



The  
**Christ School**  
Guided by Faith. Educated for Life.

Serving Transitional Kindergarten - 8th Grade

*intellectual* | *spiritual* | *physical* | *social*

**2017-2018 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 the Florida Council of Independent Schools (FCIS). 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. Additionally, we completed our initial accreditation with FCIS in the Spring of 2016 by achieving 100% of the accreditation standards.

### 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. \*Service animals are permitted as long as credentials of tag or vest are visible.

### 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

During the school year, applications for admission are accepted for current TK through 8th grade students. Upon receipt of completed application, the student's assessment will be scheduled. Offers are made based on assessment results, teacher recommendations and available space within the grade level.

Applications for the upcoming school year, TK - 8th grades, are accepted throughout the year. All applications will be evaluated. 1st - 8th grade applicants will be scheduled for a shadow day and assessed while on campus. 1st - 8th grade acceptances are offered on a rolling schedule. Assessments for new kindergarten students will be scheduled on selected Saturdays in late winter and early spring. Student attendance at the assigned assessment session is mandatory. TK and K applications received after March 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 into a waiting pool. Admitted students must confirm their placement by the date specified in their acceptance offer and are required to pay the New Student fee. 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 prearranged 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 3:15 p.m. and Middle School day 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 one TCS alumni and one TCS students.

**Dana Loncar, Vice Chariman:** 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); Co-chair of TCS' 20th Anniversary Celebration; married to Steve, mother of two TCS students.

**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.

**Dexter Costin:** MBA, Webster University, Bachelor of Science, Florida A&M University, Mechanical Engineering; employed with Robinson Forges Realty International; member Florida A&M University National Alumni Association, Orlando Regional Realtors Association and National Association of Realtors; member Lifebridge Church; married to Lisa, father of two TCS alumni.

**Aaron Farrant, Head of School:** Bachelor of Science in Psychology, focused on children and adolescent development. Master's degrees in Religion and Religious Education from Liberty University. Aaron also holds a Specialist degree in Educational Leadership and is currently on track to complete his Doctorate in Educational Leadership; father of two TCS students.

**Tom Eastwood:** Bachelor of Arts Finance and Economics, Pace University; First Vice President and Wealth Management Advisor, Merrill Lynch; Board Member Edgewood Children's Ranch, Elder of FPCO and Board Member of Four12; 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 two TCS students and one TCS alumni.

**Richard Hale:** Attorney, Hale, Hale and Jacobs; married to Maria; father of two TCS students.

**Sandra Huxley:** 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.

**Peter Partlow:** 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.

**Michael Kelley J.D.:** graduated cum laude, University of Florida Levin College of Law; Bachelor of Arts, Economics Rollins College, graduated magna cum laude; Attorney at Shutts & Bowen; board member, Collaborative Orlando, treasurer OCBA Judicial

Relations Committee, Vice President Federalist Society Orlando Lawyers Chapter; born and raised in Orlando, product of small private Christian school education; member FPCO, married to Chandy, father of two.

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

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.

**CARPPOOL /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 school community, 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 opens 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.
- Please display your family carpool tag/# from your rear view mirror.
- Families are issued 3 tags for cars and student tags for backpacks. Student tags should be attached to backpacks.
- If you need more than 3 car tags, you may purchase more from the school.
- 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 family'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/DISCIPLINE POLICY

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 behavior at The Christ School are based on the belief that God, through His Word, provides standards for His children to follow. The Christ School seeks to maintain an orderly and disciplined learning environment at all times to fulfill our mission.

Teachers, administrators and staff believe in an *instructional* approach to discipline focused on the following foundational principles:

- **Focus on Instruction** - *teaching students how to be successful and behave responsibly in the school environment, providing practice, encouragement and correction.*
- **Provide Positive Feedback** - *inviting students to become part of the educational process, acknowledging steps towards success in a way that helps students feel a sense of pride and accomplishment.*
- **View Misbehavior as a Teaching Opportunity** - *teachers and staff are consistent in their responses to poor behavior choices so that our students know what is expected of them at all times. Teachers and staff use a common language when teaching appropriate behaviors.*
- **Collaboration Increases Success** - *teachers and the entire school staff work together to share expertise and support one another.*

The school-wide behavior plan in place is ROPES, *Refining Our Positive Expectations Schoolwide*, and was developed by teachers, administrators and staff. The discipline policy described below is classroom-centered, teacher-focused policy designed to give teachers and staff the tools needed to implement an instructional approach to discipline and maintain an optimal learning environment. The plan describes three levels of behavior with appropriate corrective responses to guide the teacher in responding to student behavior.



