



TRINITY CHRISTIAN SCHOOL

1022 S. Orange Blossom Trail, Apopka, FL 32703

www.tcsapopka.org

407-886-0212

DCF License # C09OR0932

**A MINISTRY OF
TRINITY BAPTIST CHURCH
Apopka, Florida**

PARENT / STUDENT HANDBOOK

REVISED JANUARY 2018

Since all children are created in the image of God, Trinity Christian School, a ministry of Trinity Baptist Church, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of hiring policies, educational policies, admissions policies, scholarship and loan programs, and other organization-administered programs.

Our complete Statement of Faith is found in the Baptist Faith and Message (2000 edition) through Lifeway Church Resources, Nashville, Tn.

TRINITY CHRISTIAN SCHOOL

K-8th-PARENT/STUDENT HANDBOOK

(Revised January 2018)

This parent/student handbook supersedes all previous parent/student handbooks.

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Apopka, FL 32703**

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School Office	407-886-0212
Early Childhood Education/ Extended Care Office	407-886-4712
Fax	407-886-3052
Church Office	407-886-2966

He guides the humble in what is right and teaches them his way. *Psalm 25:9*

SCHOOL HOURS

K5 – 8th Grades..... 8:00 a.m. - 3:00 p.m.

Wednesday (K-8th)..... 8:00 a.m. - 2:00 p.m.

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 & Fridays in the summer)

EXTENDED CARE HOURS

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

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MISSION STATEMENT

Trinity Christian School exists to glorify God by leading children to a saving knowledge of Jesus Christ, modeling and instilling Christ-like character, imparting Biblical truths, providing challenging educational instruction and encouraging students to become Christian leaders with servant's hearts for future generations.



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Dear Parents:

Welcome to Trinity Christian School! Our administration and staff consider it a privilege to partner with you as you seek to fulfill your God-given task of preparing your child to obey God's will for their lives. We pledge our best efforts to provide your child with an excellent academic program in a Christ-centered context.

The Parent-Student Handbook is designed to insure a clear understanding of the philosophies and policies here at TCS. It is vitally important that the guidelines listed be followed by everyone so that we are working together as a team for the glory of God.

We seek your prayer support for this school year. Thank you again for partnering with us. We look forward to the great things God has in store for your child and Trinity Christian School.

In His Service,

D. Shawn Weeks
Head 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 possess a Christian heart and an exemplary character
- to avoid all extreme viewpoints of and radical philosophies while instilling normal responses to God, country and fellowman
- to introduce the unsaved to a personal relationship with Christ
- to nurture and disciple all students in their growing faith
- to acknowledge the education of children is a sacred task

Our school is designed to be 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 with us and we will treat you well..." *Numbers 10:29*

Our scriptural motivations are:

These commandments that I give you today are to be upon your hearts. Impress them on your children, Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." *Deuteronomy 6:6-7*

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

"Fathers, do not exasperate your children: instead, bring them up in the training and the instruction of the Lord." *Ephesians 6:4*

"After all, children should not have to save up for their parents, but parents for their children." *II Corinthians 12:14b*

"...but whoever practices and teaches these commands will be called great in the kingdom of heaven." *Matthew 5:19b*

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

VISION

Trinity Christian School seeks to develop young people with the spiritual and academic foundation to obey God's will for their lives and to walk in a manner worthy of their calling.

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;*)
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*).
8. We believe that the term **marriage** has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (*Genesis 2:18-25*). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (*1 Corinthians 6:18, 7:2-5; Hebrews 13:4*). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). Rejection of one's biological sex is a rejection of the image of God within that person.
10. We believe that the function and integrity of the school's employees requires that they must be born again Christians, living their lives as Christian role models (*Romans 10:9-10; 1 Timothy 4:12*), maintaining a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of the school that each employee will have a lifestyle where "...He may have the pre-eminence."

11. We believe that the school's employees must maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior and/or sexual orientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Exodus 20:14; Leviticus 18:7-23, 20:10-21; Deuteronomy 5:18; Matthew 5:27-28, 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).

Our complete Statement of Faith is found in the Baptist Faith & Message (2000 edition) through LifeWay Church Resources, Nashville, TN.

CURRICULUM AND INSTRUCTION

In accord with our Philosophy and Core Value Statements, the goal for instruction at Trinity Christian School (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 Christ as their Savior 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.

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, 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. 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. Physical Education is taught daily. Students will have recess for 15-20 minutes most days.

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. 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. 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 be **RESPONSIBLE** and to be a more independent 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, and social studies. 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 for 5th grade correlates with classroom learning and activities. Weekly chapels reinforce Biblical teachings and provide opportunity for worship and Christian character building. Physical Education is taught daily. Students will have recess for 15-20 minutes most days.

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. 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 participate at chapels and be involved in a variety of activities including instrumental programs, music programs, art, clubs, ACSI competitions 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 choice of elective opportunities. The core curriculum consists of instruction in Bible, Language Arts, Mathematics, Social Studies, and Science. The Accelerated Reading Program includes all students. Weekly chapels reinforce Biblical teachings and applications for 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, daily Physical Education classes, vocal music, art, 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 real life and academic environments to prepare for higher level learning and future careers
7. opportunities to investigate topics which are supplementary to course content

ORGANIZATIONAL STRUCTURE:

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 TCS, we strive to teach all courses from a distinctively Biblical perspective. It is from this approach that each course derives its meaning and purpose.

