



The Christ School

Joyful curiosity. Faithful confidence.

2024-2025 Parent Handbook

2024-2025

Parent Handbook

The Christ School

Accident Insurance	4
Accreditation	4
Animals on Campus	4
Annual Notification of AHERA Management Plan Availability	4
Application / Assessment / Admission	5
Attendance Policy	6
Birthday Celebrations	8
Board of Trustees	9
Carpool / Drop off and Pick up	10
Christian Beliefs and Convictions	12
Student Conduct Policy	13
Bullying and Cyber-Bullying Policy	14
Calendar	15
Communications	15
Community Service	16
Concern Resolution Policy	18
Display Policy	18
Electronic Devices	18
Enrollment Contract and Renewal Process	19
Withdrawal Refund Policy	19
Field Trips	20
Financial Assistance	22

2024-2025

Parent Handbook

The Christ School

Food Allergies	23
Fundraising	25
Grading, Progress Reports, Recognition	25
Halloween Policy	26
Health Services	27
Homework Policy	30
Hours of School	30
Lost and Found	30
Lunch Program	31
Medication	32
National Junior Honor Society	33
Non-Discrimination Policy	33
Parent Teacher Fellowship	33
Parking	33
Phone Numbers and Calls	33
Physical Education and Sports	34
REACH	36
Recess	37
Room Parents	37
Safety Procedures and Security	37
School Pictures	38
School-Sponsored Class Parties	38
School Supplies	39
Special Areas	39
Statement of Parental Support / Involvement	39

2024-2025

Parent Handbook

The Christ School

Student Support & Enrichment	40
Student Uniform Policy	43
Teacher-Parent Conferences	46
Technology	46
Tuition and Fees	55
Classroom Visitation / Early Pick-up or Late Drop Off	56
Volunteer Opportunities	57

2024-2025

Parent Handbook

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 Cognia. The accreditation process requires that our school be re-evaluated every six years. Accreditation assures that The Christ School maintains excellent standards in instruction and academic performance, governance, administration, and 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 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 Asbestos Hazard Emergency Response Act (AHERA) Regulation 40 CFR 763.93, please be advised that the Asbestos Management Plan is located in the Front Office of The Christ School.

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.

2024-2025

Parent Handbook

The Christ School

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 have any questions regarding AMEC's inspection reports or the Management Plan, please feel free to contact the Facilities Coordinator at 407-849-1665.

Application / Assessment / Admission

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. A shadow day and assessment will be scheduled for 1st - 8th grade applicants. Offers will be extended based on assessment results, teacher recommendations and available space within the grade level.

Applications for the upcoming school year are available two years before admission. A shadow day and assessment will be scheduled for 1st - 8th grade applicants. Acceptances for 1st - 8th grade are offered on a rolling schedule, based on assessment results, teacher recommendations and grade-level capacity. Offers are distributed as early as the fall prior to enrollment.

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. Applicants will be evaluated in three areas: academic readiness, social development and current teacher referral.

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 wait pool. Admitted students must confirm their placement by the date specified in their acceptance offer and are required to pay the non-refundable New Student Enrollment Fee. If additional space becomes available, applicants are selected from the wait pool. TCS will select students 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

2024-2025

Parent Handbook

The Christ School

basis of race, color, gender, religion, national or ethnic origin.

Attendance Policy

Students are expected to attend school on a regular basis and 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 4 hours of the school day. Any partial-day unexcused absences exceeding five school days per semester needs to be approved by the division director.

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

Teachers record attendance each morning (Middle School teachers record attendance for each class). Absences are recorded in FACTS and become a part of the student's school record. Absences are considered either unplanned or planned. Unplanned Absence: Illness, medical emergency or death in the family

Parents are to provide a written or email communication to their child's teacher(s) following an unplanned absence. For an extended absence due to illness (more than 3 days), parents are to contact their child's teacher(s) 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 absences, students are given 1 day for each day absent to complete missed assignments and make up tests and quizzes. An extended absence may require additional tutoring and/or parental assistance. Major assignments/projects are due the day a student returns to school if the first day of the absence was the due date of the assignment.

Planned 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. Parents are expected to follow these procedures for planned absences:

- Notify their child's teacher(s) 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

2024-2025

Parent Handbook

The Christ School

school. This includes major assignments/projects if the first day of the absence was the due date of the assignment.

- 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 10 total absences per semester may be placed on a conditional enrollment status. The attendance record will be reviewed by the Director of Lower School, the Director of Middle School, or the Director of Bridge and Student Support 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 TK-3rd grade day ends at 2:50 p.m. and 4th-8th grade ends at 3:05 p.m. except on Wednesdays when the day ends at 2:15 p.m. and 2:30 p.m.

