



The  
Christ School

**2019-2020  
Parent Handbook**

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## **The Christ School**

### **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 the Florida Council of Independent Schools (FCIS), the Council for Educational Standards and Accountability (CESA) and Advanced Ed. 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, finances, and maintains a commitment to spiritual formation as the highest priority in keeping with the mission and vision of the school.

### **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

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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 the 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.

### **Mid-Year Applicants**

Applications for admission for the current school year are accepted from new TK through 8th grade students throughout the year. Upon receipt of the completed application, the student's assessment will be scheduled. TK and kindergarten applicants will be scheduled for a one-on-one assessment. 1st - 8th grade applicants will be scheduled for a shadow day and assessed while on campus. Offers will be extended based on assessment results, teacher recommendations and available space within the grade level.

### **Upcoming School Year Applicants**

Applications for the upcoming school year are available two years before admission. 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, based on grade-level capacity. Offers are distributed as early as the fall prior to enrollment.

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Assessments for kindergarten students will be scheduled on selected Saturdays in late winter and early spring prior to fall enrollment. 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 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

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 when absent.

To be considered present, a student must be in attendance for more than half or 3 ½ hours of the school day. Any partial-day unexcused absences exceeding five school days per semester needs to be approved by the division director.

Teachers record attendance each morning (Middle School teachers record attendance for each class). Absences are recorded in FACTS SIS (formerly called RenWeb) and become a part of the student's school record. Absences are considered either **excused** or **unexcused**. TCS does not prorate tuition for any absence from school.

**Excused Absence:** Illness, medical emergency or death in the family

Parents are to provide a written or email communication to their child's teacher following an excused absence. For an extended absence due to illness (more than 3 days), parents are to contact their child's teacher to provide an update and expected time of return to school.

Every effort will be made for the student to make up work missed during the absence upon the student's return to school. For excused absences, students are given 1 day for

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each day absent to complete missed assignments and make up tests and quizzes. An extended absence may require additional tutoring and/or parental assistance.

**Unexcused Absence:** Non-emergency related absences, including family trips and vacations

At times, a student may be absent from school for reasons such as family trips or events. These absences are considered unexcused and should be limited to no more than 5 school days per semester. Parents are expected to follow these procedures for unexcused absences:

- Notify their child's teacher at least 48 hours in advance prior to the first day of the absence
- Understand that assignments due during the planned absence must be submitted either prior to leaving or on the first day the child returns to school
- Understand that their child may miss instruction that cannot be duplicated and parents may need to provide additional instruction outside of school hours
- Understand that the teacher may only provide assignments they are prepared to hand out the day before the planned absence begins; teachers are not expected to modify their lesson plans to accommodate a child's absence from school

Students who have more than 5 unexcused absences per semester may be placed on a conditional enrollment status. The attendance record will be reviewed by the Director of Lower School or the Director of Middle School to determine their enrollment status for the following year.

### **Extended Absence**

An extended absence is defined as a student missing more than 10 consecutive days of school due to illness or family emergency. In the case of an extended absence, an **Academic Support Plan** is put into place to provide a plan for instruction and completion of work at home and to ensure the student does not get too far behind in learning the course content. A tutor may be needed to help with individualized instruction at home or help get the student caught up after returning to school.

### **Early Checkout**

At times, students need to be picked up from school before the end of the school day. Students leaving before the end of the school day may be disruptive to class instruction, therefore, parents are asked to limit early checkout days as much as possible in order to preserve the learning environment. The Lower School day ends at 3:10 p.m. and Middle School ends at 3:35 p.m.

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### **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 1<sup>st</sup> 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 FACTS SIS 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 tardiness may result in a parent conference with the Director of Lower School or the Director of Middle School to determine if enrollment at The Christ School will continue.

### **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 at school unless every member of the class is invited.

### **Board of Trustees**

**Tom Eastwood**, Chairman of the Board: Bachelor of Arts in 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.

**Dana Loncar**, Vice Chairman: 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, one TCS alumni.

**Dale van Gelder**, Treasurer: MBA, Rollins College; Bachelor's degree in Marketing, Moravian

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College; Chief Operating Officer of First Presbyterian Church of Orlando; married to Richard; mother of one TCS student and one alumni.

