School Uniforms:

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

Leggings/jeggings/spandex or yoga pants are only permitted on cold weather days, and must be worn under a school permitted uniform. Cold weather is considered at 68 degrees and below.

Belts are required with slacks and shorts (Sashes cannot be worn as belts at school.)

All school attire is available and specified at Harris. Only clothing items bearing the name Harris as well as the TRINITY CHRISTIAN SCHOOL logo are permitted. *If the clothing available at Harris Uniform is unable to fit your child, you may purchase uniform **bottoms** for other vendors, however it must be the same material, design and color as offered at Harris Uniform store.*

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

Black, maroon, and blue polo shirts (males)

White or blue Oxford shirt (males)

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

White, pink, or blue Oxford shirt (females) Capris (females)

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

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

Chapel Attire: KP – 2nd grade children have the option of oxford or Peter pan shirt with jumper or uniform bottom. 3rd-8th grade students must wear an oxford shirt with a uniform bottom.

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

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

Cold Weather Dress Policy:

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

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

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

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

Enforcement/Violations

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

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

3rd infraction – A detention will be given to M.S.

Elementary students will be fined \$5.00.

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

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

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

EMERGENCIES

Accidents

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

Parents must provide the school with current information. If any of your telephone numbers or email addresses change (home, work, cell, etc.), inform the Administration immediately. PARENTS WILL BE CALLED in the event of an emergency involving a student. If parents or an authorized adult cannot be reached, the Trinity Christian School employee will secure the necessary medical treatment.

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

Safety Emergencies

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

Severe Weather

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

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

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

Philosophy

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

5. All programs and participants must comply with Trinity Christian School regulations.

Student Participants Expectations

1. ECP students are to demonstrate Christian behavior and attitudes at all times.
2. All students are to see their extra-curricular involvement as a Christian activity in their attitudes and relationships with coaches or instructors, team members, and opponents.
3. Students must be in attendance at least ½ day to participate in extra-curricular activities, events, functions, programs.
4. Lack of academic achievement and failure to abide by the above expectations may constitute ineligibility.
5. Students with documented health concerns must secure a physician's certificate stating that he/she is physically fit.
6. Parent/guardian consent must be secured in writing before a student is eligible to participate in any ECP.
7. Middle School students must have a 2.5 grade point average and a satisfactory behavior to participate in a Team Sport
8. Accumulation of 3 or more detentions, Saturday School, or a Suspension, voids a student from participating in ECP.
9. All ECP fees are non-refundable or transferable.

FIELD TRIPS

Elementary/Middle School students are offered the privilege of educational trips away from school. Students need written permission to go on field trips. Permission for field trips cannot be taken over the phone. Students not in attendance due to sickness are not allowed to participate in field trips. **Students having accumulated 4 or more detentions in a semester and/or having served a suspension within the school year may not be permitted to go on field trips.** All field trips are billed and prepaid using FACTS. Any funds paid toward field trips will not be reimbursed. If a family account is delinquent the student will not be allowed to go on the field trip.

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

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

“Take your child to work day”

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

GRADING (Progress Reports and Report Cards)

Preschool

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

Elementary/Middle School Grades

Student grades and homework are available in the Family Portal. Grades are posted within 48 hours of the assignment being submitted to the teacher. An automatic email will be sent for any grade that is less than 70%. The adopted grading scale will be used for all grades and all subjects unless otherwise indicated:

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

Help Class

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

HOMEWORK GUIDELINES

Elementary/Middle School Grade

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

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

Failure to attend a required Help Class will result in a detention. Failure to attend the detention will result in a Saturday School.

Grade Deduction due to Late/Missing/Unacceptable Assignments

K-5th 1 day (-10 %) 2 days (-20%) 3 or more days (-50%)

6th – 8th 1 day (-10%) 2 or more days (-50%)

Homework, classwork or quizzes not completed before the formal assessment (test) will receive a zero for the missed assignment.

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

PARENT (Guardian) – TEACHER CONFERENCES

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

Preschool

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

Elementary/Middle School

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

PROMOTION AND RETENTION

Promotion Criteria

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

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

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

Summer School

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

Provisional Promotion

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

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

SPECIAL PROGRAMS

Exceptional Student Education

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

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

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

ESE Services for Reading and Math (Requires Additional Fees)

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

The ESE program will allow for small group sessions and/or learning labs with the ESE Specialist for 80 min. per week (at least two sessions). We will utilize the Fine Art Blocks to provide additional learning/reinforcement during the school day.