Tardy Policy

Students who arrive at class after 8:10 a.m. are considered tardy. Students attend all school chapel on Mondays and Fridays and a grade level chapel once a week. 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 at school during chapel must report to the 1st floor reception desk and will be recorded as tardy by the receptionist. Tardy students will join their class following chapel. All tardy arrivals are recorded in FACTS as part of the student's school attendance record.

2024-2025

Parent Handbook

The Christ School

More than five (5) tardies per quarter is considered excessive. The Academic Office will monitor and address excessive tardies. A continued pattern of consistent tardiness may result in the involvement of a Division Director to determine enrollment status for the following year.

Birthday Celebrations

We know that birthdays are special milestones for students to celebrate each year. We also understand that every family may have their own traditions and annual celebrations. As we build cohesiveness in the classroom and within the student community, we are grateful for your support in helping each child feel valued.

Students' birthdays will be recognized at school as determined by their classroom teacher. This may differ from grade to grade. If a parent would like to send in a small treat as a part of that recognition, please coordinate with the teacher on the best time to do so and be mindful of dietary restrictions and allergies. Food related items should be single serve (i.e. cupcakes, donuts vs. cake that must be cut).

Regarding outside of school parties, please be mindful of the following guidelines:

Unless your child's entire homeroom is invited, invitations must be mailed from home. This includes parties that are boys-only or girls-only. Digital invitations are a great way to avoid potential hurt feelings if it is a small group.

As your child's birthday approaches or they are invited to another student's birthday party, please talk with them about not discussing these parties at school, as it can be difficult for other students to understand why they may not be invited, even if it's not possible to invite everyone.

If the whole class is invited, then invitations may be sent in to school and either put in backpacks or handed out by students.

Please also be careful and considerate when picking up a group of students for a party at school. We know it can be difficult to contain the excitement around these activities but it can also easily be noticed by others who are not included.

2024-2025

Parent Handbook

The Christ School

Board of Trustees

Jessi Blakley, Chair: Bachelor of Arts in Public Relations, Auburn University; Vice President of Strategic Communications, Tavistock Group, Tavistock Development Company; current Board Member of Greater Orlando Sports Commission and East Orlando Chamber of Commerce, past President PRSA Orlando; married to Joey; mother of two TCS students.

Amanda McEwan, Vice Chair: BS Business Administration, University of Central Florida; Certified Sommelier, FIJI Water and Justin Vineyards, Regional Director of On Premise; member Delaney Park Little League Board; member FPCO; married to Robbie, mother of two TCS students.

Tim Blakely, Treasurer: 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, current TCS students; covenant partner of First Presbyterian Church of Orlando, where Tim serves as a Deacon and member of the personnel committee.

John Burden: Graduate Northwestern University; Private Equity Management, Broadcrest Asset Management; member National Christian Foundation and Orlando Police Dept. Foundation; member FPCO; married to Kristen; father of two TCS students and two TCS graduates.

Jennifer Deese, Secretary: BA in Advertising & Public Relations, University of Central Florida; Owner marketing project management company; married to Jason; mother of one TCS student and one TCS graduate.

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.

Jerry Eshleman, Head of School (Ex-Officio): BA in Teaching & Administration, Evangel University; Master's degree in School Administration & Organization, Oral Roberts

2024-2025

Parent Handbook

The Christ School

University; PhD in Educational Psychology with emphases in emotion & cognition, decision-making, adult & child development, and neuropsychology, Oklahoma State University; married to Jenny, father of one son.

Chrissy Ford: J.D. Florida State College of Law; B.A. Emory University; Construction Law attorney; member Orange County Bar Association, past officer of Junior League of Orlando, CFAWL, member FPCO; married to Bennett, mother of one TCS student.

Pamela Snook Fawsett: Doctor of Medicine (Texas A&M Health Science Center), BA in Business Administration (McCombs School of Business), The University of Texas at Austin; Practice Owner/CEO Contemporary Women's Care of Orlando; married to Dr. Chase Fawsett; mother of two TCS students.

Mark Marshall: MBA Finance, Rollins College; BS Education, Florida State University; Certified Financial Planner; member College for Financial Planning, Certified Life Underwriter, volunteer TCS middle school volleyball coach; member FPCO; married to Terri, father of a TCS alumna.

Logan Opsahl: BS in Economics and Political Science, Florida State University; Juris Doctorate, Certificate in Land Use and Environmental Law, University of Florida Levin College of Law; Real Estate and Eminent Domain Attorney; graduate of Leadership Orlando; Member of First Presbyterian Church of Orlando; TCS Alumnus.

Jack Peebles: DMin Fuller Seminary, MDiv Princeton Theological Seminary, BA Austin College; Pastor First Presbyterian Church Orlando; previous Rotary member and chair of Outreach Foundation; married to Margaret, father of two, one TCS graduate.