**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.

**Tim Blakely**: Graduate of the University of South Florida with a BA (2002) and MA (2004) in economics; holds the Chartered Financial Analyst designation, as well as several FINRA securities licenses; has worked in the banking industry, holding several roles in corporate banking, first for SunTrust and currently with Regions Bank; married to Nickie; father of three boys, two current TCS students and one future lion; covenant partner of First Presbyterian Church of Orlando, where Tim serves as a Deacon and member of the personnel committee.

**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.

**Tom Cotton**: BS Risk Management, Florida State University; President, Hugh Cotton Insurance; numerous professional affiliations; active in community service including St. Luke's Lutheran Church, Orlando Jaycees, Boone High School, Seminole Chamber of Commerce, Orange County and Trinity Lutheran Church; married to Kathy; father of three TCS alumni.

**Jennifer Deese**: BA in Advertising & Public Relations, University of Central Florida; Owner marketing project management company; married to Jason; mother of two TCS students.

**Stacey Dilley**: CPA, Bachelor of Arts in Accounting, University of Georgia; Accounting Consultant; Stephen Minister, FPCO; married to Jeff; mother of two TCS alumni.

**David Emsley**: MBA, Rollins College; BS Electrical Engineering, Northeastern University; Senior Program Manager, Cole Engineering Services, Inc.; Member of FPCO, Sons of the American Revolution, Society of Mayflower Descendants, Central Florida Navy League, Association of the United States Army, and the National Defense Industrial Association; married to Beth, father of two TCS alumni.

**Aaron Farrant**, head of school (Ex-Officio): Bachelor of Science in Psychology, focused on children and adolescent development. Master's degrees in Religion and Religious Education. Aaron also holds a Specialist degree in Educational Leadership and a Doctorate in Educational

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Leadership; married to Jennie and father of two TCS students

**Tanner Fox:** MDIV, Reformed Theological Seminary; BA, Samford University; Associate Pastor, First Presbyterian Church of Orlando; married to Ashley.

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

**Michael Kelley, J.D.:** graduated cum laude, University of Florida Levin College of Law; Bachelor of Arts, Economics Rollins College, graduated magna cum laude; Chief Development Officer and General Counsel at Bourne Financial Group; 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.

**Scott Lee:** MBS, Crummer Graduate School of Business; Vice President of Business and Philanthropic Development, Elevation Financial Group, LLC; President, ! e Elevation Foundation; Board of Directors, Polis Institute 2016-18; member FPCO; married to Amy; father of two, one TCS student.

## Carpool / 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

All grades: 7:50 a.m. - 8:10 a.m. under the Angel Wing.

### Afternoon Carpool

Grades TK-5: 3:15 p.m. - 3:35 p.m.

### Middle School

Grades 6-8 and their younger siblings ('Tweeners): 3:35 p.m. - 3:50 p.m..

### Important Carpool Drop Off / Pickup Rules

- 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.).
- 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

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dismissal time.

- 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 new tags each year for cars. If you need additional tags contact the office.
- 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 p.m. (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.
- Dropping children off in an active traffic lane is not authorized by TCS and presents a danger to your family and the general public. There are metered spaces on three sides of the school campus, and the parking garage for those who wish to drop off or walk children into school.
- If an adult will not be walking your child(ren) into school, please be sure the adult makes eye contact with a TCS staff person before allowing the child(ren) to proceed.
- Do not drop off child(ren) on campus without an adult before 7:45 a.m.. There are no TCS staff present in the Angel Wing area until 7:45 a.m..

## 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

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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, 1 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

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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.