## LOWER SCHOOL (TK-5) PROGRESSIVE DISCIPLINE POLICY

### LEVEL 1

Level 1 (mild) infractions are minor misbehaviors that can be adequately corrected at the time they occur. A staff member who observes a Level 1 infraction corrects the student in the setting.

#### Types of Behavior may include but are not limited to the following:

- Dress policy violations
- Failure to follow teacher's instructions or classroom procedures
- Name calling/teasing
- Minor classroom disruption
- Inappropriate hallway, lunchroom or playground behavior
- Inappropriate language

#### Corrective Responses:

- Non-verbal correction
- Gentle verbal reprimand
- Proximity correction
- Family contact
- Discussion
- Timeout at students desk
- Time owed
- Planned ignoring
- Restitution
- Positive practice
- Loss of privilege
- Temporary placement in another classroom
- Time-out of an activity



**LEVEL 2**

Level 2 (moderate) infractions are misbehaviors that do not require immediate administrative involvement, but do require documentation for one or more of these reasons:

- The student was removed from the setting and lost instructional time
- The reporting staff member wants or needs administrative input (e.g., a teasing incident might be harassment or bullying)
- The reporting staff member thinks the administration should be aware and have a record of the situation (chronic)

**Types of Behavior may include but are not limited to the following:**

- Ongoing name calling/teasing (bullying)
- Disrespect/disobedience
- Lying
- Cheating
- Repeated use of inappropriate language
- Continued disruption of teacher and/or instruction
- Excessive and/or recurring Level 1 infractions within the same semester

**Corrective Responses:**

- Parent communication (2-way)
- Any Level 1 corrective response
- Level 2 offenses are referred to school administration by the teacher for his/her support for consequences, which may include loss of privileges at lunch or recess, or other in-school detention depending upon the nature and severity of the offense
- A Parent-Teacher-Student conference may be required prior to the issuing of a Level 2 offense for recurring behaviors

**LEVEL 3**

Level 3 (severe) infractions are serious misbehaviors that require immediate administrative involvement and written documentation. They include misbehaviors that are illegal or are so severe that the misbehaving student's continued presence in a setting poses a threat to physical safety or to adult authority (i.e., if the student stays in the setting, the adult could lose control of the situation).

A staff member who observes a Level 3 infraction sends the student to the office or calls for help to remove the student, then completes a Conduct Report Form that is submitted to the administrator.

**Types of Behavior may include but are not limited to the following:**

- Any illegal behavior
- Physically dangerous behavior (e.g., fighting, physical aggression/confrontation)

- Intimidation/threats
- Flagrant disrespect (e.g., swearing at a staff member)
- Bullying and harassment
- Refusal to follow reasonable adult direction - An act in which a student engages in overt and immediate refusal to comply with reasonable adult direction. Student refusal to comply should be considered a Level 3 infraction only when the following conditions are met:
  - The direction is clear and observable
  - The direction is immediate
  - The direction is given three times

At the second repetition of the direction, the staff member emphasized the seriousness of the student's choice. At the third repetition, the staff member writes the direction (thus giving the student time to respond)

- Inappropriate use of technology resources
- Defacing or damaging property
- Theft

**Corrective Responses:**

- An Administrator-Parent-Student conference will be required prior to the issuing of a Level 3 offense.
- 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) PROGRESSIVE DISCIPLINE POLICY**

**LEVEL 1**

Level 1 (mild) infractions are minor misbehaviors that can be adequately corrected at the time they occur. A staff member who observes a Level 1 infraction corrects the student in the setting.