Please note, as a Christian institution, the Board of Trustees and school administration reserve the right to appeal to the Bible and its interpretation thereof, for direction, in whole or part, on decisions it may have to make or actions it may have to take.

Carpool / Drop off and Pick up

Morning Carline

All grades: 7:45 a.m. - 8:08 a.m. under the Angel Wing.

Afternoon Carline

2024-2025

Parent Handbook

The Christ School

Grades TK-3rd: 2:50 p.m. to 3:05 p.m. and 4-8th: 3:05-3:25 p.m.

Wednesdays, TK-3rd: 2:15 p.m. to 2:30 p.m. and 4-8th: 2:30-2:50 p.m.

Important Drop Off / Pickup Rules

- The school doors, open at 7:45 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 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 tag/# from your rear-view mirror.
- Families are issued new tags each year.. If you need additional tags contact the Front Office.
- Families utilizing walk up will bring their carpool tag and ask for their child at the side entrance of Allen Hall, the main building.
- Parents must complete the Transportation form on FACTS 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 the TCS office, the student will not be released until contact is made and permission given by the custodial parent.
- Please be patient. At the beginning of each school year, the carline may move slowly. The length will improve once carpool groups form, and when parents, teachers and students become more familiar with the system. You are encouraged to carpool.
- Please exercise care. Wait until all students in your carline 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 carline 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 3:25 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.

2024-2025

Parent Handbook

The Christ School

- 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.
- 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 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

2024-2025

Parent Handbook

The Christ School

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

Student Conduct Policy

Level 1 (mild) infractions

Minor misbehaviors that can be adequately corrected at the time they occur. A staff member who observes a Level 1 infraction corrects the student in the setting.

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

- Dress policy violations
- Inappropriate language
- Minor classroom disruption
- Horseplay
- Unauthorized food, gum, or drink in the classroom/hallway
- Inappropriate hallway, chapel, lunchroom or playground behavior
- Failure to follow the 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)
- Tardiness to class

Level 2 (moderate) infractions

Misbehaviors that can be handled by the teacher in the moment, but they will also require additional administrative involvement and written documentation.

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

- Excessive and/or recurring Level 1 infractions
- Disrespect/disobedience
- Lying

2024-2025

Parent Handbook

The Christ School

- Cheating
- Minor physically aggressive behavior

Level 3 (severe) infractions

Serious misbehavior that requires administrative involvement and written documentation. These infractions result in a minimum one day suspension.

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

- Excessive and/or recurring Level 2 infractions
- Any illegal behavior
- Theft
- Physically dangerous or threatening behavior (e.g. fighting, physical aggression/confrontation)
- Intimidation/threats
- Racial or gender-based teasing
- Flagrant disrespect to an adult
- Flagrant misuse of technology
- Defacing or damaging property
- An act in which a student defiantly refuses to comply with reasonable adult direction.
- Serious act of misconduct
- 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.

If the infraction results in property damage, whether intentionally or accidentally, the student and their parents will be held responsible for the cost of repair or replacement.

Students may be held accountable for their actions outside of the school day.

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.

There is a distinct difference between unkind behavior and bullying. Incidents of bullying must include all 4 of these characteristics:

2024-2025

Parent Handbook

The Christ School

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.

Calendar

The Christ School operates on a traditional academic calendar. Key dates include the first day of school, major holidays, winter and spring breaks, parent-teacher conferences, and early release days. A detailed calendar is available on our website. We encourage parents to regularly review the calendar and stay informed about important dates and school activities.

Communications

FACTS is the primary source for Home/School communication for our parents to receive current school-wide and student-specific information. FACTS provides parents a single place to view teacher weekly newsletters as well as their child's grades,

2024-2025

Parent Handbook

The Christ School

assignments and scheduled tests. When there is a change in demographic information for any child or parent, a parent should update FACTS immediately. Class Dojo and Classroom Newsletters are used by individual homeroom teachers for classroom specific photos and highlights.

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, Toys for Tots, 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. In school opportunities include Great Day of Service class projects, a day in which TCS students participate in helping out a local organization with a specific need.

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 FACTS and there are hard copies outside the Academic Office. Once completed, students may turn them into the clear bin outside the Academic Office.

2024-2025

Parent Handbook

The Christ School

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.

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 the Head of School's assistant, 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.

2024-2025

Parent Handbook

The Christ School

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. The decision by the Head of School is final.

Display Policy

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

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

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

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

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. 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, 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.

2024-2025

Parent Handbook

The Christ School

Students may not use school issued or personal electronic devices to take photos or videos of other students or faculty.