### 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:**

- Tardiness to class
- Dress policy violations
- Inappropriate language
- Minor classroom disruption
- Unauthorized food or drink in the classroom/hallway
- Inappropriate hallway, chapel, lunchroom or playground behavior
- Failure to follow teacher's instructions or classroom procedures
- Unauthorized use of cell phones or electronic devices during school hours
- Name calling/teasing (a student being rude or unkind to another student or group of students)

#### **Corrective Responses:**

- Discussion
- Non-verbal correction

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- Restitution
- Proximity correction
- Family contact
- Positive practice
- Timeout at students desk
- Time-out of an activity
- Loss of privilege
- Verbal reprimand
- Temporary placement in another classroom
- 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
- 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:**

- Lying
- Cheating
- Disrespect/disobedience
- Recurring uniform policy violations
- Repeated inappropriate behavior in the hallway, chapel, lunchroom or playground
- Intimidating language
- Inappropriate use of technology
- 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
- Ongoing name calling/teasing (a student continues to be rude or unkind to another student after the behavior has been addressed)

### **Corrective Responses:**

- Any Level 1 corrective response
- Parent communication (2-way)
- 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

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- A Parent-Teacher-Student conference may be required when issuing 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).

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

- Any illegal behavior
- Theft
- Physically dangerous or threatening behavior (e.g. fighting, physical aggression/confrontation)
- Intimidation/threats
- Racial or gender-based teasing
- Flagrant disrespect (e.g. swearing at a staff member)
- Refusal to follow reasonable adult direction
- Flagrant use of technology
- Defacing or damaging property
  
- An act in which a student defiantly refuses to comply with reasonable adult direction. Student refusal to comply should be considered a defiant Level 3 infraction only when the following conditions are met:
  - The direction is clear and observable
  - The direction is immediate
  - The direction is repeated
  
- Serious act of misconduct which interferes with the orderly operation of the classroom, school program, school function or activity, or extracurricular program
- Bullying/cyberbullying, a student specifically targets another student or group of students, with the intent to cause harm, this involves a real or perceived imbalance of power between the bully and those being bullied and there is a pattern to the behavior.

#### **Corrective Responses:**

- 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
- An Administrator-Parent-Student conference will be required when issuing a Level 3 offense.
- A Conduct Report Form will be issued for Level 3 offenses

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-- 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 is a repeated aggressive behavior where one person (or group of people) in a position of power, real or perceived, deliberately intimidates, abuses, or coerces an individual with the intention to hurt that person physically or emotionally. Acts of bullying can be physical or verbal. Many young people can be unkind to each other during adolescence as they refine social skills and grow into adults. While these interactions are unpleasant, there is a clear line between unkind behavior and bullying.

Incidents of bullying must include all 4 of these characteristics:

**Targeted** - the behavior was aimed at a particular student or students

**Intentional** - the behavior was intentional attempts or threats to cause harm, to injure, to intimidate, to harass, to exclude or to embarrass another student or students

**Ongoing** - these aggressive actions occur repeatedly over time to the same student or students

**Power imbalance**- the person bullying has or is perceived to have more physical or social power than the child or children being bullied

The actions that constitute bullying can vary. There are four types of bullying, which can occur separately or simultaneously:

- Physical contact or intimidation such as punching or grabbing
- Verbal or written bullying such as name-calling or yelling
- Relational bullying such as excluding or rumor-spreading
- Cyber-bullying such as sending hurtful messages using computers or cell phones.

Bullying takes an emotional toll upon the student or students being bullied. It is our desire to create an environment where every student is treated fairly. Students and parents are expected to report any bullying behavior, either experienced or witnessed, to a teacher or to administration.

### 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

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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, Daily Bread, Christian Service Center, and Clean the World Orlando.

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. School-wide opportunities include One Great Day of Service, a day in which all TCS students participate in helping out a local organization with a specific need, and the Lower School Service Club, which meets once a quarter to serve various organizations both locally and globally.

Middle school students have Community Service Hours requirements per grade level. Students turn in a form documenting their service hours to the Academic Office. The minimum number of service hours required for each grade level are as follows: 6th grade, 6 hours; 7th grade, 8 hours; 8th grade, 10 hours. Students can download the service form online in the Resources section of RenWeb, and once filled out can be turned in to Mrs. Gordon in the Academic Office. Check date All service hours forms will be due no later than May 8, 2020

### Concern Resolution Policy

The Christ School partners with families to provide academic excellence through an individualized, 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. If the stakeholder feels the concern is still unresolved, the next step is to request a meeting with the Head of School. The Head of School will work with all individuals involved and

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has the ultimate authority to determine the appropriate resolution. The outcome of the meeting and any follow up actions, along with corresponding timeline, shall be documented prior to the end of the meeting. All parties shall be accountable to this plan.

