

PARENT/STUDENT HANDBOOK

DECEMBER 2007

Trinity Christian School

1022 S. Orange Blossom Trail
Apopka, FL 32703

www.tcsapopka.org

SCHOOL	407-886-0212
EARLY CHILDHOOD EDUCATION/ EXTENDED CARE	407-886-4712
FAX	407-886-3052
CHURCH	407-886-2966

"The meek will He guide in judgment and the meek
will He teach His way." Psalm 25:9

SCHOOL HOURS

Preschool.....	8:00 - 3:00
Kindergarten	8:00 - 3:00
1 st – 8 th Grades	8:00- 3:00
Wednesday (K-8 th).....	8:00 - 2:00

DOORS WILL NOT BE OPENED BEFORE 7:50 A.M.

SCHOOL OFFICE HOURS

8:00 a.m. - 4:00 p.m. (All year - except holidays)

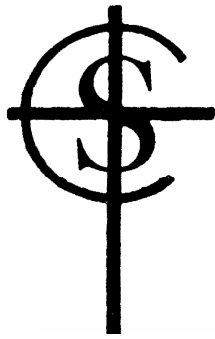
EXTENDED CARE HOURS

6:30 a.m.-6:00 p.m.

Since all children are created in the image of God, Trinity Christian School, a ministry of Trinity Baptist Church, encourages any of His children regardless of sex, race, color, or national and ethnic origin to apply for admission. Trinity Christian School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational policies, hiring policies, admission policies, and other administered programs.

MISSION STATEMENT

The mission of Trinity Christian School is to nurture and lead students to a saving knowledge of Jesus Christ; to instill the characteristics of Christ through example and Biblical application.



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Apopka, Florida 32703

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BEVERLY E. SMITH
Administrator

Dear Parents and Students,

Welcome to Trinity Christian School. The administration and staff consider it a privilege to be a part of the educational enterprise at Trinity Christian School and pledge our best efforts to provide an excellent academic program in a Christ-centered context for your children. We thank the Lord for the tremendous blessings that He has showered upon Trinity Christian School. Either you have been or are about to begin experiencing the thrill of Christian education.

The Parent-Student Handbook is designed to insure a clear understanding of the philosophies and policies that govern our school. It is absolutely essential that the regulations, contained herein, be followed by everyone in order that the learning experience be profitable in that we best glorify God.

The words of Moses are appropriate in expressing the school's interest in you and our desire for you--"Come thou with us and we will do thee good." Numbers 10:29

We seek your prayerful support and adherence to the information that is contained in this handbook.

In His service,

Beverly Smith

Beverly Smith
Administrator

"Study to show thyself approved unto God. .". 2 Timothy 2:15

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PHILOSOPHY

*Trinity Christian School's philosophy is
to instill the highest standards of
academic achievement
where there is no mediocrity in
Christian education,
but superiority in excellence.
To address a glaring void in society that deletes
all reference to God,
creation and divine purpose for the human experience.
To disciple a Christian heart
in our students today, to produce
Christian leaders
of tomorrow.*

CORE VALUES

- to teach the highest standards of academic achievement based on Biblical principles
- to present this quality education from the Christian context or perspective, to produce students who possess a Christian worldview
- to utilize fully competent and certified instructors who yet possess a Christian heart and an exemplary character
- to avoid all extreme and fanatical viewpoints of certain radical philosophies while attempting to instill normal responses to God, country and fellowman
- to provide an extension of the Christian home in attempting to give young people foundations for time and eternity
- to introduce the unsaved to a personal relationship with Christ
- to nurture all students in their growing faith
- to acknowledge the education of children is a sacred task

Our school is hopefully an extension of the Christian home in attempting to give young people foundations for time and eternity. Therefore, our entire staff attempts to work closely with parents in training all children academically, socially, and spiritually.

Our main incentives come from Biblical teaching. The words of Moses are appropriate in expressing the school's interest in children, "Come thou with us and we will do thee good." *Numbers 10:29*

Our scriptural motivations are:

"And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." *Deuteronomy 6:7*

"Train up a child in the way he should go: and when he is old, he will not depart from it." *Proverbs 22:6*

"And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord." *Ephesians 6:4*

"... for the children ought not to lay up for the parents, but the parents for the children." *II Corinthians 12:14b*

"...but whoever practices and teaches these commands will be called great in the kingdom of heaven." *Matthew 4:19*

After meeting the entrance criteria of Trinity Christian School, all children regardless of race, creed, or color are welcome.

VISION

The vision of Trinity Christian School is to develop and educate mature Christians for the future, regardless of their calling in life. These Christians will exhibit integrity, honesty, sincerity, empathy toward others and godliness.

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God. (*2 Timothy 3:16; 2 Peter 1:21; John 10:30*)
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (*Genesis 1:1; Matthew 28:19; John 10:30*)
3. We believe in the deity of Christ (*John 10:33*), His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*), His sinless life (*Hebrews 4:15, 7:26*), His miracles (*John 2:11*), His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*), His resurrection (*John 11:25; 1 Corinthians 15:4*), His ascension to the right hand of the Father (*Mark 16:19*), and His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only God's grace and through faith are we saved (*John 3:16-21, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5*).

5. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life and the lost unto the resurrection of damnation (*John 5:28-29*).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28*).
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (*Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

Trinity Christian School

Parent/Student Statement of Agreement

Trinity Christian School's philosophy is to instill the highest standards of academic achievement where there is no mediocrity in Christian education, but superiority in excellence. To address a glaring void (in society) that deletes all references to God, creation and divine purpose for the human experience. To disciple a Christian heart in our students today, and to produce Christian leaders of tomorrow. Since all children are created in the image of God, Trinity Christian School, a ministry of Trinity Baptist Church, encourages any of His children regardless of sex, race, color, or national and ethnic origin to apply for admission. Trinity Christian School does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational policies, hiring policies, admission policies, and other administered programs.

In submitting an application for my child at Trinity Christian School I acknowledge my agreement with the overall Christian educational program of TCS as expressed in all phases of the curriculum and the instruction of my child. I further understand my child is required to abide by these same policies. I understand that the teacher and the administration are hereby given full discretion in the discipline of my child. (The handbook is available online and/or in the school office.)

Financial

- There are no refunds of fees or tuition unless the school is unable to accept my child.
- I am responsible to pay the full monthly fee when my child is enrolled for a day or more of that month.
- I am responsible for all financial obligations of my child to the school.
- I understand that a late fee will be charged for payments not received in the office by 4:00 p.m. on the 5th of the month due.
- When the 5th of the month falls on a Saturday, payment will be due on Friday, the 4th. When the 5th of the month falls on Sunday, payment will be due on Monday, the 6th.
- If my account becomes delinquent, my child will be withheld from school until the balance and late fees are paid.
- I understand that payments may not be left in the extended care after 8:00 a.m.
- I understand that should two checks be returned to the school designating insufficient funds, I must pay any service charge that may be required and all future payments must be made in cash or with a money order.
- I am responsible to pay for lost/damaged books or damage to school property.
- I understand that report cards and achievement test scores from the fourth quarter will be withheld on all accounts not up-to-date at time of report card distribution. School records will not be sent until the account is paid in full.

Extended Care

- Extended Care is from 6:30 a.m. to 6:00 p.m.
- All students may arrive in extended care after 7:30 a.m. without a charge assessed; however, no student is to arrive in the classroom earlier than 7:50 a.m. No student is to remain on campus unsupervised. Students must be checked into extended care or under a teacher's supervision while on TCS campus.
- I will be present to pick up my child (K-8th) after school by 3:25 p.m. (2:25 p.m. Wednesdays) or I will incur additional charges if not enrolled in extended care.
- I understand that all extended care changes must be made in writing on the appropriate form and submitted to the extended care office before the 15th of the month prior to use. Requests for extended care will be subject to availability.
- I understand that I will be charged a late pick up charge if I do not pick up my child from Extended Care by 6:00 p.m. This charge will amount to \$5.00 per child for the first 10 minutes and \$5.00 per child for every 5 minutes thereafter, paid to the Extended Care worker upon arrival.
- Extended Care is not available for 7th & 8th grade students on school holidays/teacher workdays.

New Students

- I understand that my child will be placed at the grade level and in the class determined by the administration according to test results and other generally accepted educational standards.

- I understand that the required health form, immunization record, birth certificate, social security number and required fees must accompany the registration papers before my child will be accepted at TCS.
- I understand that all academic records including a copy of the current report card, recent achievement test results, and the student recommendation form must be presented at the time of the entrance exam for registration to be complete. This does not guarantee acceptance.
- Evaluation of records as well as entrance exam results will be used to determine acceptance to Trinity Christian School.

Uniforms

- I understand that my child must be appropriately dressed on the first day of school as well as at all other school functions.
- Appropriate dress in elementary and middle school is a designated school uniform purchased from Sunshine School Uniforms.

General

- I hereby give permission for my child to participate in all school activities.
- While the school will make every provision for the safety and care of the students and will see that they are properly supervised, I will not hold the school liable for any accidents or injuries that may occur at any such activities.
- I further agree to hold the school and its agents harmless for any liability to my child or any guardian or parent thereof, because of any claims on behalf of my child against the school or agent thereof because of any injury or alleged injury to my child.
- Should any legal action, for any reason, be taken against Trinity Christian School or any employee or agent thereof on my child's behalf and the school or its agent not be found at fault, I agree to pay any attorney fees, court fees, damages or other costs that Trinity Christian School or its agent should incur to defend itself against such action.
- I understand that in the event of accident or illness of my child at school, TCS will make every reasonable effort to contact the parents for advice.
- If the school is unable to reach a parent, I give permission for a doctor, paramedic or hospital of the school's own choosing to administer emergency aid to my child.
- My child agrees to comply with Trinity Christian School entrance requirement forbidding students to use or possess tobacco, alcoholic beverages, weapons (including pocketknives), illegal drugs or medication at school.
- My child and I agree to abide by all of Trinity Christian School's rules, procedures, and policies as stated in the Parent/Student Handbook.
- I understand that the school reserves the right to dismiss any student who does not respect its spiritual standards or does not cooperate in the educational process or whose parents or guardians fail to cooperate with the school administration.
- I understand that internet access for my child must be available outside of the school.

