



The Christ School
— 1996-2016 —

CELEBRATING 20 YEARS
of **ACADEMIC EXCELLENCE**
IN DOWNTOWN ORLANDO

Serving Transitional Kindergarten – 8th Grade

2015–2016 PARENT HANDBOOK



TCS MISSION STATEMENT

The Christ School partners with families to provide an academically rigorous and Christ-centered K-8 experience. Our students and graduates confidently pursue excellence in scholarship, service and leadership.

TCS VISION STATEMENT

The Christ School is a learning community that provides a Christ-centered academic experience which shapes the hearts and minds of children for the kingdom of God while establishing a strong foundation for life.

PORTRAIT OF A GRADUATE

The Christ School Graduate will be

- prepared to perform with distinction at the next academic level
- equipped and motivated to be a life-long learner
- committed to being others-oriented
- confident and articulate in communication
- devoted to glorifying God

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ACCIDENT INSURANCE

All students attending The Christ School are covered by the school's excess accident insurance policy. The cost for this coverage is included in tuition and fees.

ACCREDITATION

The Christ School, Inc. is a fully accredited member of Christian Schools of Florida (CSF) and AdvancED. The accreditation process requires that our school be re-evaluated every five years. Accreditation assures that The Christ School maintains excellent standards in instruction and academic performance, governance, administration and finances. We are proud that The Christ School received its initial CSF accreditation, (April, 1999) in the shortest possible time and maintains active accreditation. The Christ School is currently engaged in the process to add accreditation by the Florida Council of Independent Schools (FCIS) and expects to complete the process in the spring of 2016.

ANIMALS ON CAMPUS

Animals are not permitted on The Christ School campus unless they are part of either a short or long term classroom project. All TCS programs under this policy should be approved, in advance, by the classroom teacher.

ANNUAL NOTIFICATION OF AHERA MANAGEMENT PLAN AVAILABILITY

In accordance with the AHERA Regulation 40 CFR 763.93 (g) (4) concerning Notification of Plan Availability, please be advised that the AHERA Management Plan is located in the Administration Office of The Christ School. Please contact the Director of Business Operations if wish to make an appointment to review the Management Plan.

The Management Plan is a site-specific guidance document that the Director of Business Operations, The Christ School's Designated Person, must follow in managing the asbestos-containing building materials (ACBM) present in the school.

Generally, ACBM at the school consists of non-friable (cannot be crumbled, pulverized or reduced to powder by simple hand pressure; accordingly, non-friable materials are less likely to release fibers that can become airborne and create a health hazard) old flooring material that is completely covered by newer non-ACBM floor tiles. Friable materials (i.e. pipe insulation and hard fittings associated with fiberglass pipe insulation) can be found in areas of limited access such as behind hard walls and above hard ceilings.

The Management Plan is updated to keep it current with the on-going operations and maintenance, periodic surveillance, re-inspection and response action activities. AMEC Environment & Infrastructure, Inc., an EPA-accredited and Florida-licensed asbestos consulting firm has completed our AHERA inspections. If you should have any questions regarding AMEC's inspection reports or the Management Plan, please feel free to contact the Director of Business Operations at 407-849-1665.

APPLICATION / ASSESSMENT / ADMISSION

Applications for admission are accepted throughout the year for current TK through 8th grade students. Upon receipt of completed application(s), the student's assessment will be scheduled.

Kindergarten applications for admission are accepted throughout the year. All applications will be evaluated. Assessments for new kindergarten students will be scheduled on selected Saturdays in January and/or February. Student attendance at the assigned assessment session is mandatory. Applications received after January will be assessed on an individual basis if space is available.

All applicants will be evaluated in four areas: academic readiness, social development, current teacher referral, and priority category (1. Sibling of enrolled TCS student or graduate; 2. Weekday School or Magnolia Preschool student; 3. FPCO Member; 4. Community).

Following the assessment process, parents will be notified of their student's application status. There are three possible categories: admitted; not admitted; accepted but placed in a waiting pool. Admitted students must confirm their placement by the date specified in their acceptance letter. An initial, non-refundable tuition deposit and new student fee is required. If additional space becomes available, applicants are selected from the waiting pool. TCS will select students from the waiting pool who are mission appropriate and offer characteristics to ensure a successful classroom learning environment.

The Christ School maintains an open admission policy and does not discriminate on the basis of race, color, gender, religion, national or ethnic origin.



ATTENDANCE POLICY / ABSENCES

Students are expected to attend school on a regular basis and to limit unnecessary absences. Regular school attendance provides students with the opportunity to master skills and concepts that may not otherwise be possible if not in attendance. Parents are expected to notify their child's teacher when their child will be absent from school or provide a note following an unexpected absence. To be considered present, a lower school student must be in attendance for more than half of the school day. Middle school attendance is taken each class period. To be considered present, a middle school student must be in attendance for more than half of the class period.

Teachers record attendance each morning (Middle School teachers record attendance for each class). Absences are recorded in RenWeb and become a part of the student's school record.

Make Up Work Following an Absence

Every effort will be made for the student to make up work missed during the absence upon the student's return to school. An extended absence may require additional tutoring and/or parental assistance. Work to be made up, including tests and quizzes, is at the teacher's discretion. Students are permitted the same number of days as the length of the absence to complete missed work. The teacher will work with the student and the parent if more time is needed. In circumstances of pre-arranged absences, some work may be provided to the student prior to the absence.

Pre-Arranged Absence Procedures

At times it is necessary for a student to be absent from school to attend a family vacation or event. In the event of planned absence, the following process should be followed:

Any planned absence should be communicated with the teacher at least 48 hours prior to the first day of the absence.

Students will complete the missed assignments either before departure or upon returning from the absence in accordance with the school attendance policy. Major assignments that are due during the planned absence must be submitted before the first day of the planned absence.

The Christ School is not responsible for providing instruction regarding the material presented in class during the absence.

Teachers are not expected to accelerate their typical lesson planning in order to provide accommodations for pre-arranged absences. The teacher will provide the assignments from the plans he/she has completed at the

time of the student's last day of attendance prior to a planned absence. The remainder of the assignments will be provided to the student upon his/her return.

Tuition will not be prorated for any absence from school.

Early Checkout

At times, students need to be picked up from school before the end of the school day. Parents are requested to limit early checkout days as much as possible in order to preserve the learning environment. The Lower School day ends at 3:10 p.m. and Middle School ends at 3:35 p.m.

BIRTHDAY CELEBRATIONS

Students' birthdays will be recognized as determined by their classroom teacher. These plans will differ from grade to grade and be developmentally appropriate. Parents must coordinate with the teacher prior to making any plans. We expect the primary family celebration to occur outside of school, with any recognition at school kept to a minimum. Party invitations may not be distributed out at school unless every member of the class is invited.

BOARD OF TRUSTEES

The Christ School is governed by a Board of Trustees. The Board of Trustees is a volunteer group. The Board's focus is on long-term viability and offers the expertise and vision necessary to keep the school's mission alive and healthy for generations of TCS students and families to come.

Board members serve three-year terms and meet bi-monthly. Standing committees meet frequently throughout the year and include development, finance, governance, and Head support and evaluation.

The Head of School is the sole employee of the Board of Trustees and serves as the school's Chief Executive Officer and is responsible for implementing Board policy, hiring faculty and professional staff, and the daily operational management of the school.

Jennifer Bostedo, Chairman, CTFA: Bachelor of Science in Business Administration, Finance, University of Central Florida; Vice President and Trust Officer for Commerce National Bank & Trust; married to Mike; TCS parent and volunteer since 2008; mother of two TCS students.

Peter Partlow, P.E.; Vice Chairman: MBA, University of Central Florida; BSE University of Central Florida, Environmental Engineering, Principal at E Sciences, Inc.; member of the Rotary Club of Orlando, member of FPCO and volunteer with the Boy Scouts of America; married to Terri and the father of one TCS student and two TCS alumni.

Dale van Gelder, Treasurer: MBA, Rollins College; Bachelor's degree in Marketing, Moravian College; Senior Vice President, Restaurant Group, VEREIT, Inc.; Certified Commercial Investment Member (CCIM); married to Richard; mother of two TCS students.

Susan Chisari, Secretary: Master's in Educational Leadership and Administration, University of Central Florida; Bachelor of Science in Elementary Education and Economics, Winthrop College; retired from Orange County Public Schools after 35 years as a teacher, curriculum specialist, assistant principal and Principal (Pinar Elementary School); served as Interim Principal and Interim Lower School Director at TCS; member FPCO since 1986.

Rebecca Bedell, DMA: Doctor of Musical Arts in Conducting, The University of Southern Mississippi; Master's degree in Music Education and Master's degree in Music Education, University of Mississippi; Bachelor's degree in Vocal Performance, University of Mississippi; retired Minister of Worship Arts, FPCO; Representative for Carol Anderson by Invitation and Realtor, Keller Williams Advantage III, Lake Nona; married to Mike; mother of one TCS student and one TCS alumna.

Jeff Dilley, CPA: Bachelor of Arts in Accounting, Cedarville College, Cedarville, OH; Chief Financial Officer, Monster Media LLC, Orlando, Florida; married to Stacey; father of two TCS alumni.

Tom Eastwood, CFP: Bachelor of Arts Finance and Economics, Pace University; First Vice President and Wealth Management Advisor, Merrill Lynch; Board Member Edgewood Children's Ranch and The Gathering of Men; married to Julie; father of two TCS students.

Glenn Gullikson: Bachelor of Science, Electrical Engineering, University of Florida; Design Methodology Architect at Cadence Design Systems; married to Jan; father of three TCS students.

Sandra Huxley, Ed.D.: Doctorate Degree, University of Central Florida; Master's Degree, Rollins College; Bachelor's Degree, University of Florida; retired from Orange County Public Schools after 35 years as a teacher of regular and exceptional students, school counselor, principal and district administrator; married to Don, mother of three and grandmother of five, including two TCS students.

Paul Linder: Partner Griffin and Linder; Board of Trustees, UF Law School; State Director, Florida Cattlemen's Association; married to Michelle; father of two former TCS students and stepfather to two TCS alumni.

Dana Loncar: Bachelor of Science in Political Science, Florida State University; Consultant with Consensus Communications; over 15 years experience in public affairs, government relations, and political campaigns in Central Florida; serves on Businessforce Board and Communications committee for Coalition for the Homeless; graduate of Leadership Orlando and former Chairman of the Board of Directors for the Coalition of the Homeless (2010-2011); proud to serve as Co-chair of TCS' 20th Anniversary Celebration; married to Steve, mother of two TCS students.

Beth Pittenger: Master's in Corporate Communication and Technology, Rollins College; Bachelor's in English, Rollins College; Adjunct Professor, Rollins College; married to Todd; mother three TCS alumni.