Enrollment Contract and Renewal Process

Each child enrolled at TCS is covered by an Enrollment Contract between the parents and The Christ School. These contracts have a continuous term and automatically renew each year on February 15th, known as the Enrollment Anniversary. If parents do not wish to continue their child's enrollment for the following school year, they must notify the Director of Admission in writing before February 15th. After this date, TCS will consider the student as returning, and the full tuition for the subsequent school year is due.

The Enrollment Contract is executed upon the initial enrollment at TCS. Parents should retain a copy of this contract and understand its terms. If you do not have a copy of your child's Enrollment Contract, please contact the Admissions Office to obtain one. Parents in separated or divorced families are jointly and severally responsible for tuition and fees under the Enrollment Contract. For any questions about the contract please contact the Director of Business Operations.

Withdrawal Refund Policy

If a parent wishes to withdraw their child and discontinue enrollment at any time after February 15th of the prior year or during the school year, they must notify the Director of Admission in writing. As the child's enrollment is covered by an enrollment contract, the full tuition is due and payable, and the contract liability remains. No refunds or contract release is granted unless there is a total disability or a move outside of the area. Refer to the enrollment contract.

The Enrollment Contract with The Christ School represents a family's commitment to pay the entire school year tuition amount on a per-student basis. If a student leaves the school during the school year and is entitled to a refund pursuant to the terms of the contract, the refund amount will be based on the withdrawal date as follows:

- **Withdrawal prior to February 15th:** The family will be released from the Contract and any tuition or fee payments received before this date will be

2024-2025

Parent Handbook

The Christ School

refunded, excluding non-refundable fees and deposits.

- **Withdrawal after February 15th and before the first day of school:** The family will be responsible for 25% of the annual tuition and all non-refundable fees and deposits prepaid or otherwise.
- **Withdrawal anytime during the first quarterly grading period:** Family will be responsible for 50% of the annual tuition and all non-refundable fees and deposits prepaid or otherwise.
- **Withdrawal anytime during the second quarterly grading period:** The family will be responsible for 75% of the annual tuition and all non-refundable fees and deposits prepaid or otherwise.
- **Withdrawal anytime after the start of the third quarter:** The family will be responsible for 100% of the annual tuition and all non-refundable fees and deposits, prepaid or otherwise.

Any refund requests are to be made in writing to the Director of Business Operations. Transcripts will be held for any unpaid items. 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 if the location has the capacity for the extra numbers. Every effort will be made to accommodate parents that would like to attend as a chaperone. Not all field trips will require chaperones and some field trips will require us to limit the number of chaperones based on the venue's restrictions.

The Christ School curriculum includes overnight field trips beginning in the sixth 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:

For the safety of our students, all chaperones or participants in any off-campus event must have completed the *Level 2 Background Check*, as stated in the school's background check policy. This includes any adult who will have access to children.

2024-2025

Parent Handbook

The Christ School

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

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

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

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

Chaperones should 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. Chaperones are expected to attend the entire field trip and are expected to supervise children. Chaperones will depart from the school and not from home. They are expected to follow and support the planned agenda and activities. If a Chaperone wishes to remain at the venue with their child after the trip has ended, they must check out with the Teacher present on the trip and transfer all other students under their responsibility to the Teacher. This must be done face-to-face not via cell phone.

If applicable, parents must bring in a booster seat for their child the day of the field trip.

Students should wear a green polo shirt and uniform bottoms unless other direction is

2024-2025

Parent Handbook

The Christ School

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.

Financial Assistance

Financial assistance at The Christ School is need-based. This program enables us to provide assistance and cover the gap between the tuition amount and the funds available to families. Frequently, the number of qualified applicants exceeds the resources of the school, therefore, not every applicant will receive financial assistance. All applications are reviewed each year and there is no guarantee that if you received assistance in one year, you will receive assistance the following year. In case of split families, both parents' information is required to consider an award. Financial assistance applications are processed through FACTS Grant and Aid.

All financial assistance applicants are required to apply for the Florida Department of Education Scholarship through Step Up for Students All Florida scholarship processing (including UA) will be administered by TCS using the EMA portal. TCS will enroll all students and receive tuition funds directly. All scholarship awards will be considered during the financial assistance review process.

Because the financial assistance is based on need, any TCS financial assistance award will be adjusted subsequent to the Florida scholarship being paid. This means that the TCS financial assistance cannot be added to the scholarship. In rare instances, the TCS financial assistance award will be added to the scholarship if the financial need is determined to be greater than the Florida scholarship amount.