Early Childhood Education

- I understand that sipper cups, pacifiers, bottles and diapers are not allowed in our ECE-2 thru ECE-4 classes.
- My child must be in pull-ups or underwear to attend the ECE-2 class and completely potty trained to attend the ECE-3 & ECE-4 class.
- A child who is three before Sept. 1 will not be placed in the ECE-2 class if not potty trained.
- My child must turn the appropriate age before Sept. 1 in order to be placed in that age class.

This form is valid for future years, until the student withdraws from Trinity Christian School or is renegotiated by either party.

CURRICULUM AND INSTRUCTION

In accord with our Philosophy and Core Value Statements, the goal for instruction at TCS is two-fold: (1) to provide our students with a curriculum that challenges them to maintain the highest standards of academic performance and (2) to teach all courses from a Christian perspective. All instructional materials are carefully reviewed and selected to meet the scope, sequence and standards of excellence set for each course. The materials chosen must also be appropriate for each child's level of learning. All the selected materials are presented by TCS teachers using the Word of God as a foundation.

The need of our children is to know God, and the purpose of life is to enjoy Him, now and forever. Hence, the design of our total school program is to provide a learning environment in which our students may acquire academic skills, interact well with others, and face the problems, conflicts and challenges of our complex society as they serve the Lord daily.

EARLY CHILDHOOD EDUCATION DEPARTMENT (2 through 4 year olds)

The ECE2 program includes being introduced to the names and sounds of the letters of the alphabet, counting to 25, Bible stories, memorizing Bible verses, rhymes, songs, and unit studies such as shapes, colors, transportation and safety. Manipulatives such as finger painting, crayons, Play-Doh, puzzles, Legos, etc., are used to aid in the development of fine motor skills.

The ECE3 program includes being introduced to the names and sounds of the letters of the alphabet, counting to 30, Bible stories, memorizing Bible verses, rhymes, songs, and unit studies such as manners, health, community helpers, shapes and colors. Manipulatives such as crayons, markers, painting, Play-Doh, puzzles, Legos, etc., are used to aid in the development of fine motor skills. The ECE3 students also begin to learn how to use scissors.

The ECE4 student readiness program has a definite curriculum that includes phonics and reading, counting 1-100, number concepts from 1-20, writing, Bible stories and verses, and unit studies such as safety, science, shapes, history and geography. Fine motor skills are further developed through manipulatives, cutting and pasting, painting, tracing and writing, etc. Students attend a music class once a week in addition to learning songs and poems in the classroom. Students receive a progress report at the end of each semester.

Some of the on campus experiences for the students determined by their ages are: taking a bus ride around the parking lot, visits from the fire and police departments with their vehicles, bringing toy cars for car wash day, a beach day, field day, pumpkin day with a hay ride, clown day, tea party day, pony rides, and more. The children really look forward to their special days.

Snack and juice are provided twice daily. Students have 30 minutes of recess twice daily.

Learning centers are incorporated in all preschool classes to further enhance social skills, independent play and problem solving activities.

PRIMARY CHILDHOOD DEPARTMENT (K-2nd)

The primary goal of the P.C.D. is **PREPARATION** - teaching the child **HOW** to learn, so that schooling becomes a meaningful and enjoyable experience. Therefore, TCS offers a full academic program, guided by developmental principles, at this primary level. Focusing on the whole child, instruction and learning activities in all five developmental domains (spiritual, intellectual, physical, social and emotional) are designed to be age appropriate and individual appropriate, affording every child opportunity to achieve success.

The P.C.D. program provides a core curriculum of instruction in Bible, language arts, mathematics, science, social studies, creative writing, and penmanship. Physical education is taught daily. All instruction is sequenced with emphasis on academic readiness skills at K5, continued introduction and development of foundational skills at first grade and mastery of those skills by the end of second grade. Developmental and academic growth are assessed at each level.

The use of the A BEKA Reading Curriculum, literature studies, and the Accelerated Reading Program places strong emphasis in the integration of phonics, vocabulary, reading comprehension, creative writing, spelling and listening skills. Instruction in manuscript writing begins at K5 and cursive writing is introduced at the end of first grade. Mathematical concepts are first introduced with manipulatives and then reinforced through oral and written application and drill. Problem solving and accuracy in computation are also stressed through the Math Superstar program. A variety of developmental instructional strategies, including "hands-on" learning, "center-time" activities, thematic units of study (integrating several disciplines), peer coaching and team teaching are used in all areas of the curriculum. Love of reading is highly encouraged.

Special instruction in Spanish, computer literacy, vocal music, library skills, art, as well as other activities enrich classroom learning. Analogies are introduced in the first grade and taught daily to all grades. Chapels are held weekly to emphasize the importance of worship and to reinforce Biblical teachings.

INTERMEDIATE DEPARTMENT (3rd) & UPPER ELEMENTARY (4th-5th)

The primary goal of the I.D. and U.E. is **MOTIVATION** - developing in the older child the **DESIRE** to learn and to be a life-long learner! Therefore, TCS offers a strong academic program, highlighted by exciting and interesting learning experiences designed especially for this age level. The core curriculum consists of instruction in Bible, literature studies, vocabulary and reading comprehension, language (grammar, spelling, expository writing, communication skills and penmanship), mathematics, science, social studies, or physical education. The Accelerated Reading Program encourages students to read while strengthening reading skills. Special instruction in

Spanish, art, vocal music, computer literacy, library skills, and band or orchestra for 5th grade and violin for 4th grade correlates with classroom learning and activities. Weekly chapels reinforce Biblical teachings and provide opportunity for worship and Christian character building.

Instruction at the intermediate and upper elementary level focuses on academic achievement and stresses critical thinking skills, independent reading, cooperative learning, use of research skills and exploration. Study and organizational skills are taught at all levels. The accelerated mathematics program promotes mastery of basic concepts and skills, speed and accuracy in computation, reasoning ability and problem solving strategies through the Math Superstar program. Use of a thematic unit approach encourages deeper understanding of concepts taught, especially in the areas of social studies and science. Geography, map skills and historical facts memorization are strengths in the I.D. and U.E. Application of such skills are focused on and enhanced through group discussion and projects.

Development of individual talents and interests is also integral to the intermediate program. Students are given opportunities to perform at chapels and participate in a variety of activities including instrumental programs, music programs, art, clubs, etc., at designated grade levels.

MIDDLE SCHOOL DEPARTMENT (6th-8th)

The primary goal of the M.S. is **RESPONSIBILITY** - molding the adolescent into a responsible adult, capable of answering for one's own conduct and obligations. TCS offers a strong academic program with a variety of elective opportunities. The core curriculum consists of instruction in Bible, Language Arts, Mathematics, Social Studies, Science and Physical Education. The Accelerated Reading Program includes all students. Weekly chapels reinforce Biblical teachings and applications to everyday life. Christian character building is also pursued.

Critical thinking skills, independent reading, cooperative learning, research skills, exploration and experimentation are stressed at the M.S. level. Application and understanding of complex material are essential components.

Development of individual talents and interests is provided through instrumental music, vocal music, Spanish, art, sports, and computer technology. Some or all may or may not always be offered.

ACADEMIC GOALS:

The primary goal of TCS is to equip our students with the skills needed to carry out their God-given responsibilities. Hence, we seek to provide our students with:

1. resources and content appropriate to the interest and ability level of the student
2. opportunities for data gathering by alternative modes of learning, including personal experiences, computers, individual research, print and non-print resources (internet access will be required for students)

3. skills to solve problems which are definable and may grow out of first-hand experience
4. learning experiences in which genuine alternatives can be explored and the consequences known or experienced
5. opportunities for creative thought and product generation
6. experiences in both career and academic environments as extensions of personal interests
7. opportunities to investigate topics which are supplementary to course content

ORGANIZATIONAL STRUCTURE:

Early Childhood Education Department: ECE2-4

Elementary School:

Primary Department: K-2nd

Intermediate Department: 3rd

Upper Elementary: 4th-5th

Middle School: 6th-8th

PROGRAM OF STUDIES

Since the Bible is the foundation of the educational system at Trinity Christian School, we strive to teach all courses from a distinctively Biblical perspective. It is from this approach that each course derives its meaning and purpose.

EARLY CHILDHOOD DEPARTMENT

ECE (2-4 YEAR OLDS)

Bible Studies:	Developmental Activities:
-songs	-home living
-memorizing verses	-science and discovery
Language Arts:	-art
-listening/speaking skills	-music enjoyment
-writing readiness	-reading readiness
-story telling	-manipulatives
-poetry/finger plays	-coordination skills
Math Readiness Skills	-literature appreciation
Health/Self-awareness	<u>Special Class</u>
Recess	Vocal music (ECE4)

PRIMARY DEPARTMENT

KINDERGARTEN (5 year olds)

Bible and Memory Work	Center time Developmental Activities:
Language Arts:	-science/experiments
-listening/speaking skills	-math/manipulatives
-reading readiness/ phonics	-fine motor skills
-writing experiences	-listening/language experiences
-association/ classification	-literature experiences

Kindergarten (con't.)