**Types of Behavior may include but are not limited to the following:**

- Dress policy violations
- Failure to follow teacher's instructions or classroom procedures
- Name calling/teasing
- Tardiness to class
- Minor classroom disruption
- Inappropriate hallway, lunchroom or playground behavior
- Inappropriate language
- Unauthorized use of cell phones or electronic devices during school hours
- Unauthorized food or drink in the classroom/hallway

**Corrective Responses:**

- Non-verbal correction
- Gentle verbal reprimand
- Proximity correction
- Family contact
- Discussion
- Timeout at students desk
- Time owed
- Planned ignoring
- Restitution
- Positive practice
- Loss of privilege
- Temporary placement in another classroom
- Time-out of an activity
- Removal of privileges at recess and/or lunch

**LEVEL 2**

Level 2 (moderate) infractions are misbehaviors that do not require immediate administrative involvement, but do require documentation for one or more of these reasons:

- The student was removed from the setting and lost instructional time
- The reporting staff member wants or needs administrative input (e.g., a teasing incident might be harassment or bullying)
- The reporting staff member thinks the administration should be aware and have a record of the situation (chronic)

**Types of Behavior may include but are not limited to the following:**

- Recurring uniform policy violations
- Ongoing name calling/teasing (bullying)
- Disrespect/disobedience
- Lying
- Cheating
- Inappropriate behavior in the hallways
- Inappropriate or intimidating language
- Inappropriate Internet use
- Unauthorized use or representation of The Christ School on the Internet or in any media form
- Misconduct which interferes with the orderly operation of the classroom, school program, school function or activity, or extracurricular program
- Excessive and/or recurring Level 1 infractions within the same semester

**Corrective Responses:**

- Parent communication (2-way)
- Any Level 1 corrective response
- Level 2 offenses are referred to school administration by the teacher for his/her support for consequences, which may include loss of privileges at lunch or recess, or other in-school detention depending upon the nature and severity of the offense
- A Parent-Teacher-Student conference may be required

prior to the issuing of a Level 2 offense for recurring behaviors

**LEVEL 3** Level 3 (severe) infractions are serious misbehaviors that require immediate administrative involvement and written documentation. They include misbehaviors that are illegal or are so severe that the misbehaving student's continued presence in a setting poses a threat to physical safety or to adult authority (i.e., if the student stays in the setting, the adult could lose control of the situation).

A staff member who observes a Level 3 infraction removes the student. A Conduct Report Form is completed and brought to administration.

**Types of Behavior may include but are not limited to the following:**

- Any illegal behavior
- Physically dangerous behavior (e.g., fighting, physical aggression/confrontation)
- Intimidation/threats
- Racial or gender-based teasing
- Flagrant disrespect (e.g., swearing at a staff member)
- Continued bullying/cyberbullying and/or harassment
- Refusal to follow reasonable adult direction - An act in which a student engages in overt and immediate refusal to comply with reasonable adult direction. Student refusal to comply should be considered a Level 3 infraction only when the following conditions are met:
  - The direction is clear and observable
  - The direction is immediate
  - The direction is given three times

At the second repetition of the direction, the staff member emphasized the seriousness of the student's choice. At the third repetition, the staff member writes the direction (thus giving the student time to respond)

- Inappropriate use of technology resources
- Defacing or damaging property
- Theft
- Serious act of misconduct which interferes with the orderly operation of the classroom, school program, school function or activity, or extracurricular program

**Corrective Responses:**

- An Administrator-Parent-Student conference will be required prior to the issuing of a Level 3 offense.
- 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.



### 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."

Middle school students have Community Service Hours requirements per grade level. Students turn in a form documenting their service hours to the Academic Office. Community Service hours are tracked by the High School Transition Coordinator throughout the school year.

### COMPASS PROGRAM

COMPASS Learning Strategies is a fee-based support service for students identified with learning needs that would benefit from specialized instructional techniques. The evaluation and creation of the Student Academic Plan will serve as a basis for determining service options.

Qualifying students receive individual and/or small group instruction for practice and reinforcement of strategies and skills needed for success in the classroom. This includes: development of a Student Academic Plan, self-advocacy skills, support of varied learning styles, collaboration with classroom teachers and coordination of parent-teacher-therapist conferencing. Attendance in the COMPASS Learning Strategies program is customized based on the current schedule of the student. Meeting time may be adjusted by the Academic Office or Compass Instructor based on school schedule or the student's needs. For additional information contact Alissa Plaisance.