PRIMARY DEPARTMENT

KINDERGARTEN (5 year olds)

Bible and Memory Work

Language Arts:

- listening/speaking skills
- reading readiness/ phonics
- writing experiences
- association/ classification
- sequence
- reading comprehension/
- Accelerated Reader
- Mathematics:
- sets and operations
(addition & subtraction)
- sequencing
- number skills
- graphing
- geometry (basic shapes)

Center time Developmental Activities:

- science/experiments
- math/manipulatives
- fine motor skills
- listening/language experiences
- literature experiences
- literature appreciation
- thematic units
- social studies
- penmanship
- Health/Self-awareness
- penmanship

Special Classes

Computer
Library
Music
Spanish
Physical Education

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:
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

2nd GRADE

Bible and Memory Work
Language Arts:
-listening
-phonics
-vocabulary development
-reading comprehension/
-Accelerated Reader
-grammar/composition
-spelling
-proof reading skills
-penmanship: manuscript/cursive
-book reports
-literature studies
Mathematics:
-Math Studies Weekly

Test Taking Skills
Writing Experiences

Special Classes

Art
Computer
Library
Music
Physical Education
Spanish

Social Studies/Maps:
-history
-government
-civics
-economics
-geography
Science/Experiments
Thematic Units

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
Social Studies:
-geography/map skills
-current events
-history
-civics/government
-economics
Science/Experiments
Test Taking Skills
Writing

Special Classes

Art
Music
Computer
Physical Education
Library
Spanish

Special Activities

Running Club

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

Special Classes

Art
Computer Skills
Library
Music
Physical Education
Spanish

(4th GRADE con't.)

U. S. History:
-document memorization
-Florida history
-U. S. geography/Maps
Science
Writing Experiences
Projects

Special Activities

Safety Patrols
Running Club
Elementary Jr. Beta

5th GRADE

Biblical Studies:
-Old Testament
-Bible Geography
Reading:
-Comprehension skills
-Literature
-oral fluency
-Accelerated Reader
-Book reports
English:
-grammar
-journal writing
-speaking skills
-writing & composition
Spelling & Vocabulary:
-online homework
-computerized spelling tests
Social Studies:
-geographical skills
-History of Middle East, Europe
-History of Middle East, Europe,
Africa, & Australia
-essay answer skills
Science:
-Earth Science
-Life Science
-Physical Science
-Health Science
Mathematics:
-concepts
-algorithms
-number sense

Special Classes

Art
Band
Computer
Library
Physical Education
Spanish

Special Activities

Band
Safety Patrols
Praise and Worship Team
Running Club
Elementary Jr. Beta

MIDDLE SCHOOL
6th GRADE

Biblical Studies
Language:
Reading/Literature:
-Accelerated Reader
-grammar/composition/creative writing

Social Studies:
-geographical skills
-American history
-current events
-Latin American studies

(6th GRADE con't.)

- reference skills
- oral communication skills
- vocabulary
- spelling
- book reports
- Mathematics
- Regular and Advanced

- Canadian studies
- black history
- Science/Health
- Research Skills
- Test Taking Skills

7th GRADE

- Biblical Studies
- Language:
- Reading/Literature:
- Accelerated Reader
- grammar/composition/creative writing
- reference skills
- oral communication skills
- vocabulary
- spelling
- Mathematics:
- Advanced and Regular

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

8th GRADE

- Biblical Studies
- Language:
- Reading/Literature:
- Accelerated Reader
- grammar/composition/creative writing
- reference skills
- oral communication skills
- vocabulary
- spelling
- Mathematics:
- Regular, Advanced and
- Honors Algebra I for high school credit

- Social Studies:
- geographical skills
- American history
- current events
- American government
- Science/Health
- Research Skills
- Test Taking Skills
- PAC-Performing Arts Class-Band

Special Classes

- Physical Education
- Band
- Computer Tech / Art

Middle School Special Activities

- Jr. Beta Club
- Running Club
- Praise and Worship Team
- After School Sports

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 application to determine if the application process will continue with entrance testing. If entrance testing proceeds, a passing grade (70% or higher) is required for acceptance into TCS.
- 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 of school policies are 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 expected 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 6th-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.
- i. 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.

GENERAL PARENT/STUDENT INFORMATION

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
 5. pre-arranged with administrative approval
- b. Unexcused Absence – defined as an unacceptable reason for being absent or failure to meet requirements listed above.
- c. Pre-arranged Absence – Middle School – is a pre-arranged authorization of absences not falling into either of the above categories. This request must be at least 1 week 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. The form should only be used when two or more days will be missed. Forms are available from the middle school teachers or the school office.

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 all grades as of the first day of an absence. Work will be ready to pick up from the office by the end of the school day or emailed to the parent.

- 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 or 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. Parent should email teachers when a student is home sick so that the absence will be excused.

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.

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.

The classroom teacher will contact the parent after the student has missed 2 days of school to determine the reason for the absence. In cases of truancy and habitual truancy a student will be referred to the administration. An administrator will then set up a conference with the parent to determine a plan to decrease truancy.

Pursuant to Florida Statute 1003.21, 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. 1003.01], [F.S. 1003.24]. 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 an email, 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 1003.26 and 1003.27 defines habitual truancy/nonattendance 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.

Students on scholarship will be reviewed periodically for excessive tardies/absences by the sponsoring scholarship agency.

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.

COLLECTIBLES AND RECYCLABLES

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.