Any financial assistance applications received and any awards made before the Florida scholarship has been awarded will be treated as a financial safety net for the family in case a Florida scholarship is not received. After the financial assistance award is accepted, it will be posted to the FACTS account causing the monthly payments to be reduced. This is only for TCS financial assistance awards and does not include the Florida scholarship. This will remain

2024-2025

Parent Handbook

The Christ School

unchanged until the scholarship funds are received by TCS. At that point, the financial assistance award safety net will be reduced by the amount of the Florida scholarship received for each quarter until the financial assistance award is offset completely. If no Florida scholarship is received, the award will remain unchanged.

The financial assistance award may be reevaluated and adjusted in case of new information provided such as other assistance, discounts, or deposits.

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) 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).

2024-2025

Parent Handbook

The Christ School

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

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

School Responsibilities:

Review the health records submitted by parents and physicians. Include food-allergic students in school activities. The school will not exclude students from school activities solely based on their food allergy.

Teachers and staff will be made aware of any students in their care who have food allergies. Allergy information will be communicated on FACTS alerts to teachers and staff for each student with food allergies.

Emergency epinephrine may be stored in the clinic, classroom, and/or lunchroom 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 wash their hands with soap and water 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

2024-2025

Parent Handbook

The Christ School

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.

Fundraising

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

At 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 Director of Development.

The Christ School, Inc. is an independent 501(c)(3), tax-exempt, not for profit educational institution as described in Section 501(c)(3) of the IRS code. All donations to the school are tax deductible to the fullest extent allowed by law.

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 FACTS. If, at any time, you have questions about your child's progress or grades, please contact the teacher. The Christ School uses various methods to recognize students who have achieved outstanding academic performance and who have demonstrated appropriate and responsible

2024-2025

Parent Handbook

The Christ School

school citizenship. Awards recognition ceremonies are held twice during the school year.

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 the 1st semester with an average grade of an F in *Bible* will be placed in a 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 enroll in a Study Hall class and maintain a passing grade for the 1st semester of the new school year to remain enrolled at The Christ School.

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. Proof of completion with a passing grade of 65% or higher is required for continued enrollment the following year and must be received no later than July 31st.

Once proof of completion showing a passing grade has been received by TCS, the student's grade for that course in FACTS will be updated as follows: The grade earned in FLVS will replace the TCS grade up to a maximum of 79%. Any FLVS grade over 79% will be recorded in FACTS as a final grade of 79%.

Diplomas will be issued to students who successfully complete all core classes during their TCS career.

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.

2024-2025

Parent Handbook

The Christ School

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 Services

The Medical Assistant is available during school hours and 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 must inform the school of any medical conditions or allergies and complete the Student Medical Form on FACTS.

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 temperature above 99.5 degrees will be sent home. Students must be fever free 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.

2024-2025

Parent Handbook

The Christ School

INFLUENZA and COVID-19

To prevent the spreading of the influenza virus or COVID-19, if you are diagnosed with the flu or COVID, you should not return to school any sooner than 5 days after the first onset of symptoms or positive test whichever came first. Please notify the clinic immediately if you receive a confirmed flu or COVID 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.

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

2024-2025

Parent Handbook

The Christ School

- 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

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

2024-2025

Parent Handbook

The Christ School

Hours of School

The Christ School day begins promptly at 8:10 a.m. for all students and classes end at, 3:20 p.m. for 3rd-5th grades and 3:40 p.m. for the middle school except for Wednesday when classes end at 2:10 p.m. for TK-2nd grades, 2:20 p.m. for 3rd-5th grades and 2:40 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.

Early release days are usually a shortened day and there is no REACH available. Please refer to our calendar for these early release days and arrange for timely student pickup. If students are not picked up, a late fee of \$10 per minute will be charged.

Before and after school care is available through the REACH program, (see REACH section). Administrative offices are open from 7:45 a.m. to 4:00 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 water bottles, 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 Front Office. Items unclaimed will be donated or disposed of at the end of each semester.

Lunch Program

Students will dine in the Lee Fellowship Hall most days. Lunch will be provided for all students on full school days. Lunch will not be provided on half-days, and food deliveries to the school will not be accepted.

Lunchroom Behavior

Students are expected to use “restaurant” manners at all times while eating and socializing with others. They should stay in their seats and raise their hands to receive

2024-2025

Parent Handbook

The Christ School

adult assistance.

Drinks Policy:

Only water is permitted in water bottles. Sodas, energy drinks (e.g., Red Bull, Starbucks), and juice brought from home are not allowed.

Parent Assistance:

Parents are welcome to join their children for lunch after Labor Day. If you plan to do so, please check in at the front desk in the main building and purchase a lunch ticket.

Medication

The Medical Assistant will administer medication only as described in this policy. If a parent provides written direction to the Medical Assistant from a doctor for administering medication during the school day to a student in TK-5th grade on strict time-schedule the Medical 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 Medical 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.
- 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.