### 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.

#### **DISPLAY POLICY**

Individuals, vendors, and community organizations seeking to distribute promotional materials to The Christ School community must have the information approved through the Advancement Office. Materials will be limited to information/programs that complement The

Christ School mission.

Approved materials requested to be distributed to The Christ School community may be distributed via student backpacks, TCS Weekly email, and/or social media. The Advancement Office will determine the best avenue for distribution. The requesting entity must provide copies of the materials. The Christ School will not be responsible for reproduction of information and reserves the right to deny any request for any reason.

Approved materials requested to be displayed and their location of placement must be approved by the Advancement Office based on the information topic and targeted audience.

All materials must be current. Materials on display will be discarded by The Christ School staff upon completion of the program.

#### **ENROLLMENT CONTRACT**

This ENROLLMENT CONTRACT ("Contract") is made by and between The Christ School (the "School"), and the parent(s) or legal guardian(s) (individually and collectively, the "Parent/s") of the student named in this online enrollment packet ("Student").

#### Term

The Parent/s understand and agree that an intent of this Contract is to provide for a continuing academic relationship until Student graduates from the School or the Contract is terminated, whichever first occurs. Accordingly, the initial term of this Contract shall be for the **2017-18** school year, which is expected to begin on or about **August 9, 2017**, and end on or about **May 25, 2018**, after which it shall renew automatically for successive one-year school year periods until any such graduation or termination occurs.

This Contract may be terminated by the Parent/s as to any subsequent school year upon submitting a hard-copy written notice (email is not an acceptable form of written notice) of termination to the Director of Admission on or before **February 15th** of the then-current school year. For purposes of explanation, if Student will not be returning to the School during the following school year, the School must receive hard-copy written notice from the Parent/s about that decision by **February 15th** of the then-current school year. Any failure to timely provide such notice shall result in the Parent/s being obligated to pay Student's entire tuition for the subsequent school year. The School shall provide information regarding the subsequent school year's tuition amount to the Parent/s at least two weeks in advance of such **February 15th** date.



Acknowledgments

The Parent/s will read and comply with the rules and regulations of the School as outlined in the Parent Handbook, as may be amended from time to time at the sole discretion of the School.

The School reserves the right to suspend or dismiss any student who has a conduct record judged to be unsatisfactory by the Head of School. The School requires each student to make measurable and acceptable academic progress toward the requirements for promotion and graduation. In the event Student fails to make demonstrable academic progress, the School reserves the right to dismiss Student or to withhold the offering of an enrollment contract for the following academic year. In the event Student is dismissed from the School, the School 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. Tuition deposits and new student fees are not refundable.

Student has permission to participate in field trips and School sponsored, off-campus activities. Student has permission to access computer and internet resources as made available by the School. The School has permission to provide emergency medical care or treatment to Student. As required by law, the Parent/s will provide updated immunization records each year to the School. The School has permission to take and use visual/ audio images of Student 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 the Parent/s 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 School sponsored web site and in publications, promotions, broadcasts, advertisements, posters and theater slides. The Parent/s agree that the School owns the images and all rights related to them.

If the Parent/s account is in arrears more than 60 days from the date of charge, Student will not be allowed to take examinations. Grades or transcripts will not be released until the Parent/s account is current. Furthermore, certain fees may be added to the Parent/s account for items such as library books, textbook charges, field trips and/or other educational opportunities, athletic fees/uniforms. The Parent/s also understand that in the case of a split family, the School will not recognize fractional tuition responsibility; all legal guardians or custodians of Student are jointly and severally responsible for all tuition and any other fees due to the School. Additionally, the Parent/s agree to pay reasonable attorney fees and costs associated with any action to enforce this Contract.

By signing the enrollment contract, Parent/s agree to be bound by the terms and conditions expressed herein effective as of the date electronically signed; and further understand that employment contracts with faculty and staff of the School 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 Student from the School before the end of the full academic year. The School's Refund Policy for Withdrawal of a Student will only apply to situations resulting in the death or medically certifiable total disability of Student, or if Parent/s move to a location 50 miles or greater from the School.

*\*In 2-parent households, both parents are required to sign.*

#### 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 February 15th: 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 February 15th 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 pre-paid 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, pre-paid 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, pre-paid 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 February 15th date refers to the February 15th of the year prior to the school year for which the student is enrolling. It does not refer to February 15th of the current school year from which withdrawal is sought.*

## 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 have submitted to and successfully passed a Level 2 Background Check through Electronic Fingerprinting, Inc.