CAN TABS - This initiative is sponsored by the TCS Jr. Beta Club and benefits the Ronald McDonald House families, local schools, and the environment. Can tabs are the little aluminum tabs found on soda cans, and on some food item, can goods. Please save these throughout the school year to turn in to TCS. You will be notified in the spring when you can turn in the can tabs.

UNIFORMS - TCS maintains a uniform closet where gently, used uniforms can be donated for use by other students. Uniforms to be donated must be laundered and free of stains, patches, holes, or rips. Please drop off your donated uniform items at the school office. If you would like to visit the uniform closet to "shop" for items, please check in at the school office.

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. The procedures are written with the goal of minimal impact upon the school family and campus.

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. You may update this information in RenWeb on the Parent's Web.

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, class presentations and films and to share prayer and fellowship together in His name. Parents are invited to attend chapel at any time. Students are expected to enter the Worship Center and sit quietly until otherwise instructed. We ask that parents who come to chapel encourage and model this behavior as well. Chapel programs are usually held on Fridays: elementary (K-5) from 8:20 a.m. - 9:00 a.m. in the worship center, Middle School chapel is from 8:05 a.m. – 8:50 a.m., on Wednesdays in the TBC Youth Building. Joint chapels are held in the worship center, at 8:30 a.m. Please check the website for specific chapel information.

CLASSROOM/LUNCHROOM 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 to refer parents who make unscheduled visits to the classroom to the office so that a visitor's badge can be obtained. Parents should adhere to this policy so that our teachers' attention is not taken from their students and that their classroom instruction is not needlessly interrupted.

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 – To promote good behavior the staff of TCS uses encouragement, motivating activities and privileges as tools for behavior modification. Specific disciplinary procedures are outlined in the Code of Conduct. Visits to the office, follow-ups on students, emails, behavior referrals, conduct warnings, calls home and conferences are all done prior to suspension or expulsion unless it is a very serious offense.

Students at TCS are expected to abide by a certain code of conduct to maintain this control. 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 and outside of school functions, 24/7, 365 days a year. Christian schools are private organizations and therefore are not subject to the same due process issues of government schools.

CODE OF CONDUCT - The aim of the administration and the faculty is 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 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 during school and outside of school, 24/7, 365 days a year.
- 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.

The following are specific behaviors/situations that are prohibited:

- a. Gum chewing, spitting and other such behavior is unmannerly and not allowed.
- b. Items such as knives, water pistols, and matches are dangerous and, therefore, not permitted. Weapons or threats made involving a weapon of any type will cause an immediate expulsion and notification of local authorities.
- c. Electronic devices such as cell phones, iPads, iPods, etc. are not allowed at school unless prior approval from the teacher or administrator has been given. Middle school students are allowed to have a cell phone but it must remain in their locker at all times during the school day.
- d. 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.
- e. Students 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, unless signed out by the custodial parent in the school office.
- f. The possession or use of drugs, alcoholic beverages or tobacco products are forbidden at school or at any school functions off campus.
- g. In an effort to "build up the child", negative remarks between students will be discouraged. Bullying (written, cyber, verbal or physical) will initiate disciplinary action.
- h. Profanity is not allowed.

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, using school guidelines.

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

1. Verbal reprimand
2. Change of seating - relocate the student; or provide temporary isolation in rear of room. Students may be placed outside of the classroom within teacher view.
3. Silent lunch - require silence during lunch from the student.
4. Time out – missed recess or an enjoyable activity.
5. Written assignments – Students may have written assignments per teacher and administrative discretion. Repetitive sentences and /or Bible verses will not be assigned.

6. Parent communication – An email 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 or Conduct Warning through RenWeb may be used for this purpose.
7. Warnings and/or office visits-RenWeb notification of a student's failure to meet standards for work habits and conduct will be sent to parents. Parents will need to acknowledge any notifications as "Received". Parental cooperation is expected to help the student correct specific misbehavior. K5-3rd teachers/administrators may issue a Behavior Referral through RenWeb. 4th-8th teachers/administrators may issue a Conduct or Work Habit Warning through RenWeb. In K5-8th a visit to the office may be in order along with or after any of the above warnings are issued.

BEHAVIOR REFERRALS (K5-3rd) -These will be issued through Ren Web to any student who fails to comply with the established rules of conduct, respect for authority and proper behavior in the classroom, on campus or at any school related function.

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

CONDUCT WARNINGS (4th-8th) - These will be issued through RenWeb to any student who fails to comply with the established rules of conduct, respect for authority, consideration of others, and proper behavior in the classroom, on campus or at any school-related functions. Level I Conduct Warnings are for a less serious offense. Level II Conduct Warnings are for a more serious offense. Level I & II Conduct Warnings are used for Middle School only.

All referrals and/or warnings are emailed to the parent and administrator from RenWeb.

PENALTIES

Lower Elementary (K5-3rd) - Behavior Referrals issued by one or more staff member within a given semester may result in a detention or a more serious penalty, depending upon the nature and/or the severity of the behavior being reported, the number of Behavior Referrals received in a semester, and/or at the discretion of the teacher and/or administrator.

Upper Elementary (4th – 5th) - Four Work Habit Warnings issued by one or more staff member 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 member within a given semester will result in a detention. 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.

Middle School (6th – 8th)-Three Work Habit Warnings issued by one or more staff member 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. 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.

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

Parent Conference - A parent conference involving all the staff/teachers in whose classes the student's behavior is unsatisfactory may take place after a Behavior Referral (K5-3rd) or the fourth conduct warning (4th-8th) received within the semester.