2024-2025

Parent Handbook

The Christ School

- 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 in seventh or eighth grade and have been enrolled at TCS for at least one full semester. Students with a cumulative GPA above a3.75 are eligible to submit a candidate information form for review as the next step into membership to the Christ School chapter of NJHS. The honor of being a member of NJHS is given to students who show outstanding qualities of scholarship, leadership, service, character, and citizenship. Once selected, members have 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 Director of Middle 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

2024-2025

Parent Handbook

The Christ School

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 PTF Council Meetings. Opportunities to volunteer and participate in PTF activities will be shared throughout the school year via Room Parents, school emails, and the TCS Weekly 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 ticket validation can be obtained 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, 7:30 a.m. to 4:00 p.m. (3:30 on Fridays) and during the summer, Monday through Friday, 8:30 a.m. to 4:00 p.m. with the exception of selected Fridays. If personnel are not available to answer the phone, you may leave a 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.

2024-2025

Parent Handbook

The Christ School

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 (LS) sports are offered to transitional kindergarten through fifth grade students. Our youngest lions, transitional kindergarten through second grade, participate in soccer, basketball, flag football, and lacrosse (4th and 5th grade only) clinics offered on campus. Our second grade through fifth grade lions compete in interscholastic leagues in the following sports: soccer, basketball, flag football and girls' indoor volleyball. Coaching for LS sports is volunteer based.

Middle school (MS) sports offered at The Christ School include basketball, soccer, track and field, cross country, flag football, girls' indoor volleyball, and lacrosse. It is our desire to grow our young athletes toward Christ-like qualities through joyful fellowship, 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 ineligible to participate in practices or games while grades are addressed by all concerned. Athletic Probation will be removed once the grade criterion has been met.

An unsatisfactory (U) in conduct on a report card or detention will result in ineligibility to play the next scheduled game, however the student may still attend practices. 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 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.

2024-2025

Parent Handbook

The Christ School

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 that child's school division leader and Athletic Director.

Failure by the student to adhere to the school's policies may be grounds for suspension from participation as determined by the Athletic Director and school administration. All athletes are to conduct themselves in a Christian manner, on and off the field or court.

Conduct

As members of athletic teams or spectators at contests, students are representatives of The Christ School. Students are expected to act in an appropriate manner. Athletes who exhibit behavior deemed inappropriate by the school, host school, or a judging contest official may be suspended from athletic competition and face school disciplinary action.

- A student who has been issued an in-school suspension or out-of-school suspension will be ineligible to play
- Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic contest, the athlete will be removed from the contest.
- An athlete who is ejected from a contest for a flagrant foul or unsportsmanlike conduct shall be ineligible to participate
- All athletes who act in an unsportsmanlike manner are required to meet with the Athletic Director and respective Administration for the appropriate grade level (MS or LS).
- Ineligibility will be determined by the Athletic Director and respective Administration.

Additionally, parents/spectators must behave appropriately at our various competitions. Inappropriate behavior, as determined by the AD and/or Head of School, may result in that individual being asked to leave the event, being banned from attending future events, the child being removed from the team/competition or even possibly a forced withdrawal of the family from the school. A final decision from the school will be at the administration's discretion.

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 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 reflects our Christian beliefs and Kingdom building values. Spectators who choose not to abide by these guidelines may be removed or barred from TCS

2024-2025

Parent Handbook

The Christ School

sanctioned competitions.

Social Media Policy - Coaches/Volunteers

Coaches and Volunteers should not initiate or accept social network friend requests from current students (of any age) or former students under the age of 18. They should also use professional discretion when “friending” alumni 18 years of age and over. When doing so, recognize that many former students have online connections with current students (including younger siblings and underclassmen friends). Information shared between school-related adults and recent alumni is likely to be seen by current students as well. Communications for Athletics should be done primarily through GameChanger and group email.

Social Media Policy - Student Athletes/Participants

TCS Students represent God, the school, and themselves/families. The level of responsibility expected when using social media outlets is great. Any content posted on social media that can be deemed inappropriate or derogatory by defaming, slandering, hazing, or harassing a teammate, coach, volunteer, official, spectator, or opponent may result in immediate disciplinary action by the Athletic Director up to the removal from the athletic team for the remainder of the specific sport season.

REACH (Extended Care)

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 FACTS 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, games, 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.

2024-2025

Parent Handbook

The Christ School

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

REACH FEES

Current year REACH fees can be found on The Christ School website. Payment for REACH must be made prior to attending and will be billed through a parent's FACTS account. Late pick up fees (\$10 per fifteen minute period or portion thereof) will be billed to the parent's account.

Students not registered in the REACH program and not checked out from school by the end of carpool will be sent to the appropriate REACH group to await pickup. 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 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 and agree to serve as advocates and representatives of TCS. General areas of responsibility include special event planning, recruiting and coordinating classroom volunteers, fundraising support, and communicating important messages from the teacher and/or the school administration with their class parents.