Sign-ups to chaperone class field trips are provided by email with a link to a Google Form. These emails often come from the business office and are generated through RenWeb. Please ensure your email information is correct in RenWeb.

Chaperones are required to pay their own cost of admission, when applicable. Field Trip costs are non-refundable and are added to the family's FACTS incidental expense account.

Driving chaperones are required to provide The Christ School with a copy of their current driver's license and auto insurance card prior to the day of the field trip. This must be provided each school year.

Chaperones will receive trip details and carpool assignments from the classroom teacher.

Chaperones should travel directly to the field trip location and return directly to The Christ School upon completion of the field trip. Chaperones are expected to arrive and leave with the rest of the group.

Parents should not make special stops or deviate from the travel plan for any reason.

Special treats should not be purchased for students unless all students in the class receive the treats.

It is the responsibility of the chaperones to observe and maintain the safety of all students in their care.

Cell phone use should be kept to a minimum and available primarily to communicate with teachers if groups are separated. Chaperones should not use cell phones for personal (or excessive work) texts, email, or social media while supervising children.

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 and uniform bottoms unless other direction is provided.

Siblings are not permitted to attend TCS field trips.

Chaperones and students represent The Christ School when traveling and should conduct themselves accordingly. Parents are required to refrain from consuming alcoholic beverages while on field trips with The Christ School.

Permission for off-campus field trips is given upon enrollment in The Christ School. However, some venues require liability waivers in order to participate.

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. Parents and students are required to follow additional expectations for overnight trips.

## FOOD ALLERGIES

### TCS Policy for Managing Students with Food Allergies

The Christ School strives to provide a safe learning environment for all students and recognizes that some children with food allergies face health challenges that may affect their school work and social and emotional development. We understand that a partnership between the school and the home is needed to provide for the wellbeing of students impacted by food allergies. While we seek to provide a school setting that is safe for all students, TCS is not an allergen-free environment and as such does not purport to provide a fail-safe way to keep allergens from entering the school.

### Family Responsibilities:

Notify the school of the student's allergies.

Work with the school team to develop a reasonable plan that accommodates the student's needs throughout the school, including the classroom, the lunchroom, class sponsored trips, and after school programs. This plan will not interrupt or drastically alter the grade-level curriculum plan. The family understands that it is the sole discretion of the school administration to determine the reasonableness of the plan.

Provide written documentation, instructions, and medications as directed by a physician using the school's Food Allergy Awareness Policy as a guide.

Provide properly labeled medications (see Medication section of Parent Handbook) and replace medication after use or upon expiration.

Educate the student in the self-management of their food allergy including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how and when to tell an adult about an allergy-related problem, and how to read food labels (age appropriate).

Instruct the student not to share food at school with classmates.

Monitor teacher communications that are sent in relation to food activities in the classroom and on field trips or special events. Provide emergency contact information and update as needed.



**School Responsibilities:**

Review the health records submitted by parents and physicians. Include food-allergic students in school activities. The school will not exclude students from school activities solely based on their food allergy. Teachers and staff will be made aware of any students in their care who have food allergies. Allergy information will be communicated on RenWeb alerts to teachers and staff for each student with food allergies. Emergency epinephrine may be stored in the clinic, classroom, and/or lunch room depending on the plan developed with the parent(s).

Teachers will communicate with affected parents, as necessary, prior to food activities in the classroom and on field trips or special events. Examples include lesson activities that include food, Thanksgiving Feast or other holiday celebrations and birthday treats brought to class. Lower school students and teachers are encouraged to clean their hands before and after eating. Classroom tables will be cleaned after being used for eating or after class activities that involve food items. Food sharing is not permitted among lower school students.

Emergency epinephrine administration devices, such as Epi pens or Auvi-Q, will be taken on field trips and carried by the classroom teacher or classroom assistant. If emergency epinephrine is administered, 911 will be called by a school official at the site, followed immediately by calls to the family, school clinician and administration.

Professional development regarding food allergy awareness, anaphylaxis, and emergency epinephrine administration will be provided for faculty and staff. Work with parents to develop a reasonable plan that accommodates the student's needs throughout the school, including the classroom, the lunchroom, class sponsored trips, and after school programs.