Suspension (K5 – 8th) - A one or two day in-school suspension may be issued if unsatisfactory behavior continues. If behavior still continues to be inappropriate after serving an in-school suspension, out-of-school suspension then follows (1-3 days). The school reserves the right to suspend any student for his transgression of the following code of conduct:

- a. Smoking or the possession of any form of tobacco 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. Activation 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. Student behavior detrimental to the moral development of other students
- j. Student participation in websites, social media, or blogs which jeopardize the ministry of Trinity Baptist Church or Trinity Christian School or the character of the staff, faculty, or students therein.
- k. Bullying others either verbally, including cyber bullying 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. Zeroes may be given on assignments per teacher discretion.

Expulsion (K5 – 8th) –Expulsion of a student is a most serious matter and will not be activated until both teacher and administrator have taken all other preventative measures. Expulsion will be recorded in the student’s permanent record. It is left to the discretion of the administration whether an immediate dismissal may be warranted. Expulsion from school (permanent dismissal) may 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 or alcohol
- 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
- e. Failure of parents to cooperate with staff or administration in any matters, causing discontent or friction among parents or faculty
- f. Participation in a sexual act including sexting, pornography, inappropriate touching, and harassment.
- g. Possession and/or use of a weapon

CORPORAL PUNISHMENT-(K5-8th) -Trinity Christian School does not use corporal punishment.

Some steps may not be utilized depending on the severity of the incident. All warnings and referrals are maintained in RenWeb.

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".

COMMON CORE STANDARDS POSITION STATEMENT

It is our belief that standards based education is vital to student success. Student growth must be monitored by setting targets, benchmarks and high standards. For Christian schools, there is the added layer of consideration for the spiritual development of students. The integration of biblical truths through a Christian worldview must undergird the educational experience for students. This establishes the foundation to support content knowledge which allows deep roots in faith while attaining high levels of academic rigor, critical thinking, supporting positions with evidence, problem solving and other essential twenty-first century learning skills. We use methods of instruction that have proven effective for the needs of our students to meet the essentials established in Common Core Standards.

COMPLAINT OR CONFLICT 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, along with the commitment of prayer for wisdom and guidance.

- 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 the parent. All issues should be directed to the Principal or Administrator before involving the Pastor.

TCS follows "The Matthew 18 Principle".

- 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."
- e. The parent and teacher should agree to share the matter with the school principal. At this stage, the counsel of Jesus would be to *take with you one or two more, that by the mouth of two or three witnesses every word may be established. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.*

- f. The school administrator or principal should explain the problem to the chairman of the school board. The goals of such a high level meeting are (1) understanding the problem, (2) solving the problem, (3) reproving and correcting if necessary, and (4) forgiving and wholeheartedly restoring those who have made amends.

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.

CRISIS MANAGEMENT DRILLS - Drills may be held monthly. An Evacuation Plan is posted in each classroom near an exit door. During a Code Red (Lockdown-no movement) or Code Yellow (Lockdown-limited movement) all classroom doors are locked. Physical Education and other situations will take students to locker rooms or classrooms and lock doors. During a Code Grey (Weather Alert-Duck and Cover), teachers will direct students to their designated shelter area via the most direct route. During a Code Blue (Evacuation) everyone leaves the building and will follow the Evacuation Plan posted in each room unless otherwise directed. During a Code White (Bomb Threat) everyone remains where they are unless directed to evacuate. All communication devices are to be turned off. Lights, fans, etc. remain on. 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 strong disciplinary action. Classes may return to the building when directed to do so by an administrator-(Code Green).

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.

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

Please remember to follow our one-way driving pattern from 7:45-8:15 a.m. and from 2:45-3:25 p.m. (1:45-2:25-Weds.). Do not park to drop off or pick up your child. ALL VEHICLES (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. Excessive jewelry and/or make-up is not allowed per discretion of the faculty/administration. Pierced earrings are allowed for girls only. No body piercings or tattoos are allowed.
- b. Official chapel uniforms must be worn on Fridays for K5-5th and Wednesdays, 6th-8th. K5-5th grade boys may wear the khaki uniform shorts on Fridays.
- c. Belts must be worn if belt loops are visible for students in 3rd grade and above.
- d. Shirts must be tucked if overly long and/or oversized.
- e. Skorts should be no shorter than one hand width above the knee, (back & front).
- f. K5-5th grade girls must wear rubber soled athletic shoes with socks at all times. Middle school girls may wear sandals with backs and/or slip on shoes. Rubber soled athletic shoes with socks are required for P.E.
- g. K5-5th boys must wear rubber soled athletic shoes with socks at all times. MS boys may wear athletic or "boat" shoes. Socks must be worn at all times.
- h. Unnatural hair color or hairstyles such as "rat-tails", lines, designs, initials, 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.
- i. Long-sleeved under shirts are not permitted. Long sleeve uniform shirts are available for purchase from Dennis School Uniforms.
- j. Socks and tights/leggings are allowed to be worn under dresses and skorts and must be a solid color uniform color of red, white, blue or black.
- k. Middle school girls may wear white only camisole/tank tops underneath uniform shirts.
- l. Shirts must cover the midriff area when arms are raised.
- m. All uniform attire must be in good condition and fit properly. No patched, frayed, faded, stained, or rips should be evident. Oversized or tight fitting clothing is not permitted. Please be aware of your child's growth throughout the year and adjust uniform fit accordingly.

OUTER WEAR – Sweatshirts, jackets, and sweaters may be from the former TCS or Dennis TCS uniform collection to be worn inside the classroom. In exceptionally cold weather heavy winter coats are permitted. The winter coats may NOT be worn in the classroom.