- sequence
- Mathematics:
- sets and operations
(addition & subtraction)
- sequencing
- number skills
- graphing
- geometry (basic shapes)
- Math Superstars

Special Classes

- Computer
- Library
- Music
- Spanish
- Physical Education

- literature appreciation
- thematic units
- social studies
- penmanship
- Health/Self-awareness

Special Activities

- Private/Group Violin Lessons
- Private Piano Lessons

1st GRADE

- Bible and Memory Work
- Language Arts:
- listening
- phonics
- vocabulary development
- reading comprehension/
Accelerated Reader
- grammar/composition
- spelling
- proofreading skills
- penmanship: manuscript
- book reports
- literature studies
- Mathematics:
- Math Superstars
- Social Studies:
- history
- government
- civics
- economics
- geography
- Science/Health
- Thematic Units
- Test Taking Skills
- Writing Experiences

Special Classes

- Art
- Music
- Physical Education
- Library
- Computer
- Spanish

Special Activities

- Private Piano Lessons
- Private/Group Violin Lessons

2nd GRADE

- Bible and Memory Work
- Language Arts:
- listening

- Test Taking Skills
- Writing Experiences

2nd Grade (con't.)

- phonics
- vocabulary development
- reading comprehension/
Accelerated Reader
- grammar/composition
- spelling
- penmanship: manuscript/cursive
- book reports
- literature studies
- Mathematics:
- Math Superstars
- Social Studies/Maps:
- history
- government
- civics
- economics
- geography
- Science/Experiments
- Thematic Units

Special Classes

- Art
- Computer
- Library
- Music
- Physical Education
- Spanish

Special Activities

- Private Piano Lessons
- Private/Group Violin Lessons

INTERMEDIATE DEPARTMENT

3rd GRADE

- Biblical Studies
- Language Arts:
- vocabulary development
- reading comprehension/Accelerated
Reader
- grammar/composition/creative writing
- spelling
- oral communication skills
- cursive writing
- book reports
- literature studies
- Mathematics:
- Math Superstars
- Social Studies:
- geography/map skills
- current events
- history
- civics/government
- economics
- Science/Experiments
- Health/Safety
- Test Taking Skills
- Writing Experiences

Special Classes

- Art
- Music
- Computer
- Physical Education
- Library
- Spanish

Special Activities

- Private Piano Lessons
- Private/Group Violin Lessons

UPPER ELEMENTARY DEPARTMENT

4th GRADE

Biblical Studies
Language Arts:
-vocabulary development
-reading comprehension/
 Accelerated Reader
-grammar/composition/creative writing
-spelling/vocabulary
-oral communication skills
-cursive writing
-reference skills
-book reports
-literature units
Mathematics:
-Math Superstars
U. S. History:
-document memorization
-Fla. history
-U. S. geography
-current events
Research Skills
Science
Test Taking Skills
Writing Experiences
Projects

Special Classes

Art
Computer Skills
Group Violin
Library
Music
Physical Education
Spanish

Special Activities

Orchestra
Safety Patrols
Private Piano Lessons
Private Violin Lessons

5th GRADE

Biblical Studies
Reading/Accelerated Reader
Language:
-grammar/composition/creative writing
-reference skills
-oral communication skills
-book reports
-spelling/vocabulary
-literature studies
Social Studies:
-geographical skills
-current events
-document memorization
-History of Middle East, Europe,
 Africa, & Australia
Science
Mathematics:
-Math Superstars
Test Taking Skills

Special Classes

Art
Band
Computer
Library
Physical Education
Spanish
Violin/Orchestra

Special Activities

Band
Orchestra
Safety Patrols
Private Piano Lessons
Private/Group Violin Lessons

MIDDLE SCHOOL
6th GRADE

Biblical Studies
Reading/Literature – Accelerated Reader
Language:
-grammar/composition/creative writing
-reference skills
-oral communication skills
-vocabulary
-spelling
-book reports
Mathematics

Social Studies:
-geographical skills
-American history
-current events
-Latin American studies
-Canadian studies
-black history
Science/Health
Research Skills
Test Taking Skills

7th GRADE

Biblical Studies
Reading/Literature – Accelerated Reader
Language:
-grammar/composition/creative writing
-reference skills
-oral communication skills
-vocabulary
-spelling
-book reports
Mathematics
Pre-Algebra for advanced 7th grade students

Social Studies:
-geographical skills
-world history
-current events
Science/Health
Research Skills
Test Taking Skills

8th GRADE

Biblical Studies
Reading/Literature – Accelerated Reader
Language:
-grammar/composition/creative writing
-reference skills
-oral communication skills
-vocabulary
-spelling
-book reports
Mathematics (Pre-Algebra)

Social Studies:
-geographical skills
-American history
-current events
-American government
Science/Health
Research Skills
Test Taking Skills
Algebra for advanced 8th grade
math students

Special Classes

Art (not always offered)
Computer
Physical Education
Electives
Band
Chorus
Orchestra
Spanish

**Middle School Special
Activities**

After School Sports (not always offered)
Band
Chorus
Orchestra
Beta Club
Private Violin Lessons
Private Piano Lessons

DISCOVERY PROGRAM

The National Institute for Learning Disabilities, referred to as the Discovery Program, was established in 1982 to help children with learning disabilities who had experienced frustration and/or failure in one form or another in the Christian School. The Discovery Program at Trinity Christian School began providing services to families within the school community in 1995. This National Institute of Learning Disabilities program has been awarded the status of NILD Program of Excellence. Typically, these students are of average or above average intelligence; yet they manifest one or more of the many symptoms now recognized as either perceptual deficits or difficulty in language development. These students seem to be unable to learn using traditional teaching methods. They require conditions emphasizing more direct teaching on a one-to-one basis than the average student. Students at Trinity may be recommended for this program by the administration, classroom teacher, or parents/guardian.

Trinity's initial testing for this program assesses strengths and deficits in perceptual and cognitive processing as well as current academic skills. From this information, recommendations are made for the appropriate educational intervention. An educational therapy program, if needed, can be planned from this testing information, observations, and input from parents and teachers. This program requires a separate testing fee, book fee and an additional monthly installment.

Trinity's educational therapy centers on stimulating areas of weakness in perception and cognition. Intensive educational therapy is given approximately three hours a week to each student, one-to-one. Techniques are especially designed to improve performance in the classroom. The TCS therapy program is precisely defined around five core techniques that are standard for each student enrolled. Research has been conducted on these techniques from both educational and neurological perspectives and has found the combination of these techniques stimulates and encourages brain activity.

Parent involvement and student cooperation are keys to the success of the program. It is essential that parents become involved in the following areas:

1. Observe six sessions of individual educational therapy as soon as possible after entrance into the program.
2. Monitor Rhythmic Writing at home the days the child does not have therapy at school.
3. Supervise other assigned homework.
4. Observe therapy monthly or more often, if possible, throughout the school year.
5. Supervise Rhythmic Writing and homework during the summer.

SEARCH & TEACH

SEARCH & TEACH® is an early intervention program developed to meet the educational needs of young learners before they experience the frustration of learning failure. This differs from NILD Educational Therapy™, which was designed to help students who have documented learning disabilities, and in many cases have already experienced frustration and failure in the regular classroom.

SEARCH is a 20-minute individual test designed to identify 5 and 6-year-olds who are vulnerable to learning difficulty, and to provide profiles of individual strengths and weaknesses in the readiness skills necessary for reading success.

TEACH is a program of 55 learning activities called 'tasks,' carefully designed to address the needs revealed by *SEARCH*. This program helps Trinity to identify deficits and intervene so children can be spared the life-long consequence of learning disorders.

REQUIREMENTS FOR ADMISSION

1. NEW STUDENTS

- a. All application forms must be satisfactorily completed. (including recommendation form from previous school)
- b. Proof of successful previous grade completion must be presented.
- c. Entrance exams must have satisfactory scores. Academic records must be presented at the time of entrance exam. See "g" (entering grades 1-8).
- d. **BIRTH CERTIFICATE**: Two, three and four year olds must be two, three or four on or before September 1 of the school year. Three year olds must be potty trained. Kindergarten students must be five on or before September 1 of the school year. First grade students must be six on or before September 1 and have completed a full year of Kindergarten. In accordance with Florida State law, testing for early entrance will no longer be permitted as of August, 1983.
- e. **CUSTODIAL RIGHTS**: In the event that parents have special legal arrangements for custodial rights or visitation of their child(ren), TCS requires that the school has on file a copy of the Court Order(s) affirming these rights. TCS cannot honor parent's requests for "protection" without these legal forms.
- f. **HEALTH RECORDS**: The HRS 3040 Student Health Form and the HRS 680 Record of Immunization must be properly filled out, stamped, signed and dated by the physician or the Health Department.
- g. **TRANSCRIPT OF ACADEMIC RECORD**: Records from last school attended including a copy of current report card, most recent achievement test results and student recommendation form must be presented at the time of the entrance exam for registration to be complete.
- h. **FINANCIAL OBLIGATIONS**: Financial obligations must be up-to-date.

2. RETURNING STUDENTS

- a. All application forms must be satisfactorily completed.
- b. Academic work, conduct and work habits/study skills must be satisfactory.
- c. Health records for all returning students in kindergarten through 8th grade must be up-to-date.
- d. Parent cooperation and support is expected.
- e. Financial obligations must be up-to-date.

3. GENERAL POLICIES GOVERNING ALL ADMISSIONS

- a. Final acceptance of students and grade level placement will be determined by the administration.
- b. **Enrollment is understood to be for the full school year.**
- c. It is understood that parents and students are in agreement with the policies of the school as stated in the "Parent Statement of Agreement" and signed by the parents at the time of registration.
- d. Middle School students must sign the student agreement. An elective form must be signed by a parent and the student in the 5th-8th grade.

- e. Students are expected to meet the academic standards and abide by the rules and regulations of the school.
- f. The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of the student himself, his fellow students or of the school in general.
- g. The school reserves the right to refuse re-admission to any student at the beginning of any semester.
- h. Since all children are created in the image of God, no student will be denied admission because of race, color, or national origin.