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.

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

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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.

## Electronic Devices

Electronic devices that can send and/or receive messages or any other forms of communications must be powered off during school hours and stored in the student's backpack. This includes any wrist mounted devices that could be a distraction. Students must have permission from a school employee to use these devices at any time. Students may not use cell phones during school hours or during carpool line, without the permission of a school employee. Students may not create "hotspots" using these devices. Students may ask a teacher for permission to use the classroom or office landline.

## 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 the 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 2019-20 school year, which is expected to begin on or about August 7, 2019, and end on or about May 22, 2020, 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

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submitting a 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 for the following school year, the school must receive a written notice from the parent/s about that decision by February 15th of the then-current school year. Any failure to 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 each school year. Further, in agreeing to this contract, parent/s waive any objections to changes that may be made to the Parent Handbook from year to year unless the parent/s objections are raised with the school promptly.

The school reserves the right to suspend or permanently 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 a student fails to make measurable and acceptable 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 a student is permanently 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.

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.

In addition to tuition, 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

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fees/uniforms. If the parent/s account is in arrears more than 60 days from the date of charge, student may be suspended from the school until the account is brought current. Grades or transcripts will not be released until the parent/s account is current. 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 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.

## Enrollment Contract 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 non-refundable 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 non-refundable 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 non-refundable fees and

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deposits.

Withdrawal anytime during the second quarterly grading period: Family will be responsible for 75% of the annual tuition, plus non-refundable 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 non-refundable 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 the 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.

The Christ School curriculum includes overnight field trips beginning in the fifth grade. Parent chaperones are welcome to participate in 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.

### **Chaperone Information:**

Chaperones are required to have submitted to and successfully passed a Level 2 background check.

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.

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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 in 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.

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### 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 well being 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, 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.

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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, lunchroom, class sponsored trips, and after school programs.

### **Student 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.

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### Fundraising

The school relies on the generous contributions of our supporters. The Christ School conducts an annual Good to Great campaign in the fall and hosts the Mane Event, a social fundraiser including dinner and auction, in the spring. 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 midpoint 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.

Awards recognition ceremonies are held at the end of each semester.

#### Middle School Failing Grade Policy

Students in grades 6-8 are expected to maintain passing grades in all core subject area classes (Math, Language Arts, Social Studies, Science and Bible). Students who end a semester with an average of a D (69-65%) in a core subject class are required to take a Study Hall class the following semester.

Students who end a semester with an average of an F (64% and below) in Math, Language Arts, Social Studies and Science are required to take and pass an equivalent FLVS course with a grade of 65% or higher in order to remain enrolled at The Christ School the following year.

Students who end the 1st semester with an average grade of an F in Bible are required to attend the Study Hall class for the 2nd semester, and must demonstrate improvement (achieve a passing grade of 65% and above) to remain enrolled at The Christ School the following year. Students who end the 2nd semester with an F average are placed on conditional enrollment; they must attend the Study Hall class and maintain a passing grade for the 1st semester of the new school year to remain enrolled at The Christ School.

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### 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. If these forms are not submitted to the school within 30 days of the student's first day, the student will be suspended until the forms are received.

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

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for at least 24 hours (without fever reducing medication, i.e. Tamiflu, Ibuprofen, Acetaminophen) before returning to school or participating in any extracurricular activities or performances. 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.

Students must attend school the entire day in order to participate in after-school extracurricular activities and/or performances that day.

### **INFLUENZA**

According to the Center for Disease Control (CDC): *People with flu may be able to infect others from 1 day before getting sick to up to 5 to 7 days after. Severely ill people or young children may be able to spread the flu longer, especially if they still have symptoms.*

Therefore, to prevent the spreading of the influenza virus, if you are diagnosed with the flu, you should not return to school any sooner than 5-7 days after the first onset of symptoms. If there is a persistent cough, more time at home may be necessary. Please notify the TCS clinic immediately if you receive a confirmed flu diagnosis so the school can respond accordingly (disinfection, etc.).