Jason Powell, Ed.D.: Head of School: Doctorate in Education Administration, University of Central Florida; Master's in Education Administration, Florida State University; Bachelor's in Mathematics Education, Florida State University; former public middle school Principal, school district administrator and classroom teacher; married to Amy, father of three TCS students.

Mike Rhodes: Bachelor of Science Political Science, University of Central Florida; Chief of Code Enforcement, City of Orlando since 1993; married to Kim, father of three TCS alumni who started at TCS in its inaugural year.

Clay Worden: Bachelor's in Accounting, Flagler College with additional graduate level studies at the University of South Florida; partner with McGladrey; father of one TCS student and one TCS alumna.

The Christ School, Inc. is an independent, 501 (c) (3) organization, a tax-exempt, not for profit educational institution. All donations to the school are permitted as a tax deduction on your federal income tax.

CARPOOL /REGULAR DROP OFF AND PICK UP

Cell phone usage is not permitted in an active carpool line, this includes Bluetooth. For the safety of our students, faculty and staff, the use of any electronic communication devices during carpool is not permitted. We appreciate your cooperation with this important safety matter.

Morning Carpool

Carpool hours are from 7:50 a.m. - 8:10 a.m. under the Angel Wing. Allen Hall will be open at 7:50 a.m. to welcome students (with the exception of enrolled early care students beginning at 7:00 a.m.).

Afternoon Carpool

Grades TK-5 carpool begins at 3:15 p.m.

Middle School

Carpool begins at 3:35 p.m.

Older siblings / older carpool riders:

- If you are picking up more than one child, please arrive at the oldest child's dismissal time.
- Younger children will be in a specific area awaiting your arrival at the oldest child's dismissal time.

Please note the following:

- Every passenger in the vehicle must have a seat and a restraint.
- Cell phone usage is not permitted in an active carpool line, this includes Bluetooth.
- Keep in mind that we share this great campus with FPCO and may need to make adjustments to carpool based on significant events in their schedule.

- Walk ups will enter Allen Hall at the front door and exit via the door on the south side near Clayton Life Center.
- Parents must complete the Transportation form on RenWeb listing the non-custodial individuals who are permitted to pick-up their child at TCS. If a person is not listed on this form or identified in a note or call from the parents to TCS office, the student will not be released until contact is made and permission given by custodial parent.
- Please be patient. At the beginning of each school year, the carpool line may move slowly. The length will improve once carpool groups form, and when parents, teachers and students become more familiar with the system. The Christ School encourages families to carpool.
- Please exercise care. Wait until all students in your carpool have entered or exited your car and the doors are securely closed before you pull forward. Watch for students walking in front of your car. Please remain in your car at all times during carpool and devote your full attention to driving and to the safety of all students and staff.
- Students not registered in the REACH program and not picked up from school by 4:00 PM (carpool ends at 3:50 p.m.) will be sent to the appropriate REACH group to await pickup. Consequently, a REACH drop-in fee of \$25 will then be billed to the student's account.

CHRISTIAN BELIEFS AND CONVICTIONS

- God the Father** Father and Creator of the universe – *Genesis 1 and 2*
- Jesus Christ the Son** The incarnation of God in the person of Jesus of Nazareth – *The Gospels*
- The Holy Spirit** The presence of God in the world and in the believer – *Acts 2:1-21*
- The Bible** The inspired and authoritative word of God serving as the source for faith and practice for all people – *II Tim 3:16*
- The Church** The universal fellowship of Jesus Christ’s followers – *Acts 2:42-47*
- Baptism** The sign of God’s faithful covenant via the atoning work of Jesus Christ indicating initiation into the Church community as practiced and commanded by Jesus Christ – *Acts 2:38-39, Matthew 28:16-20*
- The Lord’s Supper** A practice and command of Jesus Christ, the Holy Spirit draws us towards greater holiness as the bread and the fruit of the vine represent the sacrificial body and blood of Christ. As Jesus illustrated within the context of the Jewish Seder meal, the bread and cup symbolize the New Covenant between God and all people. – *Luke 22:7-23, I Cor.11:17-26*
- Forgiveness of Sin** Sin, the separation of all creatures from the holy God, is forgiven through the atoning work of Jesus Christ in His crucifixion. – *Col. 1:15-20*
- Life Everlasting** The resurrection of Jesus Christ ensures life everlasting for those who confess to believe in Jesus Christ as Savior and Lord. – *Romans 10:9-10*
- Holy Living** In grateful response to the atoning work of Christ and the Holy Spirit’s regenerative work, Christians are called to live out Godly habits, set worthy examples and steward their resources of time, talent and treasures. Holy living involves practicing Biblical virtues motivated only by the desire to honor a holy God. – *Col. 2:16-23, Genesis 1:28*
- Marriage** Marriage is a covenantal relationship created and entered into by God and a man and a woman. Sexual behavior is a gift from God that is to be enjoyed with fidelity in the covenant of marriage between a man and a woman and there must be chastity in singleness. – *Ephesians 5:30-33, I Corinthians 6:12-20*
- Kingdom Building** Being called to obedience by God’s grace, Christians extend to one another and all people the same love, grace, mercy and justice shown by Christ. Through preaching, teaching and support of mission work in our communities and around the world, Christians begin to build God’s Kingdom. – *I Cor. 13, Micah 6:8, Isaiah 61*

CODE OF STUDENT CONDUCT

At The Christ School, we strive to create a learning environment where every child feels safe and valued. We are a Christ-centered school and seek to teach students to love God and love others. The standards of conduct at The Christ School are based on the belief that God, through His Word, provides standards for His children to follow. The Christ School must maintain an orderly and disciplined learning environment at all times to fulfill our mission.

At enrollment, each student pledges to accept responsibility for his/her conduct toward fellow students, teachers, parents, and most importantly, towards him/herself. Violations of the conduct policies of the school will result in consequences.

We believe the Bible places the ultimate responsibility for training and discipline of the child with the parent. To create a harmonious and orderly learning situation at school, we must have the full cooperation of parents in all academic and disciplinary actions. Our desire is to partner with parents in this endeavor.

The Christ School Honor Code

TCS recognizes that developing and instilling honor in its students is at the core of its mission. With this in mind, an Honor Code has been established:

*As a member of The Christ School community,
I will do my best to exemplify Christ-like integrity in my academic and personal endeavors
and encourage others to act accordingly.*

General Conduct Expectations

Students are expected to:

- Abide by The Christ School Honor Code in all areas of school life.
- Exhibit appropriate behavior in the classrooms, hallways and school building.
- Be respectful to all members of The Christ School faculty and staff.
- Be respectful of the rights and property of others.
- Be respectful of all property.
- Speak with respect to everyone.
- Have academic integrity.
- Abide by the Technology User Agreement signed at the beginning of the school year.
- Treat each other with respect.
- Maintain a safe school environment.

SCHOOL-WIDE PROGRESSIVE DISCIPLINE POLICY

The discipline policy described below is a classroom-centered, teacher-focused policy designed to give teachers the tools needed to maintain an optimal learning environment. In addition to the policy items listed, each grade level class establishes an effective and clear, age-appropriate discipline plan, which is communicated to students and parents at the beginning of the school year. The levels of offenses and consequences listed below have been established to effectively address behavior and administer consequences at the most appropriate level. Although The Christ School follows these general policies, it is the sole discretion of the teacher and school administration to determine the proper level of an offense. The Christ School reserves the right, based upon the specific facts and circumstances, nature of offense, history of prior misconduct, student attitude and other factors, to by-pass the general procedures and proceed to more severe discipline, up to and including suspension or expulsion. The policies and consequences listed are intended to provide an overview of the process and do not necessarily reflect the typical behavior climate experienced by students at The Christ School.

LOWER SCHOOL (K-5)

LEVEL 1 Discipline Issues may include but are not limited to the following:

Gum chewing, food or drink in the classroom without permission, dress code violations, failure to follow teacher's instructions or classroom procedures, minor disruption of teacher and/or instruction, name calling/teasing, tardiness to class, inappropriate hallway, and lunchroom or playground behavior. Classroom teachers address Level 1 offenses at their discretion. They may use progressive consequences including verbal warnings, temporary placement in another classroom, time-out of an activity, and recess and/or lunch detention. Teachers maintain a classroom record of offenses and consequences for each student in RenWeb. The teacher may issue a Detention Report Form after conferring with the school administration and determining that the offense warrants such reporting.

LEVEL 2 Discipline Issues may include but are not limited to the following:

Recurring dress code violations, excessive or ongoing teasing/bullying, name calling, disrespect, lying, cheating, failure to be properly supervised, inappropriate language, missing class, major disruption of teacher and/or instruction, excessive roughhousing, and excessive and/or recurring Detention Report Forms within the same semester. A Parent-Teacher-Student conference is required prior to the issuing of a Level 2 offense for recurring behaviors. A Conduct Report Form will be issued for Level 2 offenses. Level 2 offenses are referred to school administration by the teacher for his/her support for consequences, which may include lunch or recess detention, or other in-school detention depending upon the nature and severity of the offense.

LEVEL 3 Discipline Issues may include but are not limited to the following:

Fighting, physical aggression/confrontation, intimidation/threats/harassment, teasing/bullying gross disrespect, insubordination, inappropriate Internet use, defacing or damaging property, theft, and disciplinary incidents within the same semester. A Conduct Report Form will be issued for Level 3 offenses. Level 3 offenses are referred to the school administration by the teacher with his/her support for consequences, which may include in or out-of-school suspension. Severe or continued Level 3 offenses may also result in conditional enrollment status or dismissal from The Christ School.

MIDDLE SCHOOL (6-8)

As students progress through the middle school years, there is increased responsibility for behavior, decision-making and attitude. There is an understanding between teachers, students, and parents that additional independence requires each student to exercise greater levels of responsibility in following established norms of behavior. Teachers and students partner to create an appropriate learning environment.

Conduct Violations

No conduct policy can address every infraction that may occur. The discipline levels and offenses listed are not intended to be exhaustive, but to provide general guidelines for acceptable behavior. As infractions vary, so do the consequences for violation of the rules.

LEVEL 1 Discipline Issues may include but are not limited to the following:

Tardiness, dress code violation, minor classroom disruption, not following teacher's instructions or classroom procedures, unauthorized food/drink in classroom, hallway, or any part of the building, gum chewing, unauthorized use of elevator, excessive noise, inappropriate lunchroom or chapel behavior, inappropriate language, or any other minor act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, or extra-curricular program.

Classroom teachers address Level 1 offenses at their discretion. They may use progressive consequences including verbal warnings, time-out of an activity, and temporary placement in another classroom and recess or lunch detention. Teachers maintain a classroom record of offenses and consequences for each student in RenWeb.