4. **HEALTH RECORDS**

The HRS 3040 Student Health Form, the HRS 680 Record of Immunization, a copy of the child's birth certificate and the child's Social Security Number must accompany the registration forms at time of registration. Students will not be admitted to class until the office has these records. Health records must be properly filled out, stamped, signed and dated by a licensed physician or authorized agent or the County Health Department.

PARENT/STUDENT INFORMATION

ATHLETICS (WHEN OFFERED) – The purpose of the athletic program at Trinity Christian School is to promote and develop competitive sports and for interaction and recreation. It is also used to help create a clean and wholesome atmosphere for students which centers around fellowship and good sportsmanship.

PLAYERS – To try out for a team, students must meet academic and behavioral criteria set forth in the student handbook. They must be willing to set themselves above and beyond as an example before their peers. They must be willing to put in extra time for practice and games. To play in a game, the student must be present at school for at least five class periods the day of the game.

COACHES – Coaches are to be TCS staff, and must present themselves as leaders and Christian role models at all times. They are responsible for the conduct and welfare of their players while under their supervision. Coaches must communicate all necessary information to players and parents. Coaches must encourage academic and physical development.

PARENTS – Parents are expected to support, encourage and monitor the child's academic position at all times while the child is a part of the team. They must present proof of health insurance, and a notarized authorization of treatment.

FANS – Any fans who show themselves a part of Trinity Christian School are expected to display the proper sportsmanship attitude at all times.

Trinity Christian School Athletics is a self-supporting activity and does not operate under a booster club or parent support organization.

ATTENDANCE POLICIES - In order to maintain high educational standards, consistent attendance and punctuality are imperative. Regular attendance provides students the opportunity to master required skills at each grade level. Many integral activities, including class discussions, group experiences, field trips, guest speakers, and direct instruction, cannot be simulated or replicated with written work. Therefore, with the goal of promoting student success, the following policies have been adopted to discourage unnecessary absences and tardies during the school year. Since the school calendar affords many days of vacation, parents are encouraged to take their vacations and family trips during scheduled school holidays. It is our intent to encourage honest, accurate, and consistent adherence to this policy by all students, parents, teachers and administrators.

Pursuant to Florida Statute 232.01, a student who has attained the age of six by February 2, of any school year, but who has not attained the age of sixteen, is required to attend school regularly during the entire school year. Regular student attendance is the responsibility of the parent/guardian [F.S. 232.09], [F.S. 414.125]. It is also the responsibility of the parent/guardian to notify the school when the child is absent or has missed school. This notification may be in the form of a written note on the day the student returns to school or by a phone call to the office. Students who are absent an

excessive amount of days during the school year may be required to repeat the entire school year. Florida Statute 96.369 defines habitual truancy as fifteen absences or more in a 90-day period. A student shall be considered truant when absent without permission of the parent/guardian or when the parent/guardian consents to unnecessary absences.

ABSENCES: All absences fall into one of the following categories:

a. **Excused Absence** – absences shall be excused for:

1. illness, injury or other insurmountable condition
2. illness or death of a member of the student's immediate family
3. medical appointments
4. participation in an approved activity or class of instruction held at another site

b. **Unexcused Absence** – defined as an unacceptable reason for being absent or failure to bring a written reason upon returning to school for an absence that would otherwise be excused. One day of grace will be allowed.

c. **Pre-arranged Absence** – is a pre-arranged authorization of absences not falling into either of the above categories. This request must be made prior to the absence, and must have the approval of the administration. When these conditions are not met, the absence will be considered unexcused. Work assignments should be arranged with the teacher. The office will immediately notify parents if the pre-arranged absence request is NOT approved. Parents are also cautioned not to abuse the pre-arranged policy.

MAKE-UP WORK - All work missed during absences is to be made up after the student returns to school within the same amount of days as were missed. Parents may request homework assignments for grades K-5 as of the first day of an absence. Parents may request assignments for grades 6-8 as of the third day of an absence.

a. **Excused absences** - All assignments for grades K-8 must be completed at a time designated by the teacher. Assignments due are granted the same amount of days as the student was absent.

b. **Unexcused absences** – School work must be made up and turned in. However, the students may be penalized points in all work for the days missed.

c. **Pre-arranged absences** - These are granted with the understanding that schoolwork may not be assigned to the students beforehand, although the student will be accountable for the assignments and tests on the days he was absent. These will be made up by the student upon his return to school or at a time designated by the teacher.

TARDINESS - Tardiness, even in kindergarten, is detrimental to the child and disrupts the educational process in the classroom. Students in all grades, K-8, are considered tardy in the morning when they are not in the classroom by 8:05 a.m. When a student arrives late, he must report to the office for a tardy slip. Tardiness upon arrival in the morning or after a medical appointment (K-8) requires a student to come to the office to obtain a pass in order to enter class. Middle school students will have tardies recorded if they are late to any class.

- a. **Excused Tardies** - Tardiness due to the same reasons as excused absences are excused as well. If, for some reason, a teacher needs to detain a student after class, the student will be issued a pass by that teacher to his next class.
- b. **Unexcused Tardies** - If a student is late due to waking up late, getting a drink, prolonged use of the restroom, being unreasonably slow to get dressed from P.E., or returning to a previous class for a forgotten item, etc., his tardiness is unexcused. (Students have sufficient time between classes to take care of these personal needs.) **Seven unexcused tardies will equal one unexcused absence in Elementary and Middle School.**

PENALTIES FOR UNEXCUSED TARDIES IN MIDDLE SCHOOL

Three (3) unexcused tardies to school result in a Level I Conduct Warning issued by the teacher.

Three (3) unexcused tardies between classes result in a Level I Conduct Warning issued by the subject area teacher to whose class the student arrives tardy.

MEDICAL APPOINTMENTS - As much as possible, please try to schedule medical and dental appointments during vacations or after school hours. Appointments during school hours disrupt the educational process for your child.

- a. If it is an emergency appointment, send a written excuse with the student on his return to school.
- b. If the student has to leave school for his appointment, the parent is to come in to the office to sign him out on the "Sign-Out-Sheet" in the school office.

In the event of a "last-minute" appointment of which the student has not been informed, parents are to call the school office giving the time the child is to be picked up. The office will then notify the teacher. The student will then come to the office at the specified time to meet his parent and sign out. (This procedure is discouraged, unless conditions for the appointment are of such a nature that the health and welfare of the child may be hindered without immediate attention.)

UNDER ALL CIRCUMSTANCES, PARENTS ARE TO PICK CHILDREN UP IN THE SCHOOL OFFICE. AT NO TIME ARE PARENTS TO GO INTO THE CLASSROOM TO GET THEIR CHILDREN, NOR ARE STUDENTS TO GO TO THE PARKING AREA TO MEET THEIR PARENTS. This rule must be adhered to for the safety and protection of your child.

ATTENDANCE AT PROGRAMS - If your child is involved in an evening program, attendance is required at the program unless the child is ill or there is a family emergency. A written excuse signed by a parent must be submitted prior to or immediately following the scheduled event explaining the reason for the absence. The teacher and/or administrator will determine if the excuse is justifiable and, therefore, does not warrant a penalty. If it is determined that the reason is unacceptable, the child will receive the penalty.

BOOK BAGS - It is suggested that each student in K-8th grade have a book bag for the protection of textbooks and library books which may be taken home. Parents are encouraged to check their child's book bag each day for notices and other important information.

BOX TOPS – The Parent Support Group at Trinity Christian School participates in the General Mills Box Tops for Education Program. Eligible products include Big G Cereals, Betty Crocker Baking Products and Fruit Snacks, Yoplait Products, as well as Lloyd's BBQ. These box tops are traded for materials for the school. Parents are encouraged to save the box tops throughout the year.

CAMPBELL SOUP LABELS (UPC) - Each year TCS participates in the "Labels for Education" program. UPC bar codes are traded for audio-visual equipment and instructional material. UPC bar codes from the following items are acceptable: Campbell's beans, soups, spaghetti sauces, and tomato juices; Franco-American gravies and pastas; Marie's croutons, dessert in minutes, dips, dressings, and salsas; Milwaukee pickles; Open Pit barbecue sauces; Pace picante sauces and thick & chunky salsas; Pepperidge Farm breads, cakes, cookies, crackers, croutons, frozen cakes, frozen foods, gravies, soups, and stuffing; Prego spaghetti sauces; Swanson broths, frozen foods, and poultry; V8 100% vegetable juices; and Vlasic peppers, pickles, relishes and sauerkraut. UPC bar codes are collected throughout the year.

CAMPUS SECURITY – In order to secure the safety and well-being of students and staff of Trinity Christian School, a systematic plan to manage and respond to campus security and security issues has been developed. Each teacher is responsible for reading and being familiar with the Crisis Management Manual for following procedures as outlined in the manual. Keep in mind the procedures are written with the goal of minimal impact upon the school family and campus.

The first key element of creating a safe school environment is prevention. Preventing a crisis situation can only be accomplished by recognizing the ideal environment and the warning signs of approaching danger. In order to provide a safe school environment, **all** members of the school community must take responsibility for their role in the protection of the student. This includes taking personal responsibility to maintain the campus and the safety features designed into the buildings. Building entrance doors are to be locked at all times (with some exceptions, such as the front office and clinic and at designated times such as the start of the school day and dismissal times.). **DO NOT** at any time

prop doors open. Each staff member should be prepared to respond to a situation whether it is a drill, a false alarm, or an actual crisis. See the Trinity Christian School Crisis Management Manual for additional information.