CASUAL DAYS - During the school year, casual and TCS spirit shirt days may be scheduled. Appropriate, dress code approved jeans, shorts and other casual clothes are acceptable. Hats are not permitted. Violent/questionable designs, pictures or words are not permitted. Leggings/jeggings may be worn as tights, not as pants.

SPIRIT DAYS – During the school year, Spirit Days may be scheduled. Spirit Days are NOT casual days. Spirit Days are days with a designated theme. Students who participate must follow the theme guidelines. It must be obvious at first glance that the student is in specific Spirit Day attire. Casual and/or Spirit day attire must not be tight fitting. Sweat pants are not allowed.

PARENT DRESS CODE – When visiting the TCS campus, volunteering, attending TCS events, or chaperoning on a field trip, parents are to dress modestly, neatly, and appropriate for the school environment. Please refrain from wearing revealing clothing.

UNIFORM CLOSET – Free, gently used uniforms are available to all students. Please see the school office staff for more information.

Parents are encouraged to label all clothing so loss will be minimized. This includes previously owned school uniforms.

TCS reserves the right to judge the acceptability of students' and parents' apparel and appearance.

FIELD TRIPS –Field trips 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. Dress for field trips will be school dress code, unless specified by the teacher. Please refrain from smoking on field trips. Parents who chaperone any field/school trip will need to arrange care for siblings. Siblings are not allowed to attend field trips in order for chaperones to be able 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.

FORGOTTEN ITEMS - Books, homework, lunches, etc., which the child has forgotten at home are to be taken to the school office. If the parent brings such items to the office, they are reminded that the office staff may not always be able to immediately deliver these items to the students. Messages to teachers about forgotten items should be sent by email or a note in the student's assignment book. Homework or school work may not be faxed or scanned to the school office.

Once students have been dismissed for the day, students and/or parents may not return to the classrooms to retrieve forgotten items. 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".

GRADING SYSTEM-

A. **ACADEMIC** - This includes unit and chapter tests, quizzes, daily work, projects, etc.

K5

O	Outstanding-Superior
S+	Satisfactory plus-Above average
S	Satisfactory-Average
S-	Satisfactory minus-Below average
N	Needs Improvement
U	Unsatisfactory

1st-8th Grade

A = 90-100	Consistently superior work
B = 80-89	Consistently above average
C = 70-79	Average; Satisfactory
D = 60-69	Below Average
F = 0-59	Unsatisfactory
I =	Incomplete

Numeric grades will be listed on report cards and progress reports (1st – 8th), 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 credit classes at TCS. By allowing each school to evaluate grades based on their own scale, this will not put our students at a disadvantage.

I - INCOMPLETE - This grade is used only when the teacher does not have adequate information on grades to evaluate the child. If, after an appropriate 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 the grades earned at TCS if the student is in attendance for at least 3 weeks of the grading period.

- B. **CONDUCT AND WORK HABITS** - These are given in each grade K-8. Conduct and work habit grades are included in the grade from all Specials teachers, grades 1-5. Conduct, performance and participation are taken into consideration for a grade from a Specials teacher.

O=Outstanding
 S+=Satisfactory plus
 S=Satisfactory
 S-=Satisfactory minus
 N=Needs Improvement
 U=Unsatisfactory

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, and responsibility.

C. **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 4th-8th students to become ineligible at report card time and will prohibit them from participating in any extra-curricular activities.

1. Academic or Conduct Probation - Some students may be assigned a probationary status due to low entrance test scores, poor report card grades and/or poor conduct/work habits. Students may be re-evaluated at grading periods to determine if there has been improvement in these areas. Probation may be lifted at this time or it may continue to the next grading period if no improvement is shown. In rare cases students who don't improve may be asked to leave TCS.
2. "F" in any academic subject
3. One or more "Ds" in any academic subject
4. An "U" in Obedience (Elementary) and/or a "U" in Conduct/Citizenship, Work Habits, academic subjects using O, S, N, U grades (Penmanship is excluded) or a Specials subject-Computer, Spanish, Art, PE, and Music

Students may become eligible at either progress report or report card time if grades and conduct have improved from the previous period. Ineligibility does not carry over year to year.

D. **HONOR AWARDS** - Students will be given recognition for achieving and maintaining academic excellence, exemplary behavior and good citizenship. The following honors will be noted at the end of each grading period:

1. **Principal's List** - Students must receive an "A" in all academics, satisfactory (S) or better in all academic subjects using O, S, N, U grades (except Penmanship). N's are allowed in Specials meeting once a week, such as art, music, etc. "N's" are allowed in Work Habits (except in Obedience) but 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.
2. **Honor Roll** - Students must receive an "A" and/or "B" in academics, satisfactory (S) or better in all academic subjects using O, S, N, U grades (except Penmanship). N's are allowed in Specials meeting once a week, such as art, music, etc. "N's" are allowed in Work Habits (except in Obedience) but no "U's". Middle School students are allowed no "N's" and no "U's" to be on the Honor Roll. This is subject to administrative discretion.
3. **Citizenship** - Students must consistently show diligent effort, a good attitude and character displayed throughout the grading period. Academic honor roll is not necessary for this award. This award may be made by a corporate decision of all teachers having that student during the grading period.

4. **Student of the Month** - Student of the Month is given out during Elementary Chapel and recognizes students who have demonstrated excellence in certain character traits, determined by the school and teacher.