LEVEL 2 Discipline Issues may include but are not limited to the following:

Moderate classroom disruption, teasing/bullying, disrespectful conduct toward an adult or student, excessive roughhousing, missing class, unexcused truancy, inappropriate or intimidating language used towards another student, teacher or staff, inappropriate behavior in the hallways or other school grounds, unauthorized use of cell phones or other electronic devices during school hours for other than education purposes, or any other more serious act of misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, or extra-curricular program.

For recurring behaviors, a Parent-Teacher-Student conference is expected prior to the issuing of a Level 2 offense. A Conduct Report Form will be issued for Level 2 offenses. Level 2 offenses are referred to the



school administration by the teacher for his/her support for consequences, which may include lunch or recess detention, or other in-school detention depending upon the nature and severity of the offense.

LEVEL 3 Discipline Issues may include but are not limited to the following:

Academic dishonesty including cheating or plagiarism, excessive or ongoing teasing/bullying, threats of a harmful nature, profanity or inappropriate language/material, assault on another student, fighting, intimidation, lying, disrespect or insubordination toward authority, forgery, theft, possession or use of tobacco products, vandalism, unauthorized use or representation of The Christ School on the Internet or in any media form (print or electronic) including images of The Christ School students, staff, facilities, or events; other serious misconduct which interferes with the orderly operation of the classroom, the school program, a school function or activity, or extra-curricular program.

A Conduct Report Form will be issued for Level 3 offenses. Level 3 offenses are referred to the school administration by the teacher with his/her support for consequences, which include in or out-of-school suspension. Severe or continued Level 3 offenses may also result in conditional enrollment status or dismissal from The Christ School.

BULLYING AND CYBER-BULLYING POLICY

Bullying behavior is defined as: repeated, willful attempts or threats to cause injury, to intimidate, to harass, to exclude or to embarrass that substantially interfere with a student's education or the educational environment.

No student shall bully another student or students; either expressed or implied. Bullying can be expressed in but not limited to: physical contact, written, verbal, or electronic communication.

If a student is the victim of such behavior, he or she is strongly encouraged to discuss the behavior with his or her parents and a TCS faculty or staff member. Students and parents are expected to report any bullying behavior, either experienced or witnessed, to a person in authority at school.

The TCS bullying policy includes any bullying and forms of cyber bullying which is a method of harming or intimidating another student by harassing him or her through the use of phone calls, text messages, instant messenger, posting or spreading hurtful comments, videos, or audio records online through personal websites and social networking websites such as Facebook and Instagram, and any other method.

TCS will not tolerate any bullying or cyber bullying actions. Cases of bullying will be considered at minimum a level 2 offense and addressed in a manner appropriate for the age of the student and the incidents that have occurred.

COMMUNICATIONS

RenWeb is the primary source for Home/School communication for our parents to receive current school-wide and student-specific information. RenWeb provides parents a single place to view teacher weekly newsletters as well as their child's grades, assignments and scheduled tests. When there is a change in demographic information for any child, a parent should update RenWeb immediately.

COMMUNITY SERVICE

"...whoever wants to be great among you must be your servant, and whoever wants to be first must be your slave—just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many."
— Matthew 20:26-27

Students at The Christ School learn how to serve others through community service projects. These projects are a regular part of classroom and school-wide activities. Students participate in community service by contributing their time, talents and treasures. Examples of projects TCS students have supported include: Give Kids the World, Grace Medical Home, Equine Angels, The Boggy Creek Gang Camp, Restore Orlando, Operation Christmas Child, Crisis Nursery, Braille Bible Foundation, Coalition for the Homeless, Seniors First along with various retirement and nursing homes. We hope that parents will encourage their children to demonstrate a servant's heart through helping around their home, in their neighborhood and through scouting or church groups. Many community service efforts at The Christ School are coordinated through The Christ School Parent Teacher Fellowship including our annual school-wide "One Great Day of Service."

COMPASS PROGRAM

- i. The COMPASS program is provided for students who have been documented as having a learning disability, attention deficit/hyperactivity disorder, and/or gifted.
- ii. The goal is to assist our students in reaching their maximum learning potential.
- iii. Program cost is in addition to tuition, and some services are contracted.
- iv. The program provides group and individual sessions, as appropriate and when possible.
- v. Academic plans are developed based on the needs of the student.
- vi. Interventions are communicated to the classroom, and specials teachers by the COMPASS teacher in conjunction with the Student Support Specialist.
- vii. Schedules are coordinated with the classroom teachers.
- viii. For more information contact the Compass teacher.

CONCERN RESOLUTION

The Christ School partners with families to provide an academically rigorous and Christ-centered K-8 experience. In order to accomplish this mission, the school values open, candid and constructive communication among stakeholders. If concerns arise during the school year, it is important that all stakeholders understand the school's resolution process and the need to address concerns in a manner that supports a strong sense of school community.

The Christ School's concern resolution policy is based on scripture found in Matthew 18:15-16,

Whenever a concern arises, it should be addressed directly with the person(s) involved. When concerns escalate, it is frequently due to the lack of clear and direct communication.

Students, parents, teachers and staff members have the right and responsibility to address concerns in an open manner and should never experience retaliation for their efforts to share and seek resolution of a concern.

Policy

Oversight of the administrative operations of the school, including concern resolution, is assigned to the Head of School by the Board of Trustees; individual Board members do not engage in the resolution of day to day

concerns. It is the expectation of the Board that the Head of School will ensure the implementation of the following concern resolution policy:

If a stakeholder has a concern, he or she should first communicate directly with the teacher or staff member involved in an attempt to resolve the concern. If a meeting is requested from either party, all individuals involved should make their best efforts to schedule the meeting within 2 school days of the request. Meetings may be conducted in person, by phone, or in any mutually agreed upon manner.

If the stakeholder feels the concern remains unresolved, a meeting should be requested with the teacher or staff member and their immediate supervisor to discuss the concern. Please contact Theresa Opsahl if you need to identify an employee's supervisor. Any follow up actions, with corresponding timeline, shall be documented and agreed upon during this meeting. All parties shall be accountable for the agreed upon plan.

If the stakeholder feels the concern is still unresolved, the final step is to request a meeting with the Head of School. The Head of School will work with all individuals involved to seek a resolution. The outcome of the meeting and any follow up actions, along with corresponding timeline, shall be documented and agreed upon prior to the end of the meeting. All parties shall be accountable for the agreed upon plan.

ENROLLMENT CONTRACT

The Enrollment Contract (Contract) with The Christ School (TCS) represents a family's commitment to pay the entire school year tuition amount. This policy is applicable on a per-student basis.

Each year, TCS families and The Christ School enter into an Enrollment Contract (Contract) that is binding upon the parent's electronic signature of the contract. Tuition deposits and new student fees are not refundable.

Families agree to read and comply with the rules and regulations of The Christ School (TCS) as outlined in the Parent Handbook, as may be amended from time to time at the sole discretion of TCS.

TCS reserves the right to suspend or dismiss any student who has a conduct record judged to be unsatisfactory by the Head of School. TCS requires each student to make measurable and acceptable academic progress toward the requirements for promotion and graduation. In the event a student fails to make demonstrable academic progress, TCS reserves the right to dismiss the student or to withhold the offering of an enrollment contract for the following academic year. In the event a student is



dismissed for any of the causes above, TCS shall not be liable for claims or for any costs or expenses incurred as a result, and no reduction of the financial obligation to pay the full annual tuition will be made.

The enrollment contract authorizes the parent's child to participate in field trips and TCS-sponsored, off-campus activities. The contract grants permission for the child to access computer and internet resources as made available by TCS. TCS has parents' permission to provide emergency medical care or treatment for their child. As required by law, the parent agrees to provide the child's updated immunization records to TCS. TCS is granted permission to take and use visual/audio images of children including any type of recording whatsoever including but not limited to photographs, digital images, drawings, renderings, voices, sound or video recordings, audio clips or accompanying written descriptions and said images may be used in any manner or media without notifying parents in advance. Such potential uses include educational, promotional, advertising, and trade, through any medium or format, including, but not limited to, videotape, audiotape, film, photograph, television, radio, digital, internet, theater, or exhibition and may appear on TCS sponsored web site and in publications, promotions, broadcasts, advertisements, posters and theater slides.

Parents agree that TCS owns the images and all rights related to them.

If a family's account is more than 30 days in arrears, students will not be allowed to take examinations. Grades or transcripts will not be released until the family's financial account is current. Additionally, parents agree to pay reasonable attorney fees and costs associated with any action to enforce the enrollment contract. Furthermore, certain fees may be added to accounts for items such as library books, textbook charges, field trips and/or other educational opportunities, athletic fees/uniforms. Payment for these fees will be due to the School within 15 days of date of charge. Parents also understand that in the case of a split family, The Christ School will not recognize fractional tuition responsibility; the parents are jointly and severally responsible for all tuition and fees due to The Christ School. There will be one financial account per family.

The enrollment contract confirms the parents' understanding that employment contracts with faculty and staff of TCS are for the full Academic Year, and, as a consequence, the obligation to pay all charges for the full Academic Year is unconditional. No portion of such charges, whether paid or outstanding, will be refunded or canceled notwithstanding the subsequent absence, dismissal, or withdrawal of my/our child(ren) from TCS before the end of the full academic year, unless written notice of withdrawal is received by TCS before May 1, 2015, or is due to the death or medically certifiable total

disability of my/our child(ren) or if the family moves to a location 50 miles or greater from TCS.

WITHDRAWAL REFUND POLICY FOR STUDENTS WITH TOTAL DISABILITY OR MOVING OUT OF AREA

The Enrollment Contract (Contract) with The Christ School (TCS) represents a family's commitment to pay the entire school year tuition amount. This policy is applicable on a per-student basis. Should a student leave the school during the school year and be entitled to a refund pursuant to the terms of the Contract, this policy specifies an amount based on the date of withdrawal.