Student Accommodation Plan

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

At the parents' cost, School Administration may require a full Nero/Psychological evaluation to determine if TCS is able to meet the learning needs of the student. Failure to comply with this request will result in a termination of the partnership and the student being withdrawn.

An official evaluation or diagnosis must be on file for a student to have a Student Accommodation Plan in place for 2 or more years.

Students in M.S. will only receive an Student Accommodation Plan, if there is a diagnosed unique learning ability.

For more information on the ESE Program please contact the ESE Director.

Title One

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

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

TUTORING

On-Campus Paid Tutoring

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

TEXTBOOKS

Students are responsible for the care of textbooks assigned to them. Anytime a student destroys or loses a textbook or library book, the FACTS account will be charged.

TUITION

All tuition payments must be paid using FACTS. Annual tuition is payable as follows:

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

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

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

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

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

GRIEVANCE PROCEDURE

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

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

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

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

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

All grievances and the proceedings set forth below are confidential.

Informal complaints

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

Direct Approach - Address the issue with the person as soon as possible. If the matter is resolved, no further action is required.

If the issue is not resolved, request an appointment with the Head of School or Assistant Head of School for assistance with resolving the matter. A meeting will be scheduled with all involved parties as necessary. If the matter is not resolved, you may submit a formal written complaint to the Trinity Christian School Board.

Formal Complaints

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

Family Portal

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

You may visit the [Family Portal](#) to receive instructions on setting up your family account.

HEALTH POLICY

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

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

Respiratory – breathing difficulties (i.e. wheezing)

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

Vomiting – more than usual spitting up

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

Rash – undiagnosed rash other than mild diaper or heat rash

Molluscum Contagiosum – affected areas must be covered until resolved

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

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

Chickenpox – all lesions are dry and crusted

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

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

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

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

Pin Worms – no restriction following the start of treatment

Hepatitis – physician’s statement required for re-admittance

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

Covid-19- If you test positive for COVID-19, stay home for at least 5 days and isolate from others in your home. You are likely most infectious during these first 5 days.

Medication

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

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

- (a) The facility must have written authorization from the custodial parent or legal guardian to dispense prescription medications. This authorization must be dated and signed by the custodial parent or legal guardian and must contain the child’s name; the name of the medication to be dispensed; and the date, time and amount of dosage to be given. This record shall be initialed or signed by the school personnel who gave the medication.
- (b) Prescription medication brought to the facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label stating the name of the physician, child’s name, name of the medication, and medication directions. All prescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer’s label.
- (c) Any medication dispensed must be documented in the child’s file, and the custodial parent or legal guardian must be notified on the day of occurrence.
- (d) Any known allergies to medication or special restrictions must also be documented, maintained in the child’s file, shared with staff, and posted with stored medication.
- (e) The facility must maintain a record for each child receiving medications that documents the full name of the child, the name of medication, the date and time the medication was dispensed, the amount and dosage, and the name of the person who dispensed the medication. The record shall be maintained for a minimum of four months after the last day the child received the dosage.
- (f) Parents of Middle School students may submit over the counter pain medication to the school office for student use. Any use of this medication must be recorded in the medical log and the parent notified via email.
- (g) All medicine must have child resistant caps, if applicable, and shall be stored in a locked drawer in the school office.
- (h) Medication which has expired or is no longer being administered shall be returned to the custodial parent or legal guardian or discarded if the child is no longer enrolled at the facility.

Rulemaking Authority 402.305 FS. Law Implemented 402.305 FS. History—New 6-1-97, Amended 3- 17-99, 7-26-00, 4-2-02, 7-13-03, 9-12-04, 4-12-07, 5-1-08, 1-13-10.

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

HOURS OF OPERATION

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

SCHOOL CALENDAR

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

LUNCH PROGRAM

Preschool /Elementary/Middle School students and students participating in programs occurring during the lunch hours may provide their own lunch or order from Trinity Christian School. If sending your child with a packed lunch, please make certain it does not require microwaving.