**Student's Responsibilities**

The student should not trade or share food with others. The student should not eat anything with unknown ingredients or that is known to contain any allergen. The student should be proactive in the care and management of their food allergies and reactions based on their developmental level. The student should notify an adult immediately if something is eaten that is believed may contain the food to which they are allergic.

**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. **Interim progress reports are provided at the mid-point of each quarter. Parents may view their child's grades at any time during the quarter through RenWeb.** 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. **Awards recognition ceremonies are held twice during the school year for grades 4-8.**

**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 Healthcare 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 NJHS is one of the highest honors that can be bestowed upon a student. To be eligible for membership in the National Junior Honor Society at The Christ School, a student must be a seventh or eighth grade student and have been enrolled at TCS for at least one full semester. Students with a cumulative GPA of 3.75 are eligible to submit a candidate information form for review as the next step into membership to The Christ School chapter of NJHS. The honor of being a member of NJHS is given to students who show outstanding qualities of scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities. GPA does not guarantee acceptance. Upon submission of the candidate information forms, a five-member faculty council selects students to be inducted. 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. 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.

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 provided 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. 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.

**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, 7:45 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, soccer, track, cross country, boys’ flag football and girls’ volleyball. 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, boys’ flag football and girls’ third, 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 and/or after regular school hours. Each student who participates in the program must

be pre-registered. The REACH program observes the same holiday schedule as The Christ School and is 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**

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	\$545.00/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 be charged to the parent’s FACTS account.

**RECESS**

Outdoor, unstructured time for students to play is a part of the daily schedule at TCS. Students use the green space or Great Lawn, the Angel Wing, and The Christ School playground (grades TK, K and 1) 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 event planning, recruiting and coordinating classroom volunteers.

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 OCPS 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 child 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-wide celebrations include Christmas Celebration and Pancake Breakfast and Lions' Day.**

## SCHOOL SUPPLIES

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

## SPECIAL AREAS

Special Area classes are provided for our Lower School students on a weekly basis and include Art, Music, Library, or Compass for one period each week, and Physical Education 2-3 times per week. These classes are an extension of our academic program and the Special Area teachers provide a course syllabus to parents at Curriculum Night that outlines the course content, learning objectives and skill development for each class. Student grades are primarily based on participation and meeting appropriate behavior expectations.

## STATEMENT OF PARENTAL SUPPORT/ INVOLVEMENT

All parents must agree to support the school and indicate that support by the following actions. If the Head of School determines that a working partnership with a family is no longer viable, the family may be dismissed from the school.

*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.

## 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 hand-held 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.

**2017-2018**

**TUITION AND FEES**

Transitional Kindergarten	\$9,678
Lower School (K – 5th grade)	\$10,753
Middle School (6th – 8th grade)	\$11,403

**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.



**LOWER SCHOOL UNIFORM POLICY**

All uniform apparel must be purchased through:

Lands' End  
 Preferred School Number: 900044603  
 School Name Only Logo Number: 9747138K  
 School Crest w/School Name Number: 9861154K  
 Phone number: 1.800.469.2222  
 Web Address: www.landsend.com/school

or Dennis Uniform  
 School number: E05  
 Phone number: 407-960-1788  
 Web address: www.dennisuniform.com

DAILY UNIFORM

**GIRLS**

**Shirt** - Long or short sleeve polo (evergreen, yellow, navy) with The Christ School logo (may be feminine cut) (Dri-fit is permitted)  
**Shorts/Skort** - Khaki or Carden plain (Dennis only) shorts/skorts no more than 2" above the knee\*  
**Pants** - Khaki or feminine fit plain chinos (straight or flare)  
**Dress** - Polo style dress in evergreen, navy (short sleeve, pleated bottom)  
**Belt** - Black or brown\*  
**Socks** - White, black or navy crew or no-show socks; solid white or navy knee socks are permitted  
**Shoes** -Athletic (tennis, sneakers) predominantly white, black, gray or navy