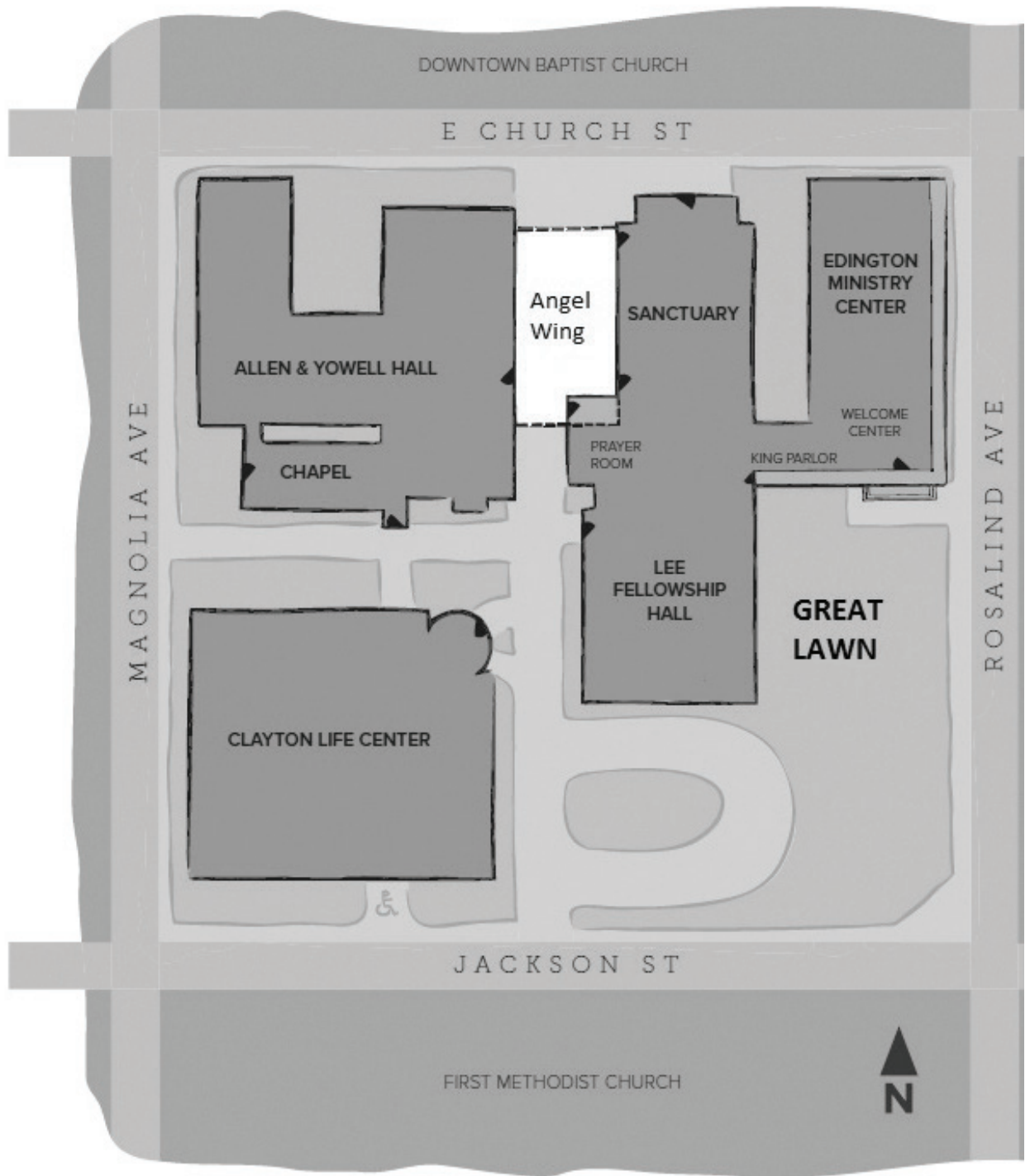
If a refund is authorized, the refund will be calculated as follows:

- **Withdrawal prior to June 1st:** Family will be released from the Contract and any tuition or fee payments received by the school prior to this date will be refunded, except for nonrefundable fees and deposits.
- **Withdrawal after June 1st and prior to the first day of school:** Family will be responsible for 20% of the annual tuition, plus nonrefundable fees and deposits.
- **Withdrawal anytime during the first quarterly grading period:** Family will be responsible for 45% of the annual tuition and other fees prepaid or otherwise, plus nonrefundable fees and deposits.
- **Withdrawal anytime during the second quarterly grading period:** Family will be responsible for 75% of the annual tuition, plus nonrefundable fees and deposits. And will not be refunded any other fees, prepaid or otherwise.
- **Withdrawal anytime after the start of the third quarter:** Family will be responsible for 100% of the annual tuition, plus nonrefundable fees and deposits. And will not be refunded any other fees, prepaid or otherwise.

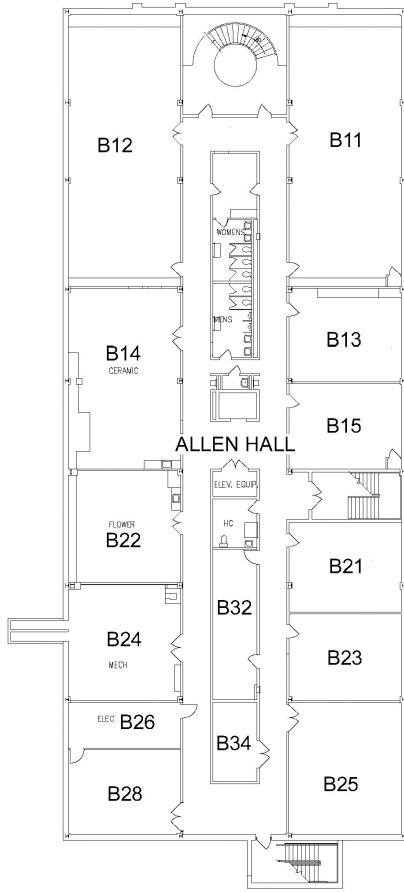
Any refund requests are to be made in writing via TCS Student Withdrawal Form and signed by the parent(s) for approval by TCS. Transcripts will be held for any unpaid items. Refund checks will be issued within 30 days of receipt of signed TCS Student Withdrawal Form and must be made payable to the same person(s) or entity that made original payment.

Note: The June 1st date refers to the June 1st of the year prior to the school year for which the student is enrolling. It does not refer to June 1st of the current school year from which withdrawal is sought.

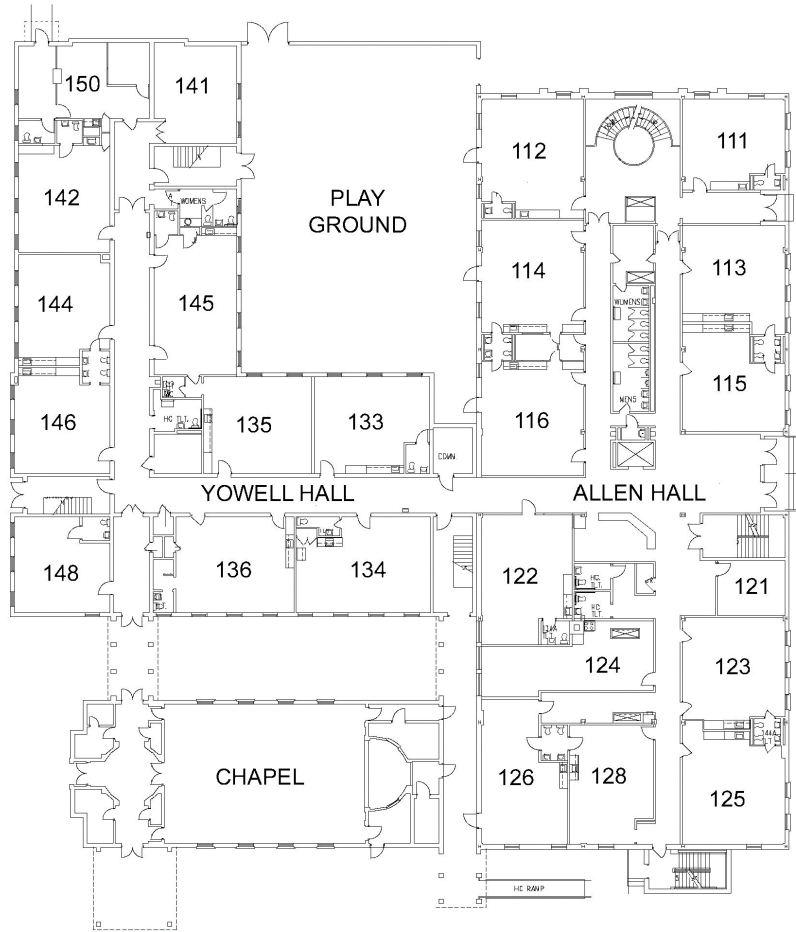
FACILITY AND CAMPUS MAPS



BASEMENT



ALLEN & YOWELL HALL FLOOR PLANS



SECOND FLOOR



THIRD FLOOR



FIELD TRIPS

Fun and exciting field trips are planned each year by our teachers to supplement their classroom curriculum. Parents are needed and encouraged to serve as chaperones.

Chaperone Information:

- Chaperones are required to pay their own admission fee, when applicable. These fees are non-refundable.
- Chaperones are required to have submitted to and successfully passed a Level 2 background screening through USE Electronic Fingerprinting, Inc.
- Driving chaperones are required to provide The Christ School with a copy of their driver's license and auto insurance card prior to the day of the field trip.
- Drivers may request reimbursement from TCS for parking fees and tolls incurred on field trips.
- Chaperones should report to the classroom teacher to receive their carpool assignment.
- Chaperones should travel directly to the field trip location and upon completion of the field trip, return directly to The Christ School. Chaperones are expected to arrive on time. Leaving early or driving separately from the rest of the group is prohibited.
- Parents should not make special stops or deviate from the travel plan for any reason. It is the responsibility of the chaperones to observe and maintain the safety of all students in their care.
- Special treats should not be purchased for students unless all students in the class receive the treats.
- Parents who are separated or divorced must coordinate chaperone opportunities. The Christ School will not mediate these matters.
- Students should wear a green polo shirt unless other direction is provided.

Siblings are not permitted to attend TCS field trips. Parents are required to sign a Field Trip Permission and Waiver form before the start of school for school authorized field trips.

The Christ School curriculum includes overnight field trips beginning in the fifth grade. Students who do not participate in the trips receive an alternative study assignment. Parent chaperones are welcome to participate on these trips and are required to remain with the group for the entire trip. Chaperones must consider the safety and security of the students at all times and may not permit any student(s) to remain in or leave the hotel room alone. Chaperones and students represent The Christ School when traveling and should conduct themselves accordingly. Parents are required to refrain from drinking alcoholic beverages while on field trips with The Christ School.

FUNDRAISING

The school relies on the generous contributions and fundraising efforts of our supporters. The Christ School

conducts an Annual Fund campaign and hosts The Mane Event, a social fundraiser including dinner and auction.

At limited times throughout the year opportunities for optional, discretionary donations will be presented to parents and supporters. Any additional fundraising events must be approved in advance by the development specialist.

GRADING, PROGRESS REPORTS, RECOGNITION

The school year consists of four grading periods, each nine weeks in length. If, at any time, you have questions about your child's progress or grades, please contact the teacher to schedule a conference. The Christ School uses various methods to recognize students who have achieved outstanding academic performance and who have demonstrated appropriate and responsible school citizenship.

HALLOWEEN POLICY

The purpose of this policy is to provide direction and expectations of faculty, staff and students regarding the observance of Halloween at The Christ School. Halloween is neither a Christian nor civic holiday, and given that it can so easily and quickly cross the line between innocent fun and an involvement with evil, our school's position is that Halloween will not be observed at school. It is the intent that the formation of this policy will eliminate or minimize any misunderstanding of the position The Christ School takes regarding this matter.