Safety Procedures and Security

Ensuring the safety of our students, staff and visitors is our top priority. On campus security guards patrol the campus and monitor security cameras. A police officer is

2024-2025

Parent Handbook

The Christ School

scheduled on campus during school hours.

Our main building is secure and access to visitors is only 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 at all times. All school staff members are expected to question anyone in the building who does not have proper identification.

For security reasons, not all security measures are included in this document. TCS partners with FPCO in providing security to our campus

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 the day 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 during the school year. A professional photographer will take color photographs of each class and 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 or Director of Bridge. Parents may be asked to assist by providing drinks, snacks, 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.

2024-2025

Parent Handbook

The Christ School

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. 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 Chromebook.

Special Areas

Special Area classes are provided for our Lower School students and include PE, Art, Music, Genesis Lab, STEAM, Spanish, Social Bridges and Theatre. Students will also have the opportunity to go to the library each week. These classes are an extension of our academic program and the 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

2024-2025

Parent Handbook

The Christ School

completion of all homework assignments, providing a loving home environment and initiating contact with my child's teacher when appropriate.

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

Student Support & Enrichment

Enrichment Program

The enrichment program is designed for students identified as gifted or academically talented who benefit from additional challenges 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.

The Bridge and Student Support Center

Enrollment Criteria:

2024-2025

Parent Handbook

The Christ School

All students enrolled in The Bridge and Student Support Center (SSC) must meet TCS standard admission criteria. Students with specific learning differences, such as dyslexia, ADHD and other language based learning needs are eligible to enroll in the SSC.

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

Enrollment Procedures

If any student displays ongoing learning difficulties after the classroom teacher, parent and Director of The Bridge and Student Support have collaborated on standard strategies for improved learning outcomes, the Director of The Bridge and 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 Bridge and 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 and parents must schedule updated evaluations as needed or communicated by the Student Support Team

Support Options

Within the Student Support Center, there are support options available for students who meet the aforementioned criteria. Academic and Student Support options are fee-based, which include small group sessions with a 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 an educational evaluation and academic consultation with the Director of The Bridge and Student Support
- Classroom observations

2024-2025

Parent Handbook

The Christ School

- Consultations for resources such as 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.

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 NWEA MAP Growth).

The Bridge

The Bridge serves students with dyslexia in grades 1-5 with goals to:

- Foster student confidence and self-esteem

2024-2025

Parent Handbook

The Christ School

- Close the gap between academic performance and student potential
- Provide reading remediation to prepare students for future academic success
- Develop organizational, planning and time management skills
- Teach students to become respectful self-advocates
- Lead the central Florida community in serving dyslexic learners through parent education events and professional development for educators

Students with dyslexia may apply through a rolling admissions process and the Director of The Bridge and Student Support will determine if a student is eligible for services within Bridge. The Bridge provides the Orton Gillingham approach to reading and Multisensory Math in small group ratios. Enrollment within Bridge provides access for families to our Lending Library and specialized Parent Education Opportunities throughout the year.

Additional Services

TCS provides physical space for other services that students may need in order to reach their fullest potentials. These services may include Speech & Language Therapy, Occupational Therapy, and academic tutoring. The Director of The Bridge and Student Support works with families to coordinate these additional services and works collaboratively within the SSC to ensure student success. Parents are responsible for payment directly to these third-party therapists/tutors.

- Students may not receive subject area tutoring from currently subject area teachers.
- Students may receive tutoring prior to 7:30 a.m. and after 3:30 p.m. on Tuesdays and Fridays and after 4:00 p.m. on all other weekdays. *The exception to this is for OG practicum which has been pre approved by your Division Director.

Student Uniform Policy

2024 - 2025 STUDENT UNIFORM POLICY GENERAL EXPECTATIONS FOR ALL STUDENTS

The TCS Student Uniform Policy fosters a consistent appearance, prioritizing academic focus over outward presentation, thereby nurturing a positive atmosphere to develop great learners.

2024-2025

Parent Handbook

The Christ School

GENERAL APPEARANCE

- Hair must be a natural color, neat, and out of eyes. Boys' hair must be above the collar.
- Girls may have pierced ears. Boys are not permitted to have any piercings.
- Facial piercings, spacers or plugs for any student are prohibited.
- Jewelry and accessories must be conservative in style and amount.
 - Bracelets may cover no more than two inches of each wrist
 - Earrings are limited to two per ear and two inches in length
- Boys may not have facial hair.
- Shirts must always be tucked in.
- Bottoms must not be torn, ripped, or frayed.
- Length of short/skorts must be no shorter than fingertip length.