BOYS

**Shirt** - Long or short sleeve polo (evergreen, yellow, navy) with The Christ School logo (Dri-fit is permitted)  
**Shorts** - Khaki or navy shorts (pleated or plain front)\*  
**Pants** - Khaki long pants (pleated or plain front)  
**Belt** - Black or brown\*  
**Socks** - White, black or navy crew or no-show socks. Knee socks are not permitted  
**Shoes** - Athletic (tennis, sneakers) predominantly white, black, gray or navy

DRESS UNIFORM

**GIRLS**

**Shirt** - White polo shirt with crest (may be feminine cut)  
**Skort** - Khaki skort no more than 2" above the knee  
**Socks** - White ankle socks  
**Shoes** -Athletic (tennis, sneakers) predominantly white, black, gray or navy  
**Belt** - Black or brown\*  
**Hair Accessories** - Evergreen, navy, yellow, white, black

BOYS

**Shirt** - White polo with crest  
**Shorts** - Khaki (plain or pleated)  
**Socks** - White ankle socks  
**Shoes** - Athletic (tennis, sneakers) predominantly white, black, gray or navy  
**Belt** - Black or brown\*

\* Boys and girls in TK, K or 1st grade may wear elasticized khaki uniform shorts. No belt is required for TK, K and 1st grade students.

Outerwear (Girls and Boys)

Microfiber or microfleece in evergreen with The Christ School logo.  
 Crew or zip front sweatshirt in evergreen or navy with The Christ School logo.  
 Cable front cardigan in evergreen or navy.

FIELD TRIP UNIFORM

TCS evergreen polo with khaki bottoms.



## MIDDLE SCHOOL UNIFORM POLICY

All uniform apparel must be purchased through:

Lands' End

Preferred School Number: 900044603

School Name Only Logo Number: 9747138K

School Crest w/School Name Number: 9861154K

Phone number: 1.800.469.2222

Web Address: www.landsend.com/school

or Dennis Uniform

School number: E05

Phone number: 407.292.0395

Web address: www.dennisuniform.com

### DAILY UNIFORM

#### GIRLS

**Shirt** - Long or short sleeve polo (evergreen, yellow, navy, black, pink and light blue) with The Christ School logo (may be feminine cut) (Dri-fit is permitted)

**Shorts/Skort** - Khaki or Carden plain (Dennis only)

shorts/skorts no more than 2" above the knee

**Pants** - Khaki or feminine fit plain chinos (straight or flare)

**Dress** - Polo style dress in evergreen, navy (short sleeve, pleated bottom)

**Belt** - Black or brown

**Socks** - White, black or navy crew or no-show socks; solid white or navy knee socks are permitted

**Shoes** - Athletic (tennis, sneakers) predominantly white, black, gray or navy Flats may also be predominantly brown.

**Belt** - Black or brown

#### BOYS

**Shirt** - Long or short sleeve polo (evergreen, yellow, navy, black, pink and light blue) with The Christ School logo (Dri-fit is permitted)

**Shorts** - Khaki or navy shorts (pleated or plain front)

**Pants** - Khaki long pants (pleated or plain front)

**Belt** - Black or brown

**Socks** - White, black or navy crew or no-show socks. Knee socks are not permitted

**Shoes** - Athletic (tennis, sneakers) predominantly white, black, gray or navy

### DRESS UNIFORM

#### GIRLS

**Shirt** - White polo shirt with crest (may be feminine cut)

**Skort** - Khaki skort no more than 2" above the knee

**Socks** - White ankle socks

**Shoes** - Athletic (tennis, sneakers) or flats predominantly white, black, gray or navy.

**Hair Accessories** - Evergreen, navy, yellow, white, black, pink or light blue

#### BOYS

**Shirt** - White polo with crest

**Shorts** - Khaki (plain or pleated)

**Socks** - White ankle socks

**Shoes** - Athletic (tennis, sneakers) predominantly white, black, gray or navy

**Belt** - Black or brown

#### Outerwear (Girls and Boys)

Microfiber or microfleece in evergreen with The Christ School logo.

Crew or zip front sweatshirt in evergreen or navy with The Christ School logo.

Cable front cardigan in evergreen or navy.

8th grade students only are permitted to wear the current year's class hoodie.

### PE UNIFORM

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 UNIFORM

TCS evergreen polo with khaki bottoms.