## **Homework Policy**

The goal of homework at The Christ School is the same as the goal of all academic endeavors at TCS, to develop great learners. Homework plays a crucial part in this by developing strong time management and reflection skills, creating opportunities for practice to move toward mastery of academic content, and building a foundation of assessment preparation skills. There are also times when homework promotes students' natural curiosity and provides opportunities for them to explore the wonder of learning. Additionally, homework can allow students to share what they are learning with their families and engage them in the learning process.

TCS embraces the benefits obtained from homework, while also valuing the time students have outside of formal academics to spend with their families and participate in non-school related activities. In order to maximize educational outcomes and honor the home life of our students and families, TCS is dedicated to ensuring homework is targeted, purposeful, and when appropriate, flexible.

The focus of homework assignments and development of skills progresses as students move through their educational careers. In addition, parental involvement in helping their children prepare for tests and complete projects also shifts as students develop more independence and take responsibility for their own learning.

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## The Christ School

### Kindergarten through 2nd Grade

#### Focus and Development

- Reinforce foundational concepts of math and language arts
- Additional homework is explorative and creative in nature
- Students should spend 20 minutes reading each day (or being read to)

#### Study Habits and Projects

- Parental assistance is necessary to help provide for durable learning
- Parents may help with projects but the construction quality of the display items is not as important as how accurately the display items express the ideas and learning the children have experienced through the project.

#### Time Spent on Nightly Homework

- 10-15 minutes a night in practice and preparation, as well as 20 minutes reading.

### 3rd through 5th Grade

#### Focus and Development

- Homework includes a variety of assignments and time frames for completion
- Parents are encouraged to check their child's agenda daily until he or she is able to demonstrate an increase in organization and ownership, then checks should occur less often

#### Study Habits and Projects

- Parent involvement in assessment preparation is encouraged
- Parent involvement with projects should be to help gather materials and be a sounding board for the students' ideas
- Projects should be student-driven with minimal assistance from parents

#### Time Spent on Nightly Homework

- 30-40 minutes a night in review, practice and preparation
- Students are expected to continue the habit of daily reading and begin to develop the habit of daily reflection
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## The Christ School

6th through 8th Grade

### Focus and Development

- Students are expected to complete homework independently and utilize appropriate time management skills to complete assignments and prepare for assessments

### Study Habits and Projects

- Parent involvement for assessment preparation is diminished; parents help with accountability and review
- Project construction is the responsibility of the student

### Time Spent on Nightly Homework

- 50-70 minutes a night in review, practice and preparation
- Long-term projects may require additional time to complete during the week or on the weekend
- Habits of reading and daily reflection should continue

## 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 at the end of the school year will be donated or thrown away.

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### 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.

#### Lunchroom 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.

### Medication

The Healthcare Assistant will administer medication only as described in this policy. If a parent provides written direction to the Healthcare Assistant from a doctor for administering of medication during the school day to a student in TK-5th grade on strict time-schedule the Healthcare Assistant will retrieve the student from the classroom for the scheduled dosage. Students in 6-8 grades are expected to come to the clinic at the prescribed times for their medication. The school Healthcare Assistant must have written parental consent to dispense any medication. This includes off-campus activities such as field trips, the public library, sporting events, etc. Written authorizations are only valid for the school year in which they are completed.

For all medications, both prescription and over-the-counter:

- All are kept in the clinic.

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- Must be brought to the Clinic by a parent/guardian. Parents may not send medication to school with students.
- Cannot be sent home with students. Parents must come to the clinic to pick up medications.
- Students are not allowed to carry medication(s) with them during the school day. Authorized inhalers may be approved per the procedures found in this policy.
- All medication must be picked up at the end of the school year by a parent/guardian. Any medications remaining 30 days after the last day of school will be disposed of.
- All Authorization for Administration forms on file are destroyed at the end of the school year.

### **Over the Counter (OTC) Medications:**

- 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.
- Must be in the original package with all labels intact and legible.
- Must have the student's name written on the package/container.

### **Prescription (RX) Medications:**

- Prescription medications are under a physician's authorization and will be dispensed as directed by the physician.
- An “Authorization for Administration of (RX) Prescription Medication” form must be correctly completed for each medication 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. A new “Authorization for Administration of Prescription Medication” form must be completed for dosage or schedule changes.
- Must be in the original pharmacy container with all labels intact and legible.
- Must have the name of the child on the label and medication cannot be expired.
- If the student has asthma and requires an inhaler, the inhaler may be kept in the Clinic and/or carried in the student's 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.