CHANGE OF ADDRESS - The office should be notified immediately about any change in the home address, telephone numbers, or parents' employment and telephone number, as well as any other pertinent information. Such up-to-date information may make a difference in the welfare and care of your child in an emergency.

CHAPEL - This is a special service of worship held weekly for our students and faculty. Chapel provides an opportunity to praise our Lord through song, instrumental music and testimony; to become more knowledgeable of His Word through the study of the scriptures, sermonettes, dramatizations and films and to share prayer and fellowship together in His name. Parents are invited to attend chapel at any time. Chapel programs are usually held on Fridays: elementary (K-5) from 8:20 a.m. - 9:00 a.m. in the sanctuary, Middle School from 8:50 a.m. – 9:25 a.m., in the Chapel. Joint chapels are held in the sanctuary, usually at 8:20 a.m. Consult the website for specific chapel information.

CLASSROOM VISITATION - TCS encourages parents to visit the classroom and observe the teaching process. However, parents are requested to make an appointment through the school office prior to the visit. Teachers are directed by the administration to refer parents who make unscheduled visits to the classroom to the office so that a visitor's badge can be obtained. We ask, especially, that parents cooperate with this policy, so that our teachers' attention is not taken from their students and that their classroom instruction is not needlessly interrupted. Preschool children adjust better if the parent leaves them at the door. Preschool teachers are supervising children and don't have time to visit at this time.

COMPLAINT OR PROBLEM PROCEDURE - Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student; teacher and parent; parent and the administration; or any one of several possible areas. This is often the result of lack of communication between those involved.

The school has established a policy for these situations, and complaints or problems will be handled in the manner prescribed below:

- a. All questions, problems, or complaints should be brought directly to the teacher **first**, before anyone else is involved.
- b. If the situation is not resolved at this level through direct contact, it should then be taken to the Principal. Please **do not** bypass the teacher.
- c. If a conflict arises between a parent and the Principal, the Administrator should be contacted regarding the problem. If the problem remains unresolved after the administrator's involvement, a letter must be written regarding the problem and directed to the Pastor. After the letter is received, the Pastor will contact you. This problem should be directed to the Principal or Administrator before involving the Pastor.

TCS follows "The Matthew 18 Principle" as described in the ACSI publication. A brief summary of this principle follows:

- a. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "A hypocrite with his mouth destroyeth his neighbor: but through knowledge shall the just be delivered." (Proverbs 11:9).
- b. **Keep the circle small.** "...if thy brother shall trespass against thee, go and tell him his fault between thee and him alone..." The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.
- c. **Be straightforward.** "...tell him his fault..." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly presented. The Scripture says "...faithful are the wounds of a friend..." (Proverbs 27:6).
- d. **Be forgiving.** "...if he shall hear thee, thou hast gained thy brother." This implies that once that matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "...if a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted."

Most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. Satan would like to destroy the normal flow of harmony and good fellowship in Christian School education. That is not possible if all of us follow "The Matthew 18 Principle" of solving school problems.

CODE OF CONDUCT AND DISCIPLINE - The Bible teaches respect for authority (Rom. 13; Heb. 13:17) and requires discipline for children (Prov. 6:23; 13:24; 29:15; 17).

PHILOSOPHY - We feel that all children are basically good and we try to use encouragement, availability and motivation as tools for behavior modification. Specific disciplinary procedures are outlined in the Code of Conduct. Visits to the office, follow-up on students, notes or calls home and conferences are all done prior to suspension or expulsion unless it is a very serious offense.

Discipline is properly defined as control. Students at TCS are expected to abide by a certain code of conduct to maintain this control and a positive relationship with the school. All conduct in situations related to TCS is expected to be of such a nature as to bring a worthy reflection on the school, students and parents. This code of conduct will guide the student in his self-discipline, in his social relationships and in his general behavior during school functions.

CODE OF CONDUCT - It is the aim of the administration and the faculty to promote, through policies and regulations, the highest possible standard of Christian conduct in an atmosphere conducive to good learning. Self-discipline for every child is a priority goal at TCS. Compliance to school standards for the academic program, behavior and dress are important elements of the school experience. TCS strives to motivate and encourage each child in his mental and physical development as well as the development of Christian character.

The following are some of the specific behaviors that are expected:

- a. Students are to respect the authority of the teachers as well as other staff members.
- b. Students are to be courteous and mannerly to all adults and students.
- c. Students are expected to exhibit standards of Christian behavior and, therefore, public displays of affection, fighting, profane language, possession of obscene literature, drawing of indecent pictures, inappropriate writing, and vulgar behavior at school or on field trips are all prohibited.
- d. Care of school property is expected, therefore, parents and/or students are responsible for the replacement of, repair of or payment for malicious damage to such. Pulling a fire alarm will result in the parent being charged the fire department call fee.
- e. Students are expected to keep the school facilities and grounds in an orderly state.
- f. Gum chewing, spitting and other such behavior is unmannerly and not acceptable.
- g. Items such as knives, water pistols, and matches are dangerous and, therefore, not permitted. Electronic devices, cellular phones or pagers will be allowed at school **only** with prior approval from the teacher or administrator. Weapons or threats made involving a weapon of any type will cause an immediate expulsion and notification of local authorities.
- h. The writing or reading of personal notes and the passing or receiving of personal notes is disruptive to the learning process and will not be allowed.
- i. Since the students' welfare is our responsibility, they are not allowed to leave the school grounds from the time they arrive in the morning until they are dismissed at the end of the day without permission from the administrator.
- j. The possession or use of drugs, alcoholic beverages or tobacco products are forbidden at school or at any school functions off campus.
- k. Students are to abide by school dress code at all times. Uniforms are required in Kindergarten through 8th grades.

- I. Since it is our goal to "build up the child", put-down remarks between students will be discouraged. Bullying (verbal or physical) will initiate disciplinary action.

In general, students will be required to abide by these rules and all other regulations established by the school in the course of their education.

ENFORCEMENT OF THE CODE OF CONDUCT -Generally, individual teachers will handle discipline in their own ways, in harmony with their own methods and abilities.

The following procedures are to be used in the disciplining of students. They are listed in order of severity. A principal may also issue any forms used by the teacher.

Verbal reprimand – in a way which does not embarrass the student in front of his peers. Students should not be humiliated.

- a. **Change of seating** - relocate the student; or provide temporary isolation in rear of room. Students are not to be placed outside of classroom.
- b. **Silent lunch** - require silence during lunch from the student.
- c. **Time out** – missed recess or an enjoyable activity.
- d. **Additional written assignments** - Students should not write repetitive sentences or Bible verses. The Bible should not be used as punishment. A vocabulary list is appropriate to use and is available from an administrator.
- e. **Parent communication** - A written note or phone call to the parent is in order to inform them of the status of the student's behavior and enlist their aid. A Student Behavior Referral may be used for this purpose.
- f. **Warnings or office visit** - Written notification of a student's failure to meet standards for work habits and conduct. Parental cooperation is expected to help the student correct specific misbehavior. In grades K5 – 5th, a visit to the office is usually in order after parent communication. K5 – 5th may use a Student Behavior Referral or Student Office Referral when sending a student to the office. These can also be used with parent communications. A principal may also issue any forms used by the teacher.

WORK HABIT WARNINGS (4th-8th) - These will be issued to any student who fails to comply with work habit requirements --completion of assignments, bringing materials to class, returning report cards within the designated time, etc.

CONDUCT WARNINGS (4th-8th) - These will be issued to any student who fails to comply with the established rules of conduct--respect for authority, proper behavior in the classroom (or on the school grounds), consideration of others, etc.

PENALTIES

Upper Elementary (4th – 5th)

Four Work Habit Warnings issued by one or more teachers within a given semester will result in a detention in which schoolwork will be assigned. These warnings are issued for responsibility deficits.

Four Conduct Warnings issued by one or more staff members within a given semester will result in a detention assignment in which work detail on the school grounds or school work will be assigned. After three detentions, an in-school suspension will be assigned. If further warnings continue, a parent conference will be scheduled, a possible out of school suspension could be issued, and ultimately expulsion.

A parent conference involving all the staff/teachers in whose classes the student's behavior is unsatisfactory may take place after the fourth conduct warning received within the semester.

- a. A one- or two-day in-school suspension may be issued if unsatisfactory behavior continues.
- b. If behavior still continues to be inappropriate after serving an in-school suspension, out-of-school suspension then follows (1-3 days).
- c. Expulsion – It is left to the discretion of the administration whether an immediate dismissal is warranted. **All steps may not be followed.**

ALL ACCUMULATED WARNINGS AND REFERRALS WILL BE WAIVED AT THE END OF EACH SEMESTER AND EACH STUDENT WILL BEGIN THE NEXT SEMESTER WITH A "CLEAN SLATE".

All warnings and referrals are to be maintained for each student. Notice of these are to be sent for the parent's signature and returned the next school day, after a copy has been made in the office. These copies are then turned over to the Principal for filing and recording.

Detention - Parents will be notified in writing of the designated date, time (generally 3:00-4:00), and reason for the detention and will be responsible for arranging transportation for their child on that day.

PENALTIES

Middle School (6th – 8th)

Three Work Habit Warnings issued by one or more teachers within a given semester will result in a detention in which schoolwork will be assigned. These warnings are issued for responsibility deficits.

Three Conduct Warnings issued by one or more staff members within a given semester will result in a detention in which a work detail on the school grounds or schoolwork may be assigned.

Two Behavioral Referrals issued by one or more staff members within a given semester may result in a detention or a more serious penalty.