HEALTH PRECAUTIONS - Please do not send children to school with fever, excessive coughing or sneezing, upset stomach, diarrhea, body rash, lice, 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 (below 100 degrees F) and/or diarrhea/vomiting for a period of 24 hours.

HEALTH SCREENINGS - TCS may provide health-screening services to our students. They are as follows:

- A. Speech and Hearing Screening-Students zoned for an Orange county public school may have speech and hearing testing with no charge to family. The parent is responsible for contacting OCPS Non-Public service department to arrange this screening. If the child qualifies, therapy for speech may take place on our campus by an OCPS staff member.
- B. Vision Screening-If a nurse cannot be recruited to conduct vision screening, the administration may organize a volunteer team of parents or staff members to screen for vision.
- C. Students may be evaluated for scoliosis by a nurse or a doctor.

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 Biblical 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, grave-stones, 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 the gift of Jesus at Christmas and Christ's resurrection in the spring.

HOMEROOM PARENTS - Homeroom parents are selected by the teachers to assist with parties, field trips, etc.

HOMEWORK - TCS believes that homework is an integral part of the learning process and is assigned at all grade levels. Homework is used to reinforce content, develop and

strengthen critical thinking, support positions with evidence, and to practice problem solving. Students are held responsible for all assignments and are graded accordingly. Homework will not be given on PTM nights, program nights, or holidays (except for work on long term assignments, projects or reports).

A. HOMEWORK OBJECTIVES

1. to stimulate voluntary effort, initiative, independence, responsibility, autonomy, and self-direction
2. to reinforce content knowledge by problem solving & critical thinking through practice, integration and application of skills
3. to enrich the school experience through related home activities
4. to encourage carry-over of school interests into leisure interests.

B. HOMEWORK TIME FRAME

1. Lower Elementary (K-2nd) - The amount of homework should not exceed 20 minutes for the average child. Unfinished seatwork that is sent home to be completed is in addition to the assigned homework. Enough time is provided in class for most children to complete the seatwork. Additional time may be needed for study or projects.
2. Intermediate (3rd grade) and Upper Elementary (4th & 5th grades) - The amount of homework should not exceed 50 minutes for the average child. Unfinished seatwork that is sent home to be completed is in addition to the assigned homework. Enough time is provided in class for most children to complete the seatwork. Additional time may be needed for study and/or projects.
3. Middle School (6th-8th grades) - The amount of homework should not exceed 90 minutes for the average child for daily work. Additional time may be needed for study and/or projects.

C. HOMEWORK TIPS FOR PARENTS

1. Responsibility and independence are two of homework's most valuable by-products. This strong expectation must be set at home.
2. Allow your child time to unwind and relax after school. A snack may help them concentrate better later.
3. Set and agree on the rules such as when and where homework will be completed and the consequences if it is not.
4. 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.
5. 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.
6. Limit, or ban, TV viewing, computer, and video games 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.

7. 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. Use educational computer games that reinforce what is being taught in the classroom.
8. 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. Insist that your child tackle a problem at least twice before lending assistance.
9. Never complete your child's homework or projects. It deprives him out of valuable practice, teacher feedback and self-esteem.
10. Check to see that the assignments are completed and neatly done, and see to it that the child returns the assignments to school the following day.

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

LOST AND FOUND - All articles that are lost will be turned in to the school 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 or donated to the uniform closet.

LUNCHES - A hot meal will be provided for each student enrolled in our school at a cost that is charged to your account. Extra juice or milk are available and is to be paid for at time of purchase. 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, trash should be disposed of properly and chairs replaced before the children will be dismissed from the lunchroom. Throwing food, excessive/loud talking or any other disruptive conduct will not be tolerated and will result in disciplinary actions.

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, check in at the school office upon arrival for an excused tardy slip.
- b. If the student must 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 event of a "last-minute" appointment of which the student has not been informed, parents are to call the school office giving enough time before the child is to be picked up. The office will then notify the teacher and the student will then be sent 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.) Parents should always come to the office to sign a student out. Never attempt to enter the buildings or classrooms, unless you have checked in at the school office and have received clearance to do so. Students are not allowed to meet parents in the parking area. These policies are for the safety and protection of your child.

MEDICATION - Teachers are not authorized to 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. Please do not give children large sums of money such as payment for tuition, etc.

ORIENTATION – Parents are expected to attend this session with the teacher in order 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 support service organization. It seeks to promote general interest in the school and gain stronger parent awareness and support for all its programs. PSG organizational meetings are usually scheduled at the beginning of the school year. The PSG assists in fund raising activities, picture days, and service projects. They also arrange special events for the teachers during the year.

PARTIES – Seasonal class parties are held during the year for K5-5th grade. Parties will be scheduled throughout the year to coincide with seasonal holidays.

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, parent dress code should be followed. Care for 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.

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 a local charity or cause.

Items provided to celebrate your child's birthday will need to be prearranged with the classroom teacher.

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 and electronics 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. Cell phones for 6th-8th grades must be off and inside the student's locker at all times during the school day. Cell phones are not allowed in K5-5th grades.

PICTURES – Students will be photographed in the fall and spring. Advanced notification of these dates will be sent home along with ordering information.

PROTECTION OF CHILDREN WHILE AT SCHOOL - The security of your student while he is on our campus is very important to TCS staff and faculty. Each building on our campus can only be entered with the use of a scan card, except during morning arrival and afternoon release. There are several security cameras strategically placed around campus to monitor outside activities. All visitors must sign in at the office. Only legal guardians, custodial parents, and pick-up list persons are allowed to pick up a student from school during school hours or in afternoon car line. Please understand that when the identity of a person is in question you may be asked to show your driver's license. Students are never allowed to move about the school campus alone or without a staff person watching.