## National Junior Honor Society

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

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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 a 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.

### **Non-Discrimination Policy**

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 Parent Teacher Fellowship (PTF) plays an important role in the activities and life of our school. The goal of the PTF is to supplement and enhance the classroom experiences of the students, to provide support for the school's programs, and to recruit and organize volunteers to assist faculty and staff, as appropriate.

Every parent at The Christ School is a member of the Parent Teacher Fellowship. All parents are welcome to attend the monthly PTF Council Meetings held on the second Thursday of each month at 8:15 am. Opportunities to volunteer and participate in PTF activities will be shared throughout the school year via Room Parents, school emails, and The Christ School newsletter.

### **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 and Calls**

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,

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you may leave a voicemail message and your call will be returned as soon as possible. Parents may also leave messages for the teachers by calling the school office.

### Physical Education and Sports

Physical education classes are held in the Clayton Life Center gymnasium. All lower school students, transitional kindergarten through fifth grade, have physical education as a part of their schedule. Middle school students can select physical education as an elective class but are not required to take physical education.

Lower school sports are offered to transitional kindergarten through fifth grade students. Our youngest lions, transitional kindergarten through second grade participate in soccer, basketball and flag football clinics offered on campus. Our third grade through fifth grade lions compete in community leagues in the following sports: soccer, basketball, flag football, girls' volleyball and a cross country clinic is offered on campus. It is our desire to grow our young athletes toward Christ-like qualities through joyful fellowship.

Middle school sports offered at The Christ School include basketball, soccer, track and field, cross country, flag football and girls' volleyball. 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.

Participation in The Christ School's athletic program requires the student to maintain an acceptable performance level in the areas of academics and conduct. A minimum 2.0 grade point average on all coursework is required to play or try-out for a team. If the student has a failing grade (F) or an incomplete grade (I) at any grading period, the student will be placed on athletic probation and will be eligible to participate in practices or games while grades are addressed by all concerned. Failure to improve by the next grading period will result in ineligibility to participate in practices or games. Athletic probation will be removed once the grade criterion has been met. If a student receives one or more unsatisfactory (U) grades in conduct on a report card that will result in ineligibility to play in the next scheduled game. A student who has been issued an in-school suspension (ISS) or out-of-school suspension (OSS) will be ineligible to play in the next scheduled game and/or any games that are scheduled during the suspension period. During the suspension period, the student may not participate in practice or attend any games. The student must be in school for at least 50% of the school day in order to be eligible to participate in practice or a game that day unless prior arrangements have been made with the Director of Athletics. Failure by the student to adhere to the school's policies may be grounds for suspension from participation as determined by the school's administration.

Fans are encouraged to show their school spirit, cheer for their team and be respectful to the opposing players and fans at all times. A spectator should demonstrate good sportsmanship at

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all athletic events. Fans are not permitted on the playing surface at any time unless authorized. It is our desire that spectators represent themselves in a manner that reflect our Christian beliefs and Kingdom building values.

### 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. However, REACH day camps may be offered on selected early release and non-school days for an additional fee. 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 checked out by one of the adults listed on the student's REACH Enrollment Form or listed in FACTS SIS.

This program is provided as a convenience to our families.

Participation in this program may be suspended due to student misbehavior.

### REACH HOURS

Before School 7:00 a.m.–7:50 a.m.

After School 3:15 p.m.–6:00 p.m.

### REACH 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:

5 days per week      \$560.00/year

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After School - Pick-up by 6:00 p.m., pre-registered:

1 day per week	\$475.00/year
2 days per week	\$910.00/year
3 days per week	\$1,355.00/year
4 days per week	\$1,785.00/year
5 days per week	\$2,220.00/year
Daily Drop In Fee	\$25/day

Students not registered in the REACH program and not checked out from school by 4:00 p.m. (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 in addition to scheduled Physical Education classes. Students use the green space or Great Lawn, the Angel Wing, and the Christ School playground (grades TK-3rd) for recess on a daily basis.

## Room Parents

A 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, and communicating important messages from the teacher and/or the school administration with their class parents.