- a. A parent conference involving all the staff/teachers in whose classes the student's behavior is unsatisfactory will take place after the third conduct warning received within the semester.
- b. A parent will be called if the student receives any further warnings or referrals within the semester. This will be the final warning prior to suspension procedures.
- c. A one-or two-day in-school suspension will be issued if unsatisfactory behavior continues.
- d. If behavior still continues to be inappropriate after serving an in-school suspension, out-of-school suspension then follows (1-3 days).
- e. Expulsion - It is left to the discretion of the administration whether an immediate dismissal is warranted. **All steps may not be followed.**

ALL ACCUMULATED WARNINGS AND REFERRALS WILL BE WAIVED AT THE END OF EACH SEMESTER AND EACH STUDENT WILL BEGIN THE NEXT SEMESTER WITH A "CLEAN SLATE".

All warnings and referrals are to be maintained for each student. Notices of these are to be sent for the parent's signature and returned the next school day, after a copy has been made in the office. These copies are then turned over to the Principal for filing and recording.

Detention - Parents will be notified in writing of the designated date, time (generally 3:00-4:00), and reason for the detention and will be responsible for arranging transportation for their child on that day. Detentions will not be rescheduled for transportation issues. Failure to serve an assigned detention will result in additional penalties.

Suspension (Elementary K5 - 5th & Middle School 6th – 8th) - The school reserves the right to suspend any student for his transgression of the following code of conduct:

- a. Smoking or drinking, or the possession of any form of tobacco or alcohol on campus or at off-campus school activities
- b. Cheating, forging parent's signature, stealing, lying, or other similar behavior
- c. Leaving school grounds or classroom without permission
- d. Repeated violations of the dress code (school uniforms)
- e. Flagrantly abusive language and/or disrespectful conduct or attitude
- f. Repeated fighting on school grounds or at school functions
- g. Intentional destruction or damage to school property

- h. Ringing of the fire alarm or 911 calls without justifiable cause. This misdemeanor will also be turned over to the Sheriff's Department, subjecting the child to arrest and parents will be billed for the fire department call fee.
- i. Delinquent accounts - (See Parent Statement of Agreement)
- j. Student behavior detrimental to the moral development of other students
- k. Student participation in websites or blogs which jeopardize the ministry of Trinity Baptist Church or Trinity Christian School or the character of the staff, faculty, or students therein.
- l. Bullying others either verbally or physically.

Suspension from school is a serious matter and should not be taken lightly by either student or parents. Students under suspension are still responsible for all work assigned and must make up all tests at the teacher's convenience, not the student's.

Expulsion (Elementary K5 - 5th & Middle School 6th – 8th) - Expulsion from school (permanent dismissal) will usually occur when the following behavior takes place during school or at school-sponsored activities.

- a. Persistent, unexcused absences and tardies
- b. Possession or use of drugs, alcohol or tobacco
- c. Repeated violation of the code of conduct following previous suspension
- d. Failure of parents to cooperate with the school authorities in the discipline of their children
- d. Failure of parents to cooperate with staff or administration in any matters, causing discontent or friction among parents or faculty

Expulsion will be determined jointly by the administration and the faculty and will be recorded in the student's cumulative folder.

Proper behavior is expected of all students, all ages. Profanity is not acceptable from middle school students any more than it is from a primary child. Even though the older student is being introduced to more worldly activities through a natural journey into independence and freedom, self-control is expected.

"...Take to heart all the words I have solemnly declared to you this day, so that you may command your children to obey carefully all the words of this law".

Deuteronomy 32:46

DELIVERY AND PICK-UP OF STUDENTS - Parents are to pick up their children promptly. Lack of punctuality in picking up children causes inconvenience to others and shows a lack of cooperation and consideration on the part of the parents. Parents of

students in grades K-8 are not to enter into the main building to take their children to the classroom in the morning or to pick them up after school unless they have a prearranged appointment for a parent/student/teacher conference and they have signed in at the office to receive a visitor's badge. Preschool children must be walked to class.

If someone other than the parent is picking up a student, that person must be listed on the registration form in the office or the parent must send in a note or call the school office for authorization. It is important that each parent keeps the pick-up list current and anyone else authorized to pick up your child has a pick-up name card to present at the time of pick up and/or a picture I.D.

Please remember our one-way driving pattern in the mornings 7:45-8:15 a.m. and from 2:45-3:25 p.m. in the afternoons. Do not park to pick up or leave your child. **ALL VEHICLES** dropping off or picking up students (K-8th) must go through the car lines to avoid confusion and ensure safety. (See map – Appendix 1)

DRESS CODE PHILOSOPHY - TCS derives its guidelines for dress from the Biblical principles found in I Peter 3:3-4 "Beauty should not come from outward adornment.... but that of yourself, the unfading beauty of a gentle and quiet spirit, which is great in God's sight".

As a Christian school, the "beauty" of a child's character, spirit and behavior is our primary concern. We choose instead to regulate and encourage **modesty** and **good taste** in all of their adornment.

GENERAL DRESS CODE GUIDELINES

- a. Uniforms are optional for ECE students. Students may wear shorts in the ECE. Shirts with violent/questionable characters are not permitted. Accessories (backpacks, lunch boxes, etc.) with these characters are also discouraged.
- b. No excessive jewelry or make-up.
- c. Official chapel uniforms must be worn on Fridays.
- d. Belts must be worn if belt loops are present.
- e. Shirts must be tucked in.
- f. Skirts should be no shorter than one hand width above the knee.
- g. No thong type sandals or crocs may be worn. Girls may wear sandals if they have backs or back straps.
- h. Boys must wear shoes and socks at all times.
- i. Unnatural hair color or hairstyles such as "rat-tails", lines, designs, initials, extremely full or bushy styles, etc., are not acceptable. Boys' hair must not extend below the collar, eyebrows or mid-ear. No facial hair is permitted.
- j. Turtleneck shirts are not permitted.
- k. Socks must be one of the uniform colors (red, white or blue).

OUTER WEAR – Sweatshirts, jackets, and sweaters must be from the uniform collection. In exceptionally cold weather heavy winter coats are permitted. The winter coats may not be worn in the classroom. We suggest that on these “exceptionally” cold days, students wear uniform sweatshirts or uniform sweaters under their heavy jackets.

CASUAL DAYS - During the school year, casual days may be scheduled. Neat jeans and everyday clothes are acceptable. Hats are not permitted. Shorts may be allowed on special occasions as determined by Administration.

TCS RESERVES THE RIGHT TO JUDGE THE ACCEPTABILITY OF THE STUDENT'S APPAREL AND APPEARANCE.

PARENTS ARE ENCOURAGED TO LABEL ALL CLOTHING SO LOSS WILL BE MINIMIZED.

FIELD TRIPS - Visits to local museums, theaters, and libraries are part of our educational program and help to enrich the student's understanding of his studies. Field trips are a **required** part of the curriculum. Much consideration is taken in deciding on beneficial outings that will enrich instruction. Parents help to chaperone these trips and thereby share in these educational experiences with the students. Please do not expect to attend every field trip with your child. Our numbers are often limited. The teacher will try to invite every parent to help at least one time during the year. Dress for field trips will be school dress code, unless specified by the teacher. Please refrain from smoking on field trips. Parents who chaperone field trips need to arrange care for younger siblings. This is to provide adequate supervision for the students. Parents are expected to supervise students, not visit with other parents on these trips. Parents are expected to dress properly.

CRISIS MANAGEMENT DRILLS – Drills will be held monthly. A Code Blue (Evacuation Plan) must be posted in the classroom near an exit door, by order of the Fire Marshal. Teachers must take their grade books, green student emergency contact cards, class lists and other required materials with them if they leave so keep these items easily accessible. Since more than one class may use the same exit for an evacuation, it is vitally important that students stay in straight lines, single file, remain quiet, and move as rapidly as possible. Doors are to be closed, lights and air conditioners and any electronic equipment such as radios, over-head projectors, etc., are to be turned off whenever possible. Students should line up outside in the designated assembly area, facing away from buildings. They should stand quietly so that teachers can take an attendance count and give any necessary directions. During a Code Red (Lock Down – no movement) or Code Yellow (Lockdown – limited movement of administration), students are to follow teacher instructions as to location and movement. All classroom doors are to be locked. Physical Education and other situations will take students to locker rooms or classrooms and lock doors. During a Code Grey (Duck and Cover), teachers will direct students to their designated shelter area via the most direct route. Teachers will take required materials with them. Students and staff are to stay away from exterior windows or large glass panels, and should seek cover where floors and

walls meet. **AT NO TIME ARE STUDENTS ALLOWED TO TALK, LAUGH, OR PLAY AROUND DURING THE COURSE OF ANY DRILL.** Students who violate any of the above procedures are subject to a strong disciplinary action. Classes may return to the building when directed to do so by an administrator. See the Trinity Christian School Crisis Management Manual for additional information.

FORGOTTEN ITEMS - Books, homework, lunches, etc., which the child has forgotten at home are not to be taken to the classroom. If the parent brings such items to the office, they are reminded that the office staff is occupied with school business and is not always able to immediately deliver these items to the students. Messages to teachers should be sent in note form to be delivered by the child instead of depending on the office staff to give the message to the teacher. Homework or school work may not be faxed to the school office. Parents are also reminded that self-discipline is developed when the child assumes responsibility for himself and accepts the consequences of his actions, rather than having his parents "come to his rescue".

GENERAL ACADEMIC INFORMATION TESTING PROGRAM - Testing is an important evaluative procedure which is used to determine a student's success at learning.