PTM-PARENT TEACHER MEETINGS are scheduled twice during the school year. Special events such as book fair, pizza dinner, science fair, etc. may be scheduled at the same time. These meetings are held to encourage parents to visit their child's classroom and to see what has been accomplished throughout the year. Please consult the school calendar on the website or RenWeb for specific dates and times.

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. Those students required for summer tutoring must pass an end of course exam by the school given by the tutor. Any student who has been retained one year by TCS and is in

danger of being retained a second year will come under review by the administration to determine status eligibility and may be asked to withdraw from TCS.

Middle School students must have a minimum of a 1.5 grade point 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.

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

- a. Emails, RenWeb 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 K5-8. 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 K5-8. 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.
- e. Parent conferences may be scheduled on Teacher Workdays, before or after school or during a teacher's planning period 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 or email.

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 possible. This support includes: discussing with the child the events of his school day, 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 doing anything 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.

SAFETY PATROLS – 4th and 5th graders may volunteer to be safety patrols at the beginning of the year. Students must be eligible and not on probation. This status must be maintained throughout the year to remain on the safety patrol team. The Safety Patrol sponsor will assign students for duty and will monitor eligibility.

SEVERE WEATHER PROCEDURES

In the event the weather service issues a severe weather warning, tornado warning, or if there is lightning at the time of school dismissal, the severe weather pick-up plan listed below will be implemented for the safety of your child. You will be notified either by an automated call or text message that this procedure has been activated. Please be sure you are familiar with these procedures.

Procedures:

Parent/guardian/approved pick-up persons will need to park in any available parking space and walk to their child's classroom, weather permitting, beginning at 2:55 (1:55-Wed). Your child will then return to the vehicle with you. All teachers have been instructed to hold all students in the classroom until the parent or guardian comes to get them. Middle School students will remain in the classroom with their last period teacher. Please be sure to know what class your MS student has 7th period. Any students not picked up by 3:25 (2:25 Wed.) will be taken to the Building A/Extended Care, subject to an Extended Care charge. If for some reason you are unable to get out of your car to get your student, please call the school office for assistance.

If severe weather arises after car line has already begun, K5-3rd grade carline students will be moved to the LCLC foyer where you can pick them up. 4th-MS carline students will be moved to Building A downstairs hallway for pick up.

Tornado Warning Procedures at Dismissal:

Your child's safety is always a priority. K5-3rd grade students will leave car line and evacuate to Building A downstairs hallway, interior restrooms and /or stairwells. 4th-MS students will leave car line and evacuate to the Worship Center inner foyer and /or restrooms.

Hurricane-School Closing Policy:

In the event that Orange and/or Seminole County Public Schools close due to a hurricane, severe weather, tropical storm, catastrophic event, etc. Trinity Christian School will also be closed. Please watch your local news for announcements or listings of school closings.

STANDARDIZED 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. K5-FLKRS-Florida Kindergarten Readiness Screener
2. For ability (Entrance testing) – Otis/Lennon School Ability Test
3. For achievement – Terra Nova 3 ACSI
4. For counseling, selecting and grouping Middle School 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 this time. STUDENTS WHO ARE ABSENT DURING ACHIEVEMENT TESTING WILL BE EXPECTED TO MAKE TESTS UP DURING OR AFTER SCHOOL HOURS. Annual individual achievement testing results are made available to parents in May.

STUDENT ACTIVITIES - The student activities program exists to enrich students above and beyond the classroom setting. The major objectives of these programs are to complement 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 programs fit with the philosophy, goals, and mission of the school by providing opportunities for students to grow academically, socially, and spiritually in areas other than 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. These extra-curricular activities may involve the following:

Running Club	Elementary Beta Club
Jr. Beta Club	Florida Bandmasters Association events
Praise Teams	-Solo and Ensemble-MPA
ACSI Academic Competitions	-Concert Band-MPA
Geography Bee	Safety Patrol
Book Clubs	Enrichment

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 after 8:05, he must report to the office for a tardy slip. 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 –Tardiness due to over sleeping, etc. will be deemed unexcused. In Middle School tardiness to class due to getting a drink, prolonged use of the restroom, going back to the locker or classroom for a forgotten item, or being unreasonably slow getting dressed after PE., etc. will be deemed unexcused.

PENALTIES FOR UNEXCUSED TARDIES IN MIDDLE SCHOOL

Three (3) unexcused tardies to school result in a Work Habit Warning issued by the teacher.

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

Three (3) Work Habit Warnings for unexcused tardies in a semester will result in an after school detention. Subsequent Work Habit Warnings for tardies in a semester will result in subsequent after school detentions.

TECHNOLOGY – Mission Statement - Trinity Christian School is dedicated to all students and implements appropriate innovations in technology in order to develop well-rounded, active learners capable of meeting the challenges of an increasingly global society including the proper use and safety of the Internet.