This policy makes no statement about those who do or do not choose to participate in Halloween outside of school. We view this as a personal and family matter. This policy simply prohibits any Halloween related observance at school.

Specifically,

- Students are not permitted to wear any type of Halloween costume at school
- Classroom celebrations, snacks, parties, etc. related to Halloween are not permitted
- Halloween related decorations of any type (jack-o-lanterns, witches, black cats, etc.) are not permitted in any school facilities (classrooms, offices, etc.)
- Fall decorations are an appropriate part of celebrating the seasons God has created. However, if a staff member is unclear if an item is a Halloween decoration or simply a fall decoration, the staff member should not use the decoration.

HEALTH

The school health care assistant will provide assistance with minor injuries and illnesses. If a student becomes sick, has a fever, or is seriously injured, the student's parents will be notified. All parents should complete the Student Medical Form on RenWeb.

It is essential that all students fulfill the State of Florida's immunization program and annual check-up requirements and provide documentation on forms provided by their pediatrician. These forms must be submitted to the school office prior to the start of school.

The Christ School requires emergency contact information for each student. Please notify the school immediately if the contact information changes.

For your child's sake, as well as the health and safety of the other students, please use good judgment by keeping your child home if they are ill or show symptoms of illness. Students who report to school with a fever above 99.5 degrees will be sent home. Students must be fever free for at least 24 hours (without fever reducing medication, i.e. Ibuprofen, Acetaminophen) before returning to school. Similarly, if a student has had diarrhea and/or vomiting, he/she must be clear of these symptoms at least 24 hours before returning to school.

HOMework POLICY

At The Christ School, homework is designed to help students achieve at the highest academic level possible. Schoolwork done at home provides training in study habits, skill and discipline; it increases background knowledge and conceptual understanding; and it provides experiences in problem solving and self monitoring. A respectful balance between family and community obligations and homework is desired while achieving the overall goal of academic success; therefore, homework will not be assigned on evenings with special events that are in conjunction with The Christ School. In general, students should plan for approximately ten minutes of homework multiplied by the numerical grade level (i.e. 4th grade = $4 \times 10 = 40$ minutes.)

Our homework assignments are deliberately and carefully planned as an extension of the curriculum. The goals are class preparation, practice, revision and exploration. As students grow and mature their capacity to reap benefits from homework increases; therefore, our school has graduated expectations with regard to student responsibilities for completing homework. As student responsibility and abilities increase, parent involvement in homework should decrease.

Homework at The Christ School is reviewed and feedback is provided to validate the importance of the assignment.

Kindergarten

- Approximately 10 minutes of homework is assigned daily Monday–Thursday.
- Parents are asked to read for pleasure with their children daily.
- An occasional family activity related to classroom learning may be assigned.

Grades 1 and 2

- Approximately 10-20 minutes of homework is assigned daily Monday–Thursday.
- Homework is typically assigned in reading, mathematics and spelling.
- Parental support may be needed to assist with basic skill practice.
- Parents are asked to continue reading with their child for pleasure.

Grades 3, 4 and 5

- Approximately 30-50 minutes of homework is assigned daily Monday–Thursday.
- Independent reading for pleasure should be reinforced at home.
- Parental support is necessary to check that assignments are complete and represent sincere effort and good quality. Student planners are used to record assignments.
- Parental guidance on projects should be limited to providing materials, assistance with planning, and timely completion.

Grades 6, 7 and 8

- Approximately 60-90 minutes of homework is assigned daily Monday–Friday.
- In conjunction with RenWeb, student planners are used for recording and tracking assignments and project due dates.
- Students are required to read novels of their choice outside of the classroom.
- Parental support may be necessary for studying for quizzes and tests and for assisting with time management for project completion.
- Increased student independence on assignments should be encouraged, but still monitored by a parent as necessary for timely completion and high quality.
- As students become more independent, parents are urged to find a healthy balance between encouraging students to take responsibility for their own academic achievement while still interacting to ensure the student's successful performance in school.
- Homework is expected to be submitted on the due date.
- Teachers collaborate in order to coordinate tests, special projects and other assignments.

HOURS OF SCHOOL

The Christ School day begins promptly at 8:10 a.m. for all students and classes end at 3:15 p.m. for TK–5th grade and 3:35 p.m. for the middle school. Students should arrive in their classrooms in the morning with enough time to prepare for their school day. Please see the Tardy Policy in this Handbook for further information.

Before and after school care is available through the REACH program, (see REACH section). Administrative

offices are open from 7:45 a.m. to 4:15 p.m. Monday through Friday during the school year and from 8:30 a.m. to 4:00 p.m. Monday through Friday in the summer with closures on selected Fridays.

LOST AND FOUND

Please label all items, (especially sweaters, sweatshirts and hair accessories) that belong to your child so that if lost the owner can be identified. Unlabeled articles will be placed in Lost and Found located in The Christ School clinic. If your child loses an article, please notify the school office immediately. Items unclaimed beyond a reasonable period of time will be donated.

LUNCH PROGRAM

Students in grades 1st – 8th dine in the lunch room on the 3rd floor of Allen Hall. Transitional Kindergarten and Kindergarten students dine in their classrooms

LUNCH ROOM RULES

Microwave use:

- Please send in food with a cook time of two minutes or less.
- Please teach your child how to use a microwave properly.
- Please send in microwave-safe plates or containers.
- Microwave use is limited to 3rd-8th grade students.

Behavior:

- Students are to use “restaurant” manners at all times while eating and enjoying fellowship with others.
- 1st and 2nd graders are asked to stay in their seats and raise their hands to receive adult assistance.

Other:

- Sodas are not allowed.

Parent Assistance:

- You are welcome to join your child(ren) in grades 1st–8th for lunch.
- You are welcome to assist in the lunch room as a volunteer.
- Your role as a volunteer in the lunch room is to acknowledge raised hands and assist students as needed.
- Please monitor behavior.
- Safety is our number one priority.

MEDICATION

Prescription (RX) medication and Over the Counter Medication (OTC) may be administered at The Christ School. However, there are certain policy requirements regarding our school clinic dispensing the medication.

REGARDING PRESCRIPTION (RX) MEDICATION

- Prescription medications are under a physician’s authorization and will be dispensed as directed by the physician.

- An “Authorization for Administration of Prescription Medication” form must be correctly completed indicating the name of the student, name of medication, dosage amount, time to be given, illness/condition, time period to be given and physician’s name. The form must be signed by the parent/guardian and dated.
- If the prescription is a maintenance medication the “Authorization for Administration of Prescription Medication” form will cover the entire school year. However, if there are ANY changes made in the dosage of maintenance medication a new “Authorization for Administration of Prescription Medication” form must be completed.
- A parent or guardian must bring the medication to the Office/Clinic. Medication may NOT be brought by the student.
- All RX medications must be in the original pharmacy container.
- If your child has asthma and requires an inhaler, the inhaler may be kept in the Clinic and/or carried in his/her backpack, or both. If the inhaler is to be a self-carry, then an “Authorization for Self-carry/ Administration of Metered Dose Inhalers” must be completed and signed by the physician and signed by the parent. In addition, the “Authorization for Administration of Prescription Medication” must be completed.

REMEMBER:

- **An “Authorization for Administration of Prescription Medication” form must be completed and signed by the parent, and on file in the clinic for each RX medication.**
- **All RX medications must be in the original pharmacy container. The label must be legible.**
- **RX medications must be brought to the Office/ Clinic by the parent/guardian.**

REGARDING OVER THE COUNTER (OTC) MEDICATION

- Over the counter medication (such as Tylenol, Motrin, or cold medicine) may be dispensed under a parent’s authorization.
- Over the counter medication authorized by a physician will be dispensed as directed by the physician.
- An “Authorization for Administration of Over the Counter Medication” form must be correctly completed by indicating the name of the student, name of medication, dosage amount, time to be given, illness/condition, time period to be given. The parent/guardian must sign and date the form.
- Any OTC medication must be in the original container or blister packaging.
- A parent/guardian must bring the medication to the Office/Clinic. Medication may NOT be brought in by the student.



REMEMBER:

- An “Authorization for Administration of Over the Counter (OTC) Medication form must be completed, signed by the parent, and on file in the clinic for each OTC medication.
- All OTC medications must be in the original container or blister packaging.
- All OTC medications must be brought to the Office/Clinic by a parent/guardian.

Please Note: All medication must be picked up at the end of the school year by a parent/guardian.

NATIONAL JUNIOR HONOR SOCIETY, THE CHRIST SCHOOL CHAPTER

Membership in the NEHS or NJHS is one of the highest honors that can be achieved by a student. To be eligible for membership in the National Elementary Honor Society or the National Junior Honor Society at The Christ School, a student must be a fourth or fifth grade student (NEHS) or seventh or eighth grade student (NJHS). The student must be in good standing and have been enrolled at TCS for at least one full semester.

Students do not apply for membership but are first offered an invitation to be considered for induction. Invitations are handed out in the spring before membership year starts. Invitation candidates are identified by grade and conduct. Rising fourth, fifth and seventh graders will need to have all A's and no serious misconduct to be offered an invitation. Rising eighth grade students will need to have maintained a cumulative unweighted 3.5 GPA during middle school and no serious misconduct. The student must also meet the other requirements described below.

It is expected that all students considered for membership will take the initiative to thoroughly complete the required information and demonstrate the desire to become a member by properly submitting the information on or before the deadline. Forms submitted after the deadline will not be considered. With the invitation, students are also given a detailed letter, which instructs them on the proper procedure to follow. Students are to complete the information themselves. Proper submission of the forms is required, but it is not a guarantee of acceptance.

Upon submission of the appropriate forms and after prayerful consideration, a five-member faculty council selects students to be inducted. Neither the Head of School nor the NEHS or NJHS advisers are voting members of the faculty council. Contrary to what many believe, GPA does not guarantee acceptance. Evaluation is based on five criteria: scholarship, service, character, leadership, and citizenship. Each area is equally weighted. Students are not informed of their acceptance in NEHS

or NJHS until tapping. It is not until the induction ceremony that the student becomes a member. According to the national bylaws, all inductees must participate in the induction ceremony. The induction ceremony is a formal ceremony held in the spring. A student must maintain an un-weighted GPA of 3.5 as the minimum scholarship requirement to remain a member. Member status will be re-evaluated at the end of each school year.

Those not selected may appeal to the Head of School as directed by the organization's bylaws. The student must submit his or her written appeal in a timely manner. However, according to the bylaws, “Chapters are not obligated to share with parents and students information concerning specific students not selected for membership in the Society.” In order to retain membership, students must:

- (1) Participate in the service projects,
- (2) Attend meetings and ceremonies,
- (3) Maintain all the requirements necessary for acceptance.