Our testing program includes classroom tests by teachers, as well as standardized tests. The standardized tests include the following:

1. For ability - Slosson Intelligence Test, Otis/Lennon School Ability Test
2. For achievement - Stanford Achievement Tests (SAT)
3. For counseling, selecting and grouping mathematics students - Orleans-Hanna Algebra Prognosis Test

Achievement tests will be administered during the spring of each school year. Parents will be given ample notification of the testing dates. **Vacations and medical appointments should not be scheduled during that time.** **STUDENTS WHO ARE ABSENT DURING ACHIEVEMENT TESTING WILL BE REQUIRED TO MAKE TESTS UP DURING OR AFTER SCHOOL HOURS. IT MAY NOT BE POSSIBLE TO MAKE UP MISSED TESTS.**

REPORTING SYSTEM - School/home communication is an imperative part of your child's learning. Our reporting system is designed to keep parents continually informed about the progress of their child. The following means are employed:

- a. **Written notes and phone calls** are used by teachers to inform parents of their child's academic progress.
- b. **Daily (K5) and weekly (1st-5th) test folders** are sent home to inform parents of their child's daily and weekly progress.

- c. **Report cards** are issued four times during the school year, at intervals of approximately nine weeks for K-8. All entries made by the teacher on your child's report card are the results of careful evaluation of learning, effort and self-discipline.
- d. **Progress reports** are issued at the end of approximately 4 1/2 weeks of the grading period to students in grades K-8. The purpose of these reports is to inform the parents of the child's effort, work habits, conduct and academic performance prior to the nine-week report card so that any problems can be corrected quickly and progress not be hindered. ECE4 students are evaluated at the end of each semester.
Parents are required to sign these reports so students can return them to the teacher the following school day. Students in Middle School who fail to return the signed reports on that day are subject to a **Work Habit Warning**.
- e. **Parent conferences** are scheduled on Teacher Workdays, before or after school or on a teacher's break to give the opportunity for evaluation of your child's progress. Additional conferences may be scheduled at the request of the parent or the teacher. To make an appointment for a conference, please call the school office or notify the teacher by note.
- f. **Annual individual achievement** testing results are made available to parents.

Since parents are responsible for the education of their children, it is imperative that they support the school and the teaching/learning process in every way they can. This support includes: discussing with the child about his school day, about what he is learning, supporting his teachers through communication and cooperation, reviewing his school work, supervising his homework and assisting him in studying for tests and memory work, reinforcing the school disciplinary code and generally doing all else that will help insure a happy school experience.

If your child is experiencing a home or personal problem that is hindering his learning, it is also your responsibility to notify the teacher and/or administrator as soon as possible to enlist their aid. In this manner, the school can assist you in helping your child cope with this situation more successfully.

GRADING SYSTEM (1st-8th grades)

A. **ACADEMIC** - This includes unit and chapter tests, quizzes, daily work, projects, etc. Final exams (4-8) will be included in the 4th grading period.

A = 94-100	Consistently superior work
B = 87-93	Consistently above average
C = 77-86	Average; Satisfactory
D = 70-76	Below Average
F = Below 70	Unsatisfactory
I = Incomplete	

During the 2001-2002 school year, the State of Florida revised the public school grading scale to a 10 point system (i.e. 90-100 = A). In an effort to maintain our high academic standards, we have not chosen to make any changes to the existing TCS scale. Instead, we will print numeric grades on report cards and progress

reports, rather than letter grades. This will allow a student to take his or her report card to any school and have their grades evaluated according to the scale that particular school uses. This becomes significant for those who apply for admission to special high school programs, as well as for those students who are currently enrolled in high school classes at TCS. By allowing each school to evaluate grades based on their own scale, this will not put our students at a disadvantage.

- B. **CONDUCT AND WORK HABITS** - These are given in every subject, grades 1-8. Conduct and work habit grades are included in the academic grade from all special teachers, grades 1-5.

1st-5th Grades – An “N” in an area of work habits and/or conduct or from a special teacher indicates that a student needs to improve. A “U” means unsatisfactory. Two “N’s” from the classroom teacher in conduct in both cooperation and obedience will make a student ineligible for honor roll, safety patrols, and after-school sports. One or more “U’s” from any teacher will make a student ineligible for honor roll, safety patrols and after-school sports. Conduct, performance and participation are taken into consideration for a grade from a special teacher.

I = Incomplete

N = Needs Improvement

O = Outstanding

U = Unsatisfactory

S+ = Satisfactory plus

S = Satisfactory

S- = Satisfactory minus

*Note: Most students are satisfactory in conduct, O’s mean outstanding conduct.

Middle School (6th-8th grades) - “N’s” will not make a student ineligible from sports or honor roll unless there are three or more. “N’s” mean that a student needs improvement in that area. This is a warning that improvement must be made or a conduct grade of “U” could be given the next grading period, which would make a student ineligible. Off-campus field trips may be withheld for students with questionable conduct. Middle school conduct code is as follows:

O= Outstanding

N = Need For Improvement

S= Satisfactory

U = Unsatisfactory

*Note: Most students are satisfactory in conduct, O’s mean outstanding conduct.

1. **CONDUCT** - Compliance with rules and policies, general behavior, self-control, cooperation, responsibility, respect for authority, courtesy, attitude.
2. **WORK HABITS** - Effort, self-motivation, organization, study skills, initiative, responsibility.
3. **INCOMPLETE** - This grade is used only when the teacher does not have adequate information on grades to evaluate the child. If, after a given length of time, the student has not completed assigned work, zeroes will

be given for each incomplete assignment and will be averaged with all other grades. The "I" will then be replaced on the report card with the proper grade.

If a student transfers to TCS during a grading period, final grades for that period will be determined by averaging the previous school's grades with the grades received by the student for the days he is in attendance for that grading period.

4. **INELIGIBILITY** - All students are expected to maintain an average of "C" or above in all subject areas and satisfactory in conduct areas. The following conditions in any grading period will cause a student to become ineligible until progress report time and will prohibit him from participating in inter-school activities, after-school sports, Safety Patrol, Enrichment, and/or activities governed by ineligibility:
 - a. Academic or conduct probation
 - b. "F" in any academic subject
 - c. "D" in any academic subject **
 - d. Unsatisfactory conduct in any area (work habits not considered) (1st-8th). Any "U's" from classroom or special teachers, and/or a "N" or "4" in both cooperation and obedience from the classroom teacher. Unsatisfactory conduct (U) or 3 (in Middle School) or more ("N's") Needs Improvement in any area.

****STUDENTS WHO ARE WORKING TO THE BEST OF THEIR ABILITY MAY BE EXEMPT FROM INELIGIBILITY AT THE DISCRETION OF THE PRINCIPAL THROUGH TEACHER RECOMMENDATION.**

During the 4 1/2 weeks of each grading period, the student's progress report will be reviewed. If performance is satisfactory, the "ineligibility" may be lifted; if performance is unsatisfactory "ineligibility" will continue for the remainder of the grading period.

A student who may be eligible for the first four weeks of the grading period also comes under review at the progress report time. Therefore, if a student is performing at a "D" (two D's or more) or "F" level or has unsatisfactory conduct at the progress report review, he may become "ineligible". This status will continue until the end of the grading period at which time the report card will again come under review.

Excessive N's (3 or more in Middle School) or a "U" in conduct will cause ineligibility at progress report time and at report card time.

All students that are not on probation are eligible at the beginning of a school year to try out for any activities. However, students who lose their eligibility as a result of the progress report or the report card, will be removed from the activity until they regain a status of eligibility.

Eligibility does not carry over year to year.

5. **PENMANSHIP** - The student's handwriting will be evaluated on effort, rather than ability, so as not to penalize students who have motor deficiencies. Penmanship will be evaluated for legibility, neatness, and consistency. Penmanship grades will not keep a child off the honor roll.
6. **FINAL EXAMS** - (4th-8th) An exam in each subject may be given at the end of the 4th quarter. Some subjects in 6th – 8th grades may also give a semester exam at the end of the first semester.
7. **HONOR AWARDS** - Students will be given recognition for achieving and maintaining academic excellence and good citizenship. The following honors will be noted at the end of each grading period:
 - a. **Principal's List** - Students must receive an "A" in all academics (except handwriting), satisfactory (S) in all work habits/conduct in subjects meeting once a week, such as art or music. Students may not receive more than one "N" and no "U's". Middle School students are allowed no "N's" and no "U's" to be on the Principal's List. This is subject to administrative discretion.
 - b. **Honor Roll** - Students must receive an "A" and "B" in academics (except handwriting), satisfactory (S) in all work habits/conduct in subjects meeting once a week, such as art or music. Students may not receive more than one "N" and no "U's". Middle School allows no more than one "N" and no "U's" on the report card.
 - c. **Citizenship** - Students must show good effort, attitude and character displayed throughout the grading period. Academic honor roll is not necessary for this award. This award is made by a corporate decision of all teachers having that student during the grading period.
8. **PROBATION** - As a result of academic, work study habits and/or conduct problems, a temporary probationary status is assigned to some new and returning students at the beginning of each school year. At the end of the first grading period, all students on probation will be re-evaluated and a determination will be made at the time as to whether they will be removed from probation, if probation will continue, or if the student will be asked to leave TCS. Parents will be notified of the results of these re-evaluations immediately following the first grading period.
9. **PUPIL PROMOTION AND RETENTION** - The administration reserves the right to promote or retain students. Acceleration is rarely recommended. Parents will be informed of the possibility of retention by the teacher and/or principal before the end of the school year through a conference and/or other written communication. The school also reserves the right to require summer tutoring, probation, etc., in determining a student's promotion.

Middle School students must have a minimum of a 1.5 average in each subject to assure a promotion. Elementary students must show mastery of the subject matter by average or better grades. Failure of two academic subjects (math, language, phonics, etc.) in 1st-8th will require grade retention.