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

PARKING

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

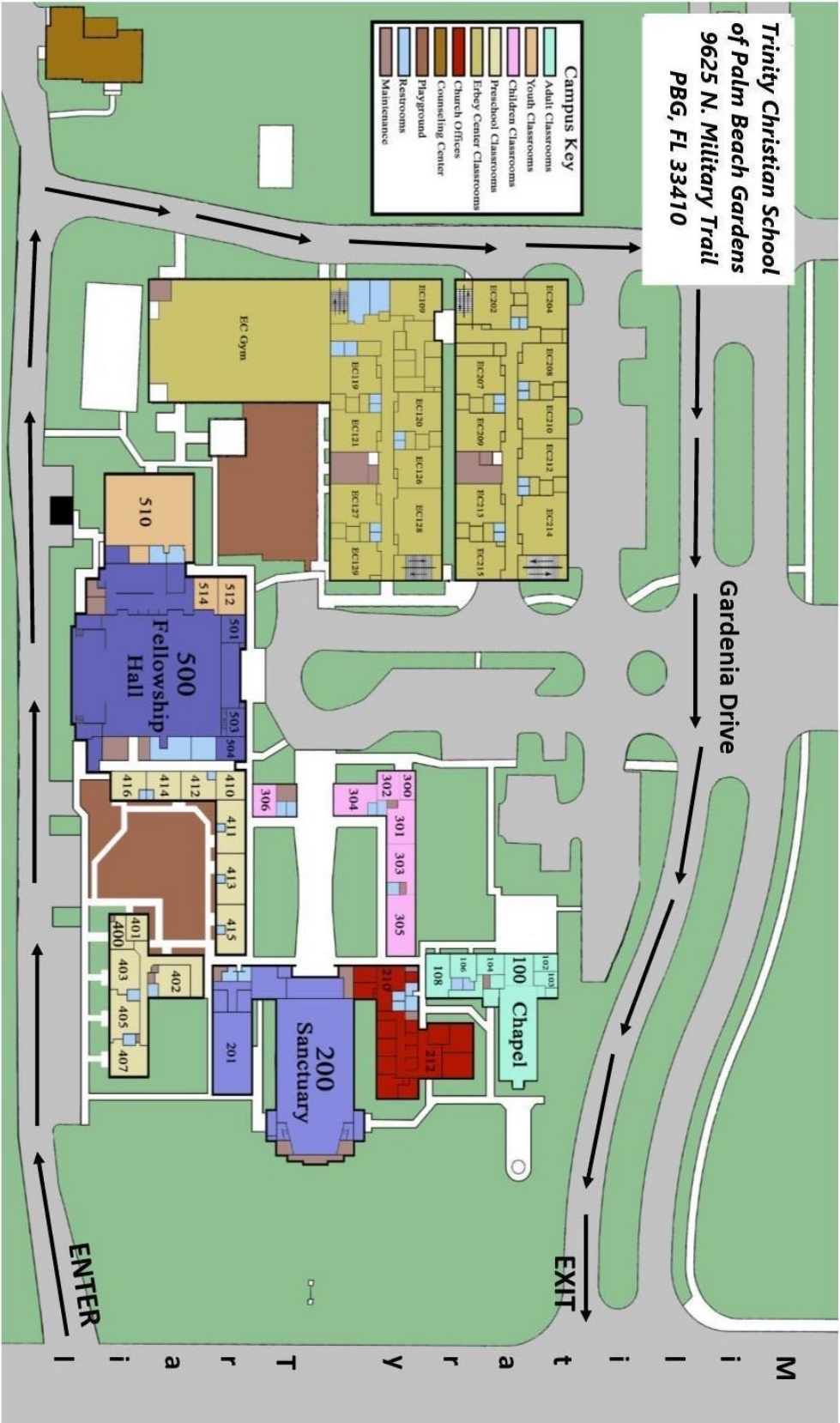
VISITORS and VOLUNTEERS

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

Parents/guardians are encouraged to volunteer. **Ten volunteer hours per family is required.** Extended family members having completed the volunteer packet are able to count these hours towards the ten hour requirement. You may opt out of your volunteer hours by paying Trinity Christian School **\$150**. Failure to complete documented volunteer hours will result in a **\$150.00** fee assessed at the end of the school year. Please refer to your school calendar for more information on volunteer opportunities. All volunteers must complete the Trinity Christian School Volunteer process (packets available online). Any background checks returned with violations will be handled by the Administration.

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

PRESCHOOL TRAFFIC PATTERN



KP-8th Grade Traffic Pattern

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

Campus Key

Light Green	Adult Classrooms
Light Blue	Youth Classrooms
Light Purple	Children Classrooms
Light Yellow	Preschool Classrooms
Light Orange	Edgy Center Classrooms
Red	Church Offices
Brown	Counseling Center
Light Green	Playground
Light Blue	Restrooms
Light Green	Maintenance