## UNIFORM POLICY - GENERAL EXPECTATIONS FOR ALL STUDENTS

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 when placing an order. When ordering online from Lands' End, simply enter the school number and the list of approved items can be viewed.

### General Appearance

- Hair must be a natural color, neat and out of eyes. Boys' hair must be above the collar.
- Girls may have pierced ears. Boys are not permitted to have pierced ears.
- Facial piercings for any student are prohibited.
- Accessories for girls must match predominant uniform colors (navy, green, yellow and white).
- Jewelry and accessories must be conservative in style and amount. For example, baubles on a necklace or earrings should not exceed 2 inches.
- Boys may not have facial hair.
- Knee socks and tights for girls are only permitted on non dress uniform days.
- The white polo with crest is to be worn on dress days only.

### All Fridays

All students may wear any TCS shirt in good condition with uniform bottoms. Middle school students only may choose to wear jeans that are not torn, ripped or frayed.

### Casual Days (as determined by school)

Fun themed days which are chosen by the school leadership team. Students may wear a non TCS top and bottom which matches the theme for that day, is appropriate, and is in good condition.

### "Cashual Days" (as determined by school)

Special days where staff and students can donate to support a charity and are allowed a special dress down day. Students may wear a non TCS top and bottom of their choice that is appropriate and in good condition.

### Spirit Days

Same guidelines as any Friday except students may wear any additional jewelry and accessories that are appropriate. Hair color may be worn if it is temporary and can be returned to normal the next school day.

### Cold Days

All students may wear jeans, even on a Monday if the weather is forecast to be 49 degrees Fahrenheit or below at 8:00 am. All students may also wear any coat that is appropriate and in good condition.

### Outerwear

Microfiber or microfleece in evergreen with The Christ School logo.  
 Crew or zip front sweatshirt in evergreen or navy with The Christ School logo.  
 Cable front cardigan in evergreen or navy.  
 8th grade students only are permitted to wear the current year's class hoodie.

## 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.

## 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 chaperons 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.





### 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*)

## FACILITY AND CAMPUS MAPS

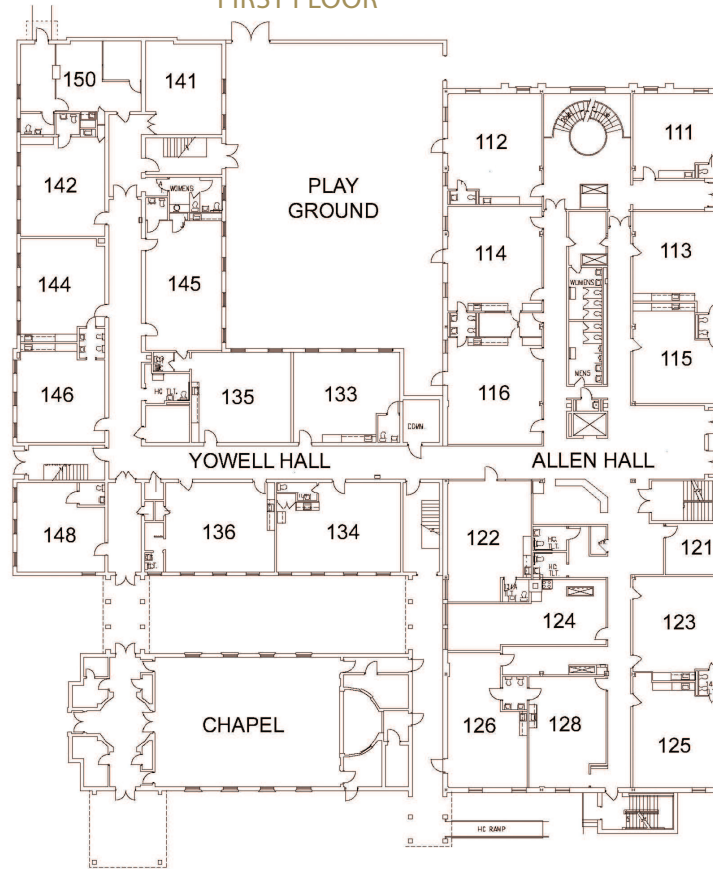


ALLEN & YOWELL HALL FLOOR PLANS

BASEMENT



FIRST FLOOR



SECOND FLOOR



THIRD FLOOR







# The Christ School

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