HEALTH PRECAUTIONS - Please do not send children to school with fever, excessive coughing or sneezing, upset stomach, body rash, etc. Such symptoms may be communicable and are easily transmitted to other children. **Children should not return to school unless they have been free of fever for a period of 24 hours.**

HOLIDAYS - Trinity Christian School respects the right of parents to celebrate the holidays of Halloween, Christmas, and Easter with their families as they wish. Within the school program, however, the following scriptural principles serve as our school guidelines:

- A. **Halloween** - TCS emphasizes a harvest theme at this time of the year, instead of "Halloween" as such. The traditional Halloween themes and symbols including witches, ghosts, and death (Deuteronomy 18:10 & 11), superstition, fear (Psalm 104, I John 4:18), and darkness (I John 1:5-7) are all contrary to basic Bible truths as taught at TCS. In general, smiling pumpkins, stalks of wheat, displays of produce, and the like, are acceptable harvest symbols; while witches, monsters, ghosts, gravestones, etc., are not.
- B. **Christmas and Easter** - TCS treats these holidays as joyous times of the year to enthusiastically celebrate and emphasize both the birth of Jesus Christ and His Resurrection. Activities and symbols, which complement these emphases, are prominent in our classrooms. Myths and symbols, such as Santa Claus, elves, the Easter Bunny, etc., which compete with these are de-emphasized. We emphasize gift giving at Christmas and new birth in the spring.

HOMEROOM PARENTS - Homeroom parents are selected by the teachers to assist with parties, field trips, etc. Party arrangements must have the approval of the teacher. Any additional activities, or parties which do not fall under the TCS guidelines, are to have administrative approval. When helping with parties, school dress code should be followed. Care for younger siblings must be arranged. Parents are expected to help with the party, not visit with each other. Please sign in at the office before going to the classroom.

HOMEWORK - TCS believes that homework is an integral part of the learning process and is assigned at all grade levels. Students are held responsible for all assignments and are graded accordingly. Homework will not be given on PTM nights or nights where programs require student attendance. Long term assignments such as projects or reports will possibly require this additional time.

A. **HOMEWORK OBJECTIVES**

1. to stimulate voluntary effort, initiative, independence, responsibility and self-direction
2. to reinforce school learning by providing the necessary practice, integration and application
3. to enrich the school experience through related home activities
4. to encourage carry-over of school interests into leisure interests
5. It is the responsibility of the parents to supervise these home assignments by: scheduling a consistent time each day and providing a quiet place in the home where the child can work uninterrupted, giving limited help if needed (without doing the homework), checking to see that the assignments are completed and neatly done, and seeing to it that the child returns the assignments to school the following day or the day they are due.

B. **Grades (K-2nd)** The amount of homework should not exceed 40 minutes for the average child. Unfinished seatwork that is sent home is in addition to the homework. Enough time is provided in class for most children to complete the seatwork. Additional time may be needed for study or projects.

1. **Intermediate (3rd grade) and Upper Elementary (4th & 5th grades)** The amount of homework should not exceed one hour for the average child. Unfinished seatwork that is sent home is in addition to the homework. Enough time is provided in class for most children to complete the seatwork. Additional time may be needed for study or projects.

2. **Middle School (6th-8th grades)** The amount of homework should not exceed 1 1/2 hours for the average child for daily work. Additional time may be needed for study or projects.

HOMEWORK TIPS FOR PARENTS

A. Although we all want our children happy, we also need to make them responsible and independent, two of homework's most valuable by-products. This strong expectation must be set at home.

B. Allow your child some time to unwind and relax after school. Sometimes a snack will help them concentrate better later.

C. Set and agree on the rules such as when and where homework will be done and the consequences if it is not done.

D. The study area should be well lit and free from distractions such as television and family conversations. Some students work better with background music. Studies have shown that listening to classical music, particularly baroque and Mozart, can sharpen concentration.

- E. A weekly calendar to schedule homework along with church activities, sports practices and games, music lessons and other involvement should be kept. A monthly calendar can identify long term projects or special occasions.
- F. Limit, or ban, TV viewing on school nights. Decide how much TV is acceptable and stick to it. Remember that the TV is also known as a social educator, which represents a powerful influence on the behavior and lifestyle patterns of our children. The psalmist David said, "I will set before my eyes no vile thing." (Psalms 10:3) Much of what our children see contradicts wholesome family values and must grieve the heart of God.
1. Don't overlook ways of making learning fun. Play study games with your child when time allows. Use flashcards to drill multiplication facts or spelling words. When the child answers correctly, he wins the flashcard. When he is wrong, you win the flashcard. When your child complains that homework is boring, assure him that life is full of boring, but important, tasks.
 2. If your child keeps you tethered to his desk, break away and make it clear that you will help but he must do his homework on his own. Make the child tackle a problem at least twice before you help him.
 3. Never do your child's homework or projects. It cheats him out of valuable practice, teacher feedback and self-esteem.

Reminder: Even if your child is making good grades, watch out for bad habits such as procrastination, or watching TV while doing homework. As your child matures, the schoolwork becomes more demanding, and grades can go down. Good habits need to be developed early.

LOST AND FOUND - Most articles that are lost will be put in the Extended Care building. Other items such as jewelry, money, or other valuables will be turned into the office. All garments (jackets, sweaters, P.E. shoes, etc.) books, book bags, lunch boxes, and other personal items should be labeled. If articles are unlabeled or unclaimed, they will be given to a community charity during the summer.

LUNCHES - A hot meal will be provided for each student enrolled in our school at a cost and is charged to your account. Extra juice or milk are available and is to be paid for at time of purchase. Lunch is provided for Nursery - ECE4. Refer to your financial sheet for the current price of lunch and extra milk/juice.

LUNCHROOM RESPONSIBILITIES - Students are expected to demonstrate proper behavior and table manners during the lunch period. Tables are to be left clean, wrappings disposed of properly and chairs replaced before the children will be dismissed from the lunchroom. **FOOD THROWING, EXCESSIVE LOUD TALKING OR ANY OTHER DISRUPTIVE CONDUCT WILL NOT BE TOLERATED** and will result in suspension from the lunchroom.

MEDICATION - Teachers cannot dispense medication in the classroom. This includes over-the-counter medicines such as cough drops, throat lozenges, Roloids, etc. If your child needs to take medicine while at school, a medicine sheet needs to be filled out and medicine will be dispensed in the clinic. Please do not send medicine in your child's lunch box. This applies to middle school students too.

MONEY SENT TO THE OFFICE - All money sent to school with your child for payment should be exact change and placed in a sealed envelope labeled with the child's name, grade, purpose and amount. We also request that children do not carry or be given large sums of money such as payment for tuition, etc.

NEWSLETTER - Newsletters are now available on our website. These will keep you informed of upcoming events as well as the monthly menu. It is very important that you read the newsletter in its entirety. You can read the monthly newsletters by logging onto www.tcsapopka.org. Also check our website frequently as we update the site with important daily information for your immediate access.

ORIENTATION - At least one parent is requested to attend this session with the teacher to get acquainted with the classroom and general policies of the school. Parents will be notified during the summer as to the date and time of this meeting. This usually occurs on the Friday evening before school begins.

PARENT SUPPORT GROUP - The PSG plays an active part as a supportive service organization. It seeks to promote general interest in the school and gain stronger parent awareness and support for all its programs. The PSG assists in fund raising activities, picture taking and service projects. They also arrange special events for the teachers during the year.

PARTIES - Five parties are held during the year for ECE-5th grade: fall, Christmas, Valentine's Day, spring and end-of-the-year.

If students wish to have a birthday party for their teacher, they must receive approval from the administration **prior to the day on which they plan such an event.**

At Christmas time, students may exchange gifts with those in their class. The cost of these gifts will be determined yearly by the administration. Some classes (especially the upper grades) may decide, in lieu of exchanging gifts, to contribute to some needy cause.

PARTY INVITATIONS - Party invitations should not be sent to school for distribution unless the whole class or all boys or girls in your child's class have been invited to attend. This will avoid hurt feelings for those not invited.

PERSONAL BELONGINGS - The school is not responsible for lost or damaged clothing, money or any other valuables, such as jewelry that a student brings to school. **Clothing and other personal items should be labeled.** Nap items for kindergartners

(blanket, small pillow, stuffed animal) should be left in classroom. Do not bring toys to school unless directed by the teacher.

PROTECTION OF CHILDREN WHILE AT SCHOOL

- A. At no time will a child be released to anyone other than his legal guardian or parent unless a written request has been submitted to the office by the parent or guardian. If other persons are allowed to remove your child from the school grounds, their name must be on the registration form and they must have identification.
- B. When a parent desires to take his child out of school during school hours, he must sign him out in the school office.

STUDENT ACTIVITIES - The student activities program exists to enrich students above and beyond the classroom setting. The major objectives of these programs are to compliment the academic program, assist students, teachers and staff, provide opportunities to strengthen teamwork skills, promote responsible citizenship, provide an outlet for physical activity and self-expression in an acceptable setting, create opportunities for spiritual growth, and to reward deserving students for outstanding service. The program fits with the philosophy, goals, and mission of the school by providing opportunities for student to grow academically, socially, and spiritually in areas other than just a classroom setting. The program consists of both co-curricular and extra-curricular activities. Co-curricular activities are generally academic in nature or are designed to enhance the subject outside the classroom. Extra-curricular activities are open to students on a voluntary basis although there may be criteria that must be met in order to participate.

TECHNOLOGY (ACCEPTABLE USE) – Trinity Christian School has set guidelines for the acceptable use of computer technology in the classroom by teachers, staff, and students. The guidelines include acceptable use policies, prohibited activities, fair use guidelines, standards for e-mail and internet usage, and copyright infringement information. Failure to comply with any provisions of the acceptable use agreement may be treated as serious misconduct and is subject to disciplinary actions by the school administrator.

TRANSFER OF CREDITS – Students transferring credits to Trinity Christian School from various educational institutions, including homeschools, will be evaluated on an individual basis.

WEBSITE – The TCS website offers a variety of information about school and class activities and news. Please visit our site, www.tcsapopka.org, to familiarize yourself with this valuable tool.