NON-DISCRIMINATION

The Christ School maintains an open admission policy and does not discriminate on the basis of race, color, gender, religion, national or ethnic origin.

NON-PUBLIC SCHOOLS EVALUATION OFFICE

The Orange County Public School system maintains an office designed to serve non-public students. Their role is to assist in determining if a private school student needs or qualifies for exceptional educational services. When appropriate, services may be provided for parentally placed private school students with identified disabilities. Your child's teacher is the first point of contact for information regarding the referral process for these services.

PARENT TEACHER FELLOWSHIP

The Christ School is blessed with an active and supportive Parent Teacher Fellowship.

- Executive Council meetings are held on the first Thursday of alternating months at 8:15 a.m.
- Monthly council meetings are held the second Thursday of each month at 8:15 a.m. All parents are welcome to attend the monthly council meetings.

PARKING

The fifth and sixth floors of the parking garage on the southeast corner of Jackson and Rosalind are available for guests of The Christ School. Please do not park on Floors 1-4. Parking tickets can be validated at the first floor TCS reception desk.

PHONE NUMBERS, CALLS AND CELL PHONES

The Christ School office (407-849-1665) is open throughout the school year, Monday through Friday, 7:30 a.m. to 4:15 p.m. and during the summer, Monday through Friday, 8:30 a.m. to 4:00 p.m. with the exception of selected Fridays. If personnel are not available to answer the phone, you may leave a voice mail message and your call will be returned as soon as possible. Parents may also leave messages for the teachers by calling the school office.

Students may not use cell phones during school hours or on-campus before or after school without the permission of a school employee. With the permission of the teacher, students may use the classroom or office land line. Cell phone usage is not permitted in the carpool line.

PHYSICAL EDUCATION AND SPORTS

Physical education classes are held in the Clayton Life Center gymnasium.

Middle School Interscholastic sports offered at The Christ School include boys' and girls' basketball, tennis, track, cross country, cheerleading, swimming, boys' flag football and girls' volleyball. Additional crew sports may be offered based on the interest expressed by our students and families and according to the availability of facilities and coaches. Interscholastic sports play is available to TCS students in sixth through eighth grade.

Interscholastic sports are a privilege and require the student to maintain an acceptable performance level in the areas of conduct and academics. Students must maintain a cumulative grade point average of 2.0 to be eligible to play or try-out for sports. Any student athlete with a failing grade on an interim report or report card, or who at any time demonstrates conduct that needs improvement or is unsatisfactory, may receive one or more of the following consequences: ineligible for one or more practices or games; detention; suspension or dismissal from the team.

It is our intent to foster a desire for excellence, an appreciation of the opportunity to participate in team sports and a sense of responsibility for each athlete's personal, academic and spiritual growth.

Lower School sports are offered to Kindergarten through fifth grade. Sports offered include boys' and girls' soccer, basketball, tennis, swimming, cheerleading, boys' flag football and girls' fourth and fifth grade volleyball. Our youngest Lions participate and compete in community leagues throughout the year. It is our desire to grow our young athletes toward Christ-like qualities through joyful fellowship.

REACH

The Christ School provides an extended care program for students in need of supervision before or after regular school hours. Each student who participates in the program must be pre-registered. Drop-ins are not accepted. The REACH program observes the same holiday schedule as The Christ School and is additionally closed as designated on the school calendar. Before school care begins at 7:00 a.m. and after-school care ends promptly at 6:00 p.m. A late fee of \$10 will be charged for each quarter hour or portion thereof after 6:00 p.m. All late fees will be billed to the parent's account. Parents who are routinely late picking up their children may lose the opportunity to participate in this program.

The goal of the REACH program is to provide a safe, secure and loving environment. Planned activities include homework time, indoor and outdoor recreation, arts and crafts, movies and other activities. Snacks are provided daily. Each student must be signed out by one of the adults listed on the student's REACH Enrollment Form.

This program is provided as a convenience to our families. Participation in this program may be suspended due to student misbehavior.

REACH HOURS AND FEES

HOURS

Before School 7:00 AM–7:50 AM
 After School 3:15 PM–6:00 PM

FEES

Payment for REACH must be made prior to attending. For those with existing FACTS accounts used to pay tuition, these programs may be added to their account. Late pick up fees (\$10 per fifteen minute period or portion thereof) will be billed to the parent's account.

Before School Drop-Off at 7:00 a.m., pre-registered	\$500.00/year
After School Pick-up by 6:00 p.m., pre-registered:	
1 day per week	\$460.00/year
2 days per week	\$885.00/year
3 days per week	\$1,320.00/year
4 days per week	\$1,740.00/year
5 days per week	\$2,165.00/year

Students not registered in the REACH program and not picked up from school by 4:00 PM (carpool ends at 3:50 p.m.) will be sent to the appropriate REACH group to await pickup. Consequently, a REACH drop-in fee of \$25 will then be billed to the parent's account.



RECESS

Students use the Angel Wing, The Christ School playground and the Great Lawn for recess. Other park and recreation areas in the downtown vicinity are utilized to provide the students with additional outdoor opportunities.

ROOM PARENTS

One room parent will be designated for each class by the school administration. Room parents should demonstrate a strong connection and loyalty to the school. General areas of responsibility include special events/party planning, recruiting and coordinating classroom volunteers.

Specifically, room parents:

1. Plan special events and parties and recruit parents to help with these events.
2. Coordinate volunteers for routine classroom assistance, (reading to students, math games/work with students, bulletin board/classroom decorations, etc.).
3. Recruit and coordinate volunteer parents to walk to the library, walk to Lake Eola, etc.
4. Recruit parents to provide refreshments for classroom activities.
5. Assist in other ways as requested by the teacher.
6. Assist in communicating with the parents about classroom activities, always ensuring that everything that goes home is reviewed and approved by the teacher.

PTF guidelines and a list of duties are given to room parents each year. Please contact your child's room parent to volunteer your time with your child's class.

SAFETY AND SECURITY

The safety of our students, staff and visitors is our primary responsibility. On campus security guards patrol the campus and monitor security cameras. Our classroom building is secure and access to visitors is available through the reception area. All visitors, including TCS parents, are required to sign in at the first floor TCS reception desk and wear a visitor's badge. All school staff members are expected to question anyone they see in the building without appropriate identification.

The school conducts regular emergency drills and has exit maps posted in each classroom. During the threat of a hurricane, please monitor local news outlets and The Christ School website. In the event of severe weather, The Christ School will close school on any day that OPCS closes school due to weather. TCS may resume classes earlier providing facilities and other factors warrant reopening school.

SCHOOL PICTURES

Parents will have the opportunity to purchase professional photographs of their student at two times during the school year. In September, a professional photographer will take color photographs of each class and student. In February, a professional photographer will take black and white, candid photographs of each student.

SCHOOL-SPONSORED CLASS PARTIES

The teachers and room parents plan special events and classroom parties. All of these events should be coordinated with and approved by the Director of Academics and Student Programs. Parents may be asked to assist by baking, providing drinks, paper goods, decorating, etc. School-sponsored off-campus class parties must be approved by a school administrator. Please notify your child's room parent if you are available to help with parties and other class activities.

SCHOOL SUPPLIES

School supply lists are available on RenWeb prior to the beginning of the school year.

STATEMENT OF PARENTAL SUPPORT/ INVOLVEMENT

All parents must agree to support the school and indicate that support by signing a statement that must be included in the materials submitted before the beginning of school. Continuing students have the statement in their file. Parents in violation of articles in the statement may be required to seek another school for their children.

Parents must agree that...

1. I have received and read the "Christian Beliefs and Convictions" of the school and am willing to have my child educated in accordance with these beliefs.
2. I agree to support the standards of the school in every area—academic, discipline, spiritual, moral and financial.
3. I agree to participate fully in all the activities of the school, including parent-teacher conferences, special meetings, the Parent Teacher Fellowship, and fund raising efforts.
4. I agree to pay all financial obligations to The Christ School by the due date or provide a written explanation of difficulty and request for a change in my payment plan.
5. I agree to support my child's education by supervising the responsible completion of all homework assignments, providing a loving home environment and initiating contact with my child's teacher when appropriate.

6. I agree to handle any matters of concern or areas of dissatisfaction in a manner consistent with The Christ School's Concern Resolution policy.
7. I will encourage my child's attitude of love and servant leadership by living, loving and serving as an appropriate model.
8. I agree to support the educational program at The Christ School by seeing that my child attends school regularly, arrives and is picked up on time and by sending written explanations for absences or tardiness.
9. I agree that The Christ School reserves the right to designate the appropriate teacher for my child and I will not attempt to influence or interfere with this process.
10. I agree to participate fully in opportunities for input and involvement in the school such as the Parent Teacher Fellowship, surveys and notes sent from the school, and communication with the school administration and teachers as appropriate.

STUDENT UNIFORM POLICY

The Student Uniform Policy has been developed to provide a uniform, consistent appearance for our students. Uniform policies and procedures are re-evaluated at the end of each school year and any necessary adjustments are made.

Students have several uniform options. It is the parent's responsibility to make sure their child complies with the student uniform policy each day when they leave for school. Students who are not in the proper uniform may receive one or more of the following consequences: a verbal notice; a written notice sent to the parents; or the student may be sent to the office and instructed to call their parents to bring the proper uniform to school. In the event of infractions related to hair or makeup, parents may be called to pick up their child from school. Students will be allowed to return to school once the infraction has been corrected.

All uniform apparel must be purchased from either Dennis Uniform or Lands' End. To ensure a proper order, please provide The Christ School preferred school number each time you place an order. When ordering online from Lands' End, simply enter the school number and the list of approved items can be viewed.

Dennis Uniform:

School number: E05
Phone number: 407-292-0395
Web address: www.dennisuniform.com

Lands' End:

Preferred School Number: 900044603
School Name Only Logo Number: 9747138K
School Crest with School Name Number: 9861154K
Phone number: 1-800-469-2222
Web address: www.landsend.com/school

Uniforms must:

- Fit appropriately (not tight or baggy).
- Be neat and clean (no tears, rips or frays).
- Shirts must be tucked in at all times with the exception of the white sailor blouse and the Peter Pan blouse.
- Shorts/skort waistbands may not be rolled in order to shorten length; shorts/skort or dress must be no shorter than three inches above the knee.
- Only designated pants from Lands' End or Dennis may be worn. In the case of cold weather, jeans may not be worn.

General Appearance:

- Jewelry and accessories must be conservative in style and amount.
- Hair must be neat and out of eyes. Boys' hair must be above the collar.
- Accessories in hair and dress for female students should reflect coordinating colors only.
- Male ear piercings and multiple female ear piercings are prohibited as are any other body piercings.