TECHNOLOGY - (ACCEPTABLE USE) – Trinity Christian School (TCS) provides network resources and the Internet to support and enhance the school's educational mission. These resources are for use by TCS faculty, staff, and registered students only. Use of these resources are for academic or work-related purposes. As a condition of using the network and related equipment, students and employees of TCS acknowledge and accept the TCS Acceptable Use Policy for Network and Technology Resources and agree to use these resources in an ethical, responsible, and legal manner in accordance with the TCS mission statement, policies, and guidelines. These policies and guidelines include acceptable use, prohibited activities, and Internet usage. Failure to comply with any provisions of the Acceptable Use Policy may be treated as serious misconduct and is subject to disciplinary actions by the School Administrator. See the TCS Student Technology Acceptable Use Policy located in the Appendix at the back of this manual.

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

APPENDIX

STUDENT ACCEPTABLE USE POLICY FOR NETWORK AND TECHNOLOGY RESOURCES

Network and Internet

TCS uses OpenDNS (opendns.com) website filtering. Every effort is made to block undesirable web content, but no filter is 100% effective. There is no guarantee that inappropriate material will not be accessed, either by accident or deliberately. TCS reserves the right to access all data and Internet logs to ensure that students are complying with these policies.

- Conduct on the computer is to reflect and be consistent with the spiritual standards expected of all students.
- Use of computers is a privilege that may be taken away if a student misuses or damages equipment or software in any way.
- Computer use is for educational purposes only as directed by teachers or staff.
- Email is not provided for student use.
- Material is to not be copied from the Internet or used as one's own without proper permission or credit given to the source.
- Computer and Internet access is given only under direct supervision of a teacher or staff member.
- Game-playing and web "surfing" must be for educational purposes as directed by a teacher or staff member.
- Websites are to be viewed only as directed by a teacher or staff member. Notify a teacher or staff member immediately if others are on sites that violate these policies. Notify a teacher or staff member if you land on a site or view a pop-up, photo, or video that violates these policies.
- The name of TCS, any of its staff or employees' names or personal information, or the name or personal information of any student is not to be transmitted from any computer, on or off-campus, if doing so may cause harm, damage to reputation, or be detrimental to TCS, its faculty, staff, and students (e.g. Myspace, Facebook, Instagram, Snapchat, blogs, email, texting, etc.).

School Computers

TCS provides computers in each classroom and also maintains a computer lab. Students are encouraged to use computers in a supervised environment.

- Keep all food and drinks away from the computer and related equipment.
- Print only when directed by a teacher or staff member.
- Do not use the computer or other resources to humiliate, discriminate against, harass or bully others at school or at home. Inappropriate email, photos, texting or "sexting," blogging, and social media posts on or off-campus will result in disciplinary action.
- Do not use the computer to cause harm to others or their work.
- Do not view or use another student's folders, files, or work without their permission.
- Do not move, change, or rename files or folders unless directed by a teacher or staff member.

- Do not damage the computer or other related equipment in any way. Damage or vandalism to computers, network, or other equipment (including unplugging network cables, power cords, or tampering with other connections) may result in loss of computer access. The parent or guardian will be notified and charged for the materials and labor involved in repairs. No exceptions to this policy will be made.
- Do not change, move, modify, or tamper with hardware, software, other equipment, network cables or connections.
- Do not download, install, or delete any programs. Do not make any copies of software.
- Do not view, copy, send, save, or display messages or pictures that may be offensive.
- Do not change any settings or system configuration (including color scheme, desktop arrangement, wallpaper, screensaver, or screen resolution).
- Do not add, change, move, remove, or rename desktop icons.

TCS takes no responsibility for personal devices brought on campus. Students will not be granted access to the TCS network. Use of Internet-capable devices (e.g. smart phones, tablets) is prohibited in the classroom unless authorized by administration.

**TRINITY CHRISTIAN SCHOOL
ACCEPTABLE USE POLICY FOR
NETWORK AND TECHNOLOGY RESOURCES**

Student Promise

My parent or guardian has reviewed the Trinity Christian School Student Acceptable Use Policy for Network and Technology Resources with me. I understand the importance of obeying the rules for the use of the network, computer, related equipment, and the Internet. I understand that the network, computer, related equipment, the Internet, and any other electronic information resources are to be used for educational purposes. I also understand that if I break the rules, the use of these educational tools may be taken away from me and that further disciplinary action may be taken.

Student Name: _____

Grade: _____ Homeroom Teacher: _____

Student Signature: _____ Date: _____
(Parent Signature for K5 – 1st grade students)

Parent/Guardian Agreement

As the parent or legal guardian, I have read and reviewed the Trinity Christian School Student Acceptable Use Policy for Network and Technology Resources with my child. I understand that the use of these electronic resources is solely for educational purposes and are included as a part of the learning experience at Trinity Christian School. I understand that although web-filtering is in place, there is no guarantee that inappropriate material will not be accessed, either accidentally or deliberately. I will not hold Trinity Christian School responsible for material my child may access on the Internet.

Parent or Legal Guardian: _____

Address: _____ City: _____ Zip: _____

Telephone: _____ E-mail Address: _____

Signature: _____ Date: _____



TRINITY CHRISTIAN SCHOOL

HOURS

Early Childhood Education..... 8:00 a.m. - 3:00 p.m.
Kindergarten 8:00 a.m. - 3:00 p.m.
1st – 8th Grades 8:00 a.m. - 3:00 p.m.
Wednesday (K-8th) 8:00 a.m. - 2:00 p.m.

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

EXTENDED CARE HOURS

6:30 a.m.-6:00 p.m. (except holidays)

SCHOOL OFFICE HOURS

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

SCHOOL	407-886-0212
PRESCHOOL/DAYCARE	407-886-4712
FAX	407-886-3052
CHURCH	407-886-2966

PARENT / STUDENT HANDBOOK

REVISED January 2018