## 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

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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 re-opening 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 Lower School or Director of Middle School. . 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

Annual school supplies are provided by the school and included as part of the cost of tuition. Students will need their own backpack and lunch box. TK and kindergarten families need to order a rest mat. Lower school families are required to supply a set of headphones for their child.

Middle School students will need a chrome book.

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### Special Areas

Special Area classes are provided for our Lower School students on a weekly basis and include Art, Music, Library, STEAM or Compass/Social Bridges for one period each week, and Physical Education/Immersion Spanish 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 Open House 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 for any reason, 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 partner with the school by volunteering at the school, positively communicating about the school both verbally and in writing, and supporting the school's fundraising 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

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process.

10. I agree to participate fully in opportunities for input and involvement in the school such as the Parent Teacher Fellowship, surveys and notes sent from the school, and communication with the school administration and teachers as appropriate.

## Student Support & Enrichment

### Enrichment Program

The enrichment program is designed for students identified as gifted or academically talented who benefit from additional challenge beyond the classroom instruction. Enrichment classes are a full day once a week. Students have an opportunity to explore their interests and passions through thematic units and project-based learning. Projects span across all subject areas, from history to science to math to literature. The class will utilize a variety of teaching methods such as collaborative group work, visiting experts, hands-on learning, and games fueled by student interests.

Participation in the program is determined by using multiple measures of general intellectual ability, aptitude/achievement scores on standardized assessments, as well as grade history and teacher recommendation. Students documented as “gifted” by an educational evaluation automatically qualify for the enrichment program. All students in grades 2-5 are considered for the program each year. This program is fee-based.

### Student Support Center

Enrollment Criteria:

All students enrolled in the Student Support Center (SSC) must meet TCS standard admission criteria. Students with specific learning disabilities, such as dyslexia or ADHD are eligible to enroll in the SSC.

Student enrollment in the SSC will be evaluated on a case-by-case basis by The Christ School’s Director of Student Support to determine if the student’s needs can be met through the SSC.

### Enrollment Procedures

If any student displays ongoing learning difficulties after the classroom teacher, parent and Student Support Specialist have collaborated on standard strategies for improved learning outcomes, the Director of Student Support may recommend additional testing by an educational psychologist or related professional to gain clarity on the student’s abilities. Testing results guide the selection and implementation of interventions that build appropriately on student strengths and provide support in areas of weakness. Evaluations can identify what skills the

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SSC can target, as well as which strategies to use to help a student. Evaluation results will be reviewed by the Student Support Team to create or edit a Student Academic Plan. If a student has a current educational evaluation, the Student Support Team can meet to decide if the student may benefit from Student Support Services. Other data and information, such as a medical diagnosis, may be used as evidence of a need. Individual needs are determined by the Student Support Team and family. Educational evaluations should be current within the last three years.

### **Support Options**

Within the Student Support Center, there are three types of support available for students who meet the aforementioned criteria. Academic and Intensive Reading Support options are fee-based, which include individualized one-on-one or small group sessions with the Student Support Teacher.

### **Classroom Support**

- Designed for students who have been diagnosed with specific learning or attention needs who can be supported in the general classroom
- Initial review of psycho-educational report and academic consultation with the Student Support Specialist
- Classroom observations
- Consultations for resources regarding speech/language therapy and occupational therapy if needed
- Creation of a Student Academic Plan (SAP)

### **Academic Support**

- Classroom support included.
- Designed for students who have been diagnosed with specific learning or attention needs who need additional support outside the general classroom.
- Students receive small group instruction two or three times a week to support classroom instruction.
- Students are designated a Student Support Teacher to provide academic monitoring and communication between the teacher and parents to ensure strategies and accommodations are in place when the student is in the general classroom.
- The Student Support Teacher will be available for scheduled Fall and Spring parent conferences to collaborate and discuss progress with the general classroom teacher and parents.
- Explicitly taught self-advocacy skills and provided opportunities to practice those skills in an encouraging environment.