Field Trips (Lower and Middle School):

TCS Evergreen polo with khaki bottoms.

Dress Uniform:

Is required every Monday and additional days as designated.

Casual Dress:

Non-uniform clothing permitted but must fall within the parameters listed below:

- Torn, ripped or frayed clothing items are not permitted
- Short/skort length must be no shorter than 3" above the knee.
- Sleeveless shirts, spaghetti straps or shirts that expose the midriff are not permitted.
- Hats are not permitted.
- Leggings and yoga pants are not permitted.
- Shirts may not have inappropriate language, slogans or pictures.
- Boots are permitted on casual dress days.

Cold Weather Dress:

If the weather is forecast to be 49 degrees Fahrenheit or below at 8:00 a.m., students may wear heavy coats as outerwear and are encouraged to wear uniform pants with their uniforms. Additionally, girls are permitted to wear white or navy blue leggings under TCS uniform bottoms on a forecast cold weather day.

Friday Dress:

Every Friday students may wear any TCS T-shirt that is in good repair instead of the required uniform top. Lower school students must wear uniform bottoms with the TCS T-shirt. Middle school students may wear jeans that are not torn, ripped or frayed. All other bottoms must follow daily uniform guidelines.

Spirit Day:

Spirit Days occur approximately once per quarter and are set aside to recognize the sports teams that are currently in season. Students gather in the gym for an assembly

near the end of the school day to celebrate the teams. Students are allowed and encouraged to show their school spirit by dressing in school colors — green and gold. General dress guidelines for Spirit Day include:

- TCS team jerseys
- TCS T-shirts
- Socks in TCS colors
- Headbands, hats, face paint, etc.
- Lower School students must wear uniform bottoms
- Middle School students may wear jeans

LOWER SCHOOL DRESS UNIFORM POLICY

LOWER SCHOOL TK-4 GIRLS

Blouse Middy-white poplin “sailor” blouse w/ plaid tie w/The Christ School logo (*Dennis only*).

Skorts/Skirts Carden plaid skort (*Dennis only*). Length must be no shorter than 3” above the knee. Uniform pants acceptable in cold weather.

LOWER SCHOOL TK-4 BOYS

Shirt White Oxford short sleeve shirt w/ The Christ School crest (*Dennis only*).

Pants Dark grey long pants (*Dennis only*) w/ black belt (*Velcro belt option for TK-1*).

LOWER SCHOOL 5th GRADE GIRLS

Blouse ¾-sleeve white Oxford blouse w/ The Christ School crest (*Dennis only*).

Skorts/Skirts Heather grey skort (*Dennis only*) Length must be no shorter than 3” above the knee. Uniform pants acceptable in cold weather.

LOWER SCHOOL 5th GRADE BOYS

Shirt White Oxford long sleeve shirt w/ The Christ School crest (*Dennis only*).

Pants Dark grey long pants (*Dennis only*) w/ black belt.

GENERAL LOWER SCHOOL DRESS UNIFORM POLICY

Socks Solid white, black or navy crew, low-cut, no-show or knee socks.

Tights Solid white or navy footed, no pattern allowed. *Leggings are not permitted.*

Shoes Athletic shoes only – solid **white, black or navy**; must be tied appropriately; no wheels, lights or characters. *Boots are not permitted.*

Belt N/A

Outerwear/ Fleece Microfiber or microfleece dark green with logo; evergreen or navy hoodie, crew or zip front sweat shirt; evergreen or navy cable front cardigan. All outerwear must have The Christ School logo.

Socks Solid white, black or navy crew, low-cut, no-show or knee socks.

N/A

Shoes Athletic shoes only – solid **white, black or navy**; must be tied appropriately; no wheels, lights or characters. *Boots are not permitted.*

Belt Black – (*Velcro belt option for K-1 students*)

Outerwear/ Fleece Microfiber or microfleece dark green with logo; evergreen or navy hoodie, crew or zip front sweat shirt; evergreen or navy cable front cardigan. All outerwear must have The Christ School logo.



LOWER SCHOOL DAILY UNIFORM POLICY

All uniform apparel must be purchased through Lands’ End Uniform or Dennis Uniform www.landsend.com/school or www.dennisuniform.com

TK-5 LOWER SCHOOL GIRLS

- Shirts** Polo (evergreen, yellow, white, navy) with The Christ School logo; White “Peter Pan” blouse (long or short sleeve) w/The Christ School logo or crest.
- Shorts/Skorts** Khaki or Carden (*Dennis only*) shorts/skorts or Khaki Box Pleat skirt (must wear bike shorts); *Length should be no shorter than 3” above the knee.*
- Pants/Capris** Khaki feminine fit plain chinos in straight leg or flare** Chino pants in khaki.
***Lands’ End only*
- Dress/Jumper** Short sleeve polo dress (evergreen or navy) w/The Christ School Logo; Carden plaid jumper (*Dennis only*; must wear bike shorts).

TK-5 LOWER SCHOOL BOYS

- Shirts** Polo (evergreen, yellow, white, navy) with The Christ School logo; turtleneck (white, evergreen, navy) with The Christ School logo.
- Shorts** Khaki or classic navy plain-front shorts.
- Pants** Khaki or classic navy plain-front shorts.
- N/A**

GENERAL LOWER SCHOOL DAILY UNIFORM POLICY

- Socks** White, black or navy crew or no-show socks; solid white or navy knee socks are permitted.
- Tights Optional** Solid white or navy footed, no pattern allowed. Leggings are not permitted.
- Shoes** Sneakers/athletic shoes only (with laces or Velcro); must be tied appropriately, no wheels, lights or characters. *Boots are not permitted.*
- Belt** Brown, black or navy – *Must be worn with all apparel with belt loops (K-1 students are exempt).*
- Outerwear/ Fleece** Microfiber or microfleece dark green with logo; evergreen or navy hoodie, crew or zip front sweatshirt; evergreen or navy cable front cardigan.

- Socks** White, black or navy crew or no-show socks. Knee socks are not permitted.
- N/A**
- Shoes** Sneakers/athletic shoes only (with laces or Velcro); must be tied appropriately, no wheels, lights or characters. *Boots are not permitted.*
- Belt** Brown, black or navy – *Must be worn with all apparel with belt loops (K-1 students are exempt).*
- Outerwear/ Fleece** Microfiber or microfleece dark green with logo; evergreen or navy hoodie, crew or zip front sweatshirt; evergreen or navy cable front cardigan.

FIELD TRIP GUIDELINES

TCS evergreen polo with khaki bottoms.

FRIDAY DRESS POLICY

- Pants/Shorts** Uniform guideline bottoms.
- Shirts** Any TCS t-shirt (in good repair)

- Pants/Shorts** Uniform guideline bottoms.
- Shirts** Any TCS t-shirt (in good repair)



MIDDLE SCHOOL DRESS UNIFORM POLICY

MIDDLE SCHOOL GIRLS

Blouse ¾ length white Oxford shirt with TCS crest
(Dennis only).

Shorts/Skorts Heather grey skort (Dennis only). Length must be no shorter than 3” above the knee.

MIDDLE SCHOOL BOYS

Shirt White Oxford long sleeve with TCS crest
(Dennis only).

Pants Dark grey long pants w/black belt
(Dennis only).

GENERAL MIDDLE SCHOOL DRESS UNIFORM POLICY

Socks Solid white low-cut, no-show or knee socks.

Tights Solid white or navy footed, no pattern
Optional allowed. (*Leggings are not permitted*).

Shoes Athletic shoes, low or mid-cut; slip-on shoes.
Must cover heel and toes; No high heels over 1”; **color must be solid white, black, or navy.** *Boots are not permitted.*

Belt N/A

Outerwear/ Fleece Microfiber or microfleece dark green with logo; evergreen or navy hoodie, crew or zip front sweatshirt; evergreen or navy cable front cardigan.

Socks Solid, dark dress socks, crew length only.

N/A

Shoes Athletic shoes, low or mid-cut; slip on shoes; **color must be solid white, black, or navy.**
Must cover heel and toes. Boots are not permitted.

Belt Black.
Must be worn with all apparel with belt loops.

Outerwear/ Fleece Microfiber or microfleece dark green with logo; evergreen or navy hoodie, crew or zip front sweatshirt; evergreen or navy cable front cardigan.

MIDDLE SCHOOL DAILY UNIFORM POLICY

MIDDLE SCHOOL GIRLS

Shirts	Polo (any available color) with TCS logo – regular or feminine fit. <i>Only plain undershirts are permitted with no logos or writing.</i>
Shorts	Plain or pleat front Chino Shorts in khaki. <i>Length should be no shorter than 3” above the knee.</i>
Pants	Plain or pleat front Chino pants in khaki.
Skorts/Skort	Khaki Blend Chino Skort, Carden plaid skort* or Khaki Box Pleat Skirt (must wear bike shorts). <i>Length should be no shorter than 3” above the knee.</i> *Dennis Uniform only.

MIDDLE SCHOOL BOYS

Shirts	Polo (any available color) with TCS logo. <i>Only plain undershirts are permitted with no logos or writing.</i>
Shorts	Plain, pleat front or cargo Chino Shorts in khaki.
Pants	Plain or pleat front Chino pants in khaki.
	N/A

GENERAL MIDDLE SCHOOL DAILY UNIFORM POLICY

Socks	White, black or navy crew or no-show socks; solid white or navy knee socks are permitted.	Socks	White, black or navy crew or no-show socks. Knee socks are not permitted.
Tights Optional	Solid white or navy footed, no pattern allowed. Leggings are not permitted.		N/A
Shoes	Athletic shoes, low or mid-cut; slip-on shoes. <i>Must cover heel and toes. No high heels over 1”. Boots are not permitted.</i>	Shoes	Athletic shoes, low or mid-cut; slip on shoes. <i>Must cover heel and toes. Boots are not permitted.</i>
Belt	Brown, black or navy – <i>Must be worn with all apparel with belt loops.</i>	Belt	Brown, black or navy – <i>Must be worn with all apparel with belt loops.</i>
Outerwear/ Fleece	Microfiber or microfleece dark green with logo; evergreen or navy hoodie, crew or zip front sweatshirt; evergreen or navy cable front cardigan. <i>8th grade students are permitted to wear the current year’s 8th grade class hoodie.</i>	Outerwear/ Fleece	Microfiber or microfleece dark green with logo; evergreen or navy hoodie, crew or zip front sweatshirt; evergreen or navy cable front cardigan. <i>8th grade students are permitted to wear the current year’s 8th grade class hoodie.</i>

PE UNIFORM GUIDELINES

Required for 6th - 8th grade students who take PE as an elective.

- TCS green gym shorts (*Dennis only*)
- Any TCS t-shirt
- Athletic shoes

FIELD TRIP GUIDELINES

TCS evergreen polo with khaki bottoms.