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### **Intensive-Reading Support**

- Classroom support included.
- Designed for students with either a medical diagnosis or an educational evaluation that shows a need for intensive reading intervention.
- Students enrolled in Intensive Reading Support receive daily reading support through multi-sensory instruction by a trained and certified Orton Gillingham instructor.
- In addition to ongoing parent education opportunities, parents of students enrolled in Intensive Reading Support will be invited to observe and learn strategies to support their child's reading needs at home.
- Students are designated a Student Support Teacher to provide academic monitoring and communication between the teacher and parents to ensure strategies and accommodations are in place when the student is in the general classroom.
- The Student Support Teacher will be available for scheduled Fall and Spring parent conferences to collaborate and discuss progress with the general classroom teacher and parents.
- Explicitly taught self-advocacy skills and provided opportunities to practice those skills in an encouraging environment.
- Enrollment within any support program provides access for families to The Christ School Parent Support Community Meetings, Lending Library, and Parent Education Opportunities throughout the year.

### **Student Academic Plans and Test Taking Policy**

Student Academic Plans (SAP) are created by a team consisting of the Student Support Specialist, teachers, parents and when appropriate, the student. The recommended accommodations listed within a child's educational evaluation is used as the foundation for the individualized accommodations listed on the SAP. The team works together to create a supportive plan to be implemented in the classroom.

Students with extended time specifically documented on their SAP may come on campus early to begin their tests and then complete the remainder of their test during their regularly scheduled class time. This policy allows students to complete tests without the added pressure of missing additional class time.

All students who receive accommodations in the classroom are offered accommodations during yearly standardized testing (CTP and WrAP).

### **Additional Services**

TCS provides physical space for other services that students may need in order to reach their fullest potentials. These services include Speech & Language Therapy, Occupational Therapy, and academic tutoring. The Director of Student Support works with families to coordinate these

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additional services and works collaboratively within the SSC to ensure student success.

### Teacher-Parent Conferences

Teacher-Parent conferences are scheduled two times during the school year, including one in the fall and one at the beginning of the second semester. Parents are encouraged to contact their child's teacher for additional conferences as needed throughout the school year, especially if concerns arise.

### Technology

#### Responsible Use Agreement

Access to current and emerging technologies is readily available to the students and faculty at The Christ School (TCS). 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 a 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

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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**

Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that are posted online. Carefully consider the personal information you share about yourself.

Show respect to others. Do not use electronic media to antagonize, bully, harass, or stalk people.

Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, photos, books, music, media, etc.

Do not use pirated software or distribute music or media in a manner that violates license agreements.

Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others except parents.

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

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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 Internet access only under their teacher's direct supervision for specific instructional purposes. Students will not use cellular phones or other personal smart devices during school, except to contact parents during an emergency.

#### 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 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.

Responsibility to The Christ School Community: Students agree to report any misuse of technology resources to their teacher or another staff member. 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

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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 any devices 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 per the Parent Handbook on student conduct, including the loss of a student's privileges to use the school's information technology resources.

## Tuition and Fees

Tuition for the upcoming school year is due on June 5th. Tuition can be paid by check directly to the school or electronically through FACTS. If you wish to pay tuition with multiple payments, The Christ School offers three auto-draft payment plans, all starting on June 5th and drafted on the 5th of each month thereafter: two payments (half in June and half in January), 10 payments (June - March), 12 payments (June - May).

Anyone utilizing one of the multiple payment plans above must link a bank account to their FACTS account for automatic drafting of the tuition payment.

<u>Level</u>	<u>Pay in Full</u>	<u>Multiple Payments</u>
TK	\$10,366	\$10,651
Lower School	\$11,518	\$11,835
Middle School	\$12,214	\$12,550

*Refund Policy: See Enrollment Contract section of this handbook.*

## Classroom Visitation / 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

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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

The Christ School relies on the support of volunteers to enhance our school programs and activities. There are a variety of ways to volunteer at TCS. Parents may serve on committees with our Parent Teacher Fellowship, help with set up and breakdown of PTF-sponsored events, bake or bring in food and beverage items for school events, attend class field trips as a chaperone, or offer assistance in the school's admission office, development office, or during our daily Chapel. Volunteer opportunities will be shared throughout the school year via room parents, school emails, and The Christ School newsletter.

### **Volunteer / Chaperone Background Check Policy**

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

Additionally, all volunteers who participate in any off-campus activities with students are

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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 submitted from FDLE 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.