FRIDAY DRESS POLICY

Pants/Shorts	Jeans that are not torn, ripped or frayed are permitted. All other bottoms must follow daily uniform guidelines.	Pants/Shorts	Jeans that are not torn, ripped or frayed are permitted. All other bottoms must follow daily uniform guidelines.
Shirts	Any TCS shirt in good repair.	Shirts	Any TCS shirt in good repair.

TARDY POLICY

The Christ School day begins each morning with All School Chapel. Chapel begins immediately following the end of morning carpool at 8:10 a.m. Daily chapel is a distinctive and integral part of the school day at TCS. Students not in attendance for chapel are considered tardy to school. Late arrival to Chapel is disruptive to the worship environment; thus, students are not permitted to enter chapel once the service has begun. Students who arrive to school during chapel must report to the 1st floor reception desk and will be recorded as tardy by the receptionist. Tardy students will join their class following chapel. All tardy arrivals are recorded in RenWeb as part of the student's school attendance record.

More than five (5) tardies per quarter is considered excessive. The Academic Office will monitor and address excessive tardies on an individual student/family basis. A continued pattern of consistent tardies may result in a parent conference with the Director of Academics and Student Programs in order for enrollment at The Christ School to continue.

TEACHER-PARENT CONFERENCES

Teacher-Parent conferences will be scheduled a minimum of twice a year including one in the fall and one in the spring. Please do not hesitate to request an additional conference when you have a concern.

TECHNOLOGY – RESPONSIBLE USE AGREEMENT

Access to current and emerging technologies is readily available to the students and faculty at The Christ School. It is the goal of TCS to utilize these technologies to promote educational excellence through innovative and collaborative learning opportunities between students, teachers, and the world outside the classroom.

In order for the benefits of technology to be fully realized, students must be taught how to use it responsibly and appropriately. This goal is best accomplished via a partnership between the school and parent.

Intent

- Students will learn to use technology in a safe, effective and respectful manner.
- Parents will educate themselves to understand the benefits and risks of their children's technology use.
- The school will continue to pursue technology excellence.

School Responsibilities

- TCS will provide the best possible resources and establish important safeguards regarding the use of its equipment and network.
- TCS will provide firewall to manage access to online content via the school network.
- TCS will provide significant oversight of students while they use on-campus resources and consistently enforce the rules regarding technology use on campus.
- TCS will educate students in 21st century technological skills, including the rights and responsibilities of digital citizenship.
- TCS will communicate often with parents and students regarding the expectations of student behavior.

Parent Responsibilities

- Parents will educate themselves with and understand the technologies that students are using or have access to at home or with friends.
- Parents will be alert and actively monitor children's off-campus use of technology.
- Parents will openly communicate their expectations regarding technology use and discuss them openly with their children.
- Parents will provide a level of supervision appropriate to the age and maturity of their children, observing online communications including email, text messages, social networks, etc.
- Parents will establish and consistently enforce household rules regarding technology use.

Student Responsibilities

- Students will understand and comply with school policies and household rules regarding appropriate behavior concerning their use of technology both online and off.
- Students will communicate openly and honestly with

parents regarding their use of technology at school, at home, and in the homes of others.

- Students will cooperate with teachers and school administrators regarding technology use both on and off campus.

Technology Code of Conduct

Academic Honesty:

Plagiarism is taking the ideas or writing of others and presenting them as if they were yours. Students will not plagiarize works that they find on the internet or in other written materials. If they use the work or ideas of others, they will always acknowledge the source and author.

Privacy Right:

Students will only use assigned accounts and not view, use, or copy other user’s login, ID’s, or passwords. Students will not distribute private information about others or themselves including addresses, phone numbers, school addresses, and email addresses.

Guidelines for Access:

Students will use computers on campus for educational purposes only and will recognize and abide by all copyright laws and regulations for all media. Students will have e-mail, chat, and Skype access only under their teacher’s direct supervision for specific instructional purposes.

Appropriate Language:

Students will not use obscene, profane, vulgar, rude, threatening, or disrespectful language. Students will not use technology resources to harass or annoy another person. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect School Property:

Students will not damage, misuse, or inappropriately access the technology equipment of the school or others. Students will not intentionally harm, modify, destroy, or damage computers, networks, software or equipment; spread viruses or worms; or interfere or attempt to interfere with system security in any way.

Students will agree to follow all posted computer rules and restrictions and follow this Technology Code of Conduct in all their work with any computers or handheld devices used at The Christ School.

Responsibility to The Christ School Community:

Students agree to report any misuse of technology resources to their teacher or another member of the faculty. Any student who receives a message, post, image or other content that is abusive, aggressive, hateful, violent or obscene, or is aware of any such content created by or directed toward another student, shall alert a parent, teacher or school administrator immediately.

Supervision and Monitoring:

Teachers and administrators at The Christ School will monitor and supervise students to ensure that uses are secure and follow the Technology Code of Conduct. Administrators have the right to view and examine any information on the school’s devices and those that students may be allowed to bring to school in order to further the health, safety, discipline, or security of any student or member of The Christ School community.

Consequences:

Violations of these rules may result in disciplinary action, including the loss of a student’s privileges to use the school’s information technology resources.

Chromebooks:

The Christ School’s Chromebook Policy is part of this Responsible Use Policy.





THE CHRIST SCHOOL CREST

The Christ School crest has been designed to capture the beliefs, the principles, and the convictions upon which our school was founded.

First and foremost, the exalted **cross** acknowledges the Lordship of Jesus Christ over all things. Our school's name, deliberate in its intent, places Christ front and center where He belongs, and expresses our desire to exalt His name, His teachings, His examples, and His will in the lives of all associated with our school. (*Colossians 1: 15-20*)

The open **Bible** symbolizes the centrality of God's Word to humankind. The Scriptures of the Old and New Testament will occupy an important place in all our instruction. (*2 Timothy 3: 14-17*)

The **dove** descending from heaven represents the Holy Spirit and the **flame** represents academic excellence. Combining the dove and the flame not only reminds us of the purifying, refining fire of the Spirit of God at work in our world, but also affirms that academic pursuit in the context of the Christian faith yields an educational experience of the highest and purest quality. (*Acts 2: 1-3, Galatians 3: 23-28*)

Finally, the **shield** of faith declares our commitment to stand against the evil that exists in our world and to prepare future generations to live by faith in the world of which they are a part. (*Ephesians 6: 10-17*)

TUITION AND FEES

Transitional Kindergarten	\$8,340
Lower School (K – 5th grade)	\$9,772
Middle School (6th – 8th grade)	\$10,362

Tuition Payment Options

- i. Full tuition payment due on June 1, paid to The Christ School.
- ii. Monthly payments coordinated with the FACTS Tuition Management Company commencing in June.

Refund Policy: See Enrollment Contract section of this handbook.

VISITATION OF CLASSROOM / EARLY PICK-UP OR LATE DROP OFF

Parents are welcome to experience the classroom learning environment during specific times scheduled by the teachers throughout the school year.

In order to ensure the safety of our students and to serve our families most efficiently, all parents/visitors/guests must sign in at the first floor reception desk and obtain a name-tag. The school receptionist will assist those who need access to other parts of the school building. Visitations to classrooms are only permissible when prior arrangements have been made with the classroom teacher.

All parents, guests, and visitors transiting beyond the front desk or waiting area must sign in and wear a name tag.

Parents dropping off students after carpool ends at 8:10 a.m. must walk their child into the school and check the student in at the first floor reception desk. The student will then be escorted to their class. Parents may not walk students to their classroom.

To pick up your child before the end of the school day, check in at the first floor reception desk and The Christ School receptionist will arrange for your child to meet you at the reception desk.



Parents picking up students in the school clinic must sign in at the first floor reception desk and then may proceed to the clinic.

Parents bringing a forgotten lunch, backpack or other item, are to leave them at the first floor reception desk. We appreciate your cooperation in following these procedures. Our priority is to provide a safe environment for our students and to serve our families most efficiently.

VOLUNTEERS

We are so grateful for the many parents and friends who give freely of their time in support of our school's mission. The Christ School is a much richer learning community thanks to your help. There are a few items to remember as you volunteer at The Christ School. First, it is the responsibility of the teacher or office staff you are helping to fully explain what is expected of you. This explanation should include your duties, the time frame required and any special instructions. Please do not hesitate to ask your classroom teacher or a school staff member if you need any additional information.

Please record your hours in the notebook kept at the 1st floor TCS reception desk. Whatever you do, whether at the school, at home, or on a field trip, it is important for you to enter the number of hours worked in the notebook. This information is important for us to include in grant requests, award applications, school accreditation and it is a measure of our parents' support. Our volunteers, on average, have contributed almost 30 hours per student per year to the school, a truly outstanding effort! Once again, thank you for your willingness to help!

VOLUNTEER / CHAPERONE BACKGROUND CHECK POLICY

In an effort to ensure the safety of our students and based on requirements of The Christ School's (TCS's) accrediting organization, Christian Schools of Florida (CSF), The Christ School requires all volunteers or chaperones who are granted unsupervised access to our students to have on file with TCS a report stating that this person has submitted to and successfully passed a Level 2 Background Check. Unsupervised access is any and all contact with TCS students during any and all TCS events when a faculty or staff member is not directly present and responsible for said students.

Additionally, all volunteers who participate in any off-campus activities with students are required to have submitted to and successfully passed a Level 2 Background Check. This policy applies to any person attending a field trip, or anyone who may drive or ride in transportation to or from a field trip.

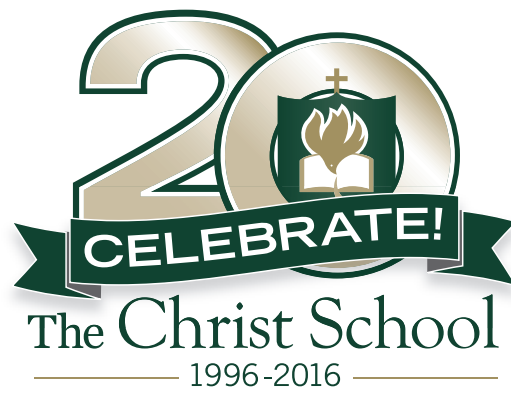
Confidential background reports will be submitted from the fingerprinting vendor directly to the administrative assistant to the Head of School.

In the event a report is returned noting a criminal background, the report will be reviewed by the Head of School and a determination will be made regarding unsupervised access eligibility. This determination will be guided, in part, by the State of Florida Ethics in Education Act.

A listing of all approved volunteers will be continuously updated and made available to all TCS faculty and staff.

Faculty and staff members are responsible for monitoring and having knowledge of the approved volunteer listing when releasing a student to the supervision of a volunteer. This includes, but is not limited to, lunch duty, clinic care, bathroom care, field trips, sporting events, etc.





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