DAILY UNIFORM

All students should wear a TCS branded polo from a preferred vendor with khaki or navy bottoms. Boys and girls may wear shorts or pants. Girls also have the option of wearing navy, khaki, or plaid skirts. Girls may also wear navy or green polo dresses. Girls should wear bike shorts under skirts/dresses.

Polo Colors:

Lower School - white, yellow, evergreen, navy

Middle School - white, yellow, evergreen, navy, pink, light blue, black, charcoal

The Christ School's preferred uniform providers are Land's End and Dennis Uniform.

Lands' End

Preferred School Number: 900044603

www.landsend.com/school

Dennis Uniform

School number: E05

www.dennisuniform.com

Bottoms:

In addition to our preferred vendors, students may also wear uniform bottoms from other vendors (i.e. Target, Gap, Old Navy, J.Crew, Athleta etc.) so long as they are labeled "uniform" and are of the correct color and length. Drawstring not permitted. Please contact the school if you have questions.

Belt:

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

2024-2025

Parent Handbook

The Christ School

Socks:

White, black or navy socks.

Shoes:

Athletic shoes (tennis, sneakers) are required and may be any color. They may not display characters, or have lights or wheels.

ALL FRIDAYS

All students may wear any TCS shirt in good condition with uniform bottoms or long jeans.

OUTERWEAR

Students may wear any TCS branded outerwear available through our uniform vendors or spirit store. Eighth grade students only are permitted to wear the current year's class hoodie.

CASUAL DAYS

Casual Days are set aside as occasions when students may dress out of school uniform.

- Sleeveless shirts or shirts that expose the midriff are not permitted
- Hats are not permitted
- Yoga pants are not permitted
- Shirts may not have inappropriate language, slogans or pictures
- Boots are permitted on casual dress days

SPIRIT DAYS

Spirit Days are set aside to recognize various sports teams. The guidelines for Friday dress apply, however students are welcome to wear TCS themed accessories. Some examples are socks in TCS colors, headbands, hats, face points and wigs in green and gold.

COLD DAYS

If the weather is forecasted to be 49 degrees Fahrenheit or below at 8:00 am, students may wear uniform pants or jeans. Students may wear a long sleeve undershirt (solid green, navy or white) under their uniform. Inside the building, students must wear TCS approved outerwear.

FIELD TRIP UNIFORM

Green polo with khaki uniform bottoms.

Parents must ensure their child adheres to the student uniform policy daily. Non-compliance may result in verbal or written notices, office referral, and potential loss of privileges or event participation.

2024-2025

Parent Handbook

The Christ School

Teacher-Parent Conferences

Teacher-Parent conferences are scheduled two times during the school year, including one in the fall and one near 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 parents.

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/content filter to manage on-campus access to online content via the school's network.
- TCS will provide 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

2024-2025

Parent Handbook

The Christ School

responsibilities of digital citizenship.

- TCS will communicate often with parents and students regarding the expectations of student behavior.

Parent Responsibilities:

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

Student Responsibilities

- Students will 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.
- Students will show respect to others. Do not use electronic media to antagonize, bully, harass, or stalk people.
- Students will protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
- Students will request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, photos, books, music, media, etc.
- Students will not use pirated software or distribute music or media in a manner that violates license agreements.
- Students will 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 offline.
- 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

2024-2025

Parent Handbook

The Christ School

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. This includes the use of AI tools (ex: ChatGPT, Gemini). AI tools may assist in finding information and explaining concepts, but they should never be used to complete assignments or projects entirely on the student's behalf.

Privacy Right:

Students will only use assigned accounts and not view, use, or copy other users' 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 or photos/videos about a person or organization.

Respect School Property:

Students will not intentionally harm, modify, destroy, damage, misuse, or inappropriately access the technology equipment of the school or others.

Students will not intentionally harm, modify, destroy, or damage computers, networks, software or equipment; spread viruses or malwares; or interfere or attempt to interfere with system

2024-2025

Parent Handbook

The Christ School

security in any way.

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

Responsibility to The Christ School Community:

Students agree to report any misuse of technology resources to their teacher or another 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 parent, teacher or school administrator immediately.

Supervision and Monitoring:

Teachers and administrators at The Christ School will monitor and supervise students while on-campus to ensure that uses are secure and follow the Technology Responsible Use Policy and the 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.

Chromebooks:

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

Chromebook Policy

The Christ School uses Google Workspace for Education in the Middle School grades. Each MS student is required to have their own personal Chromebook. Families should purchase their Chromebooks prior to the first day of school and be ready to bring them on the first day. Both parent and student must read and understand the TCS Bring Your Own Device Policy (BYOD).

2024-2025

Parent Handbook

The Christ School

BYOD Policy

For the purposes of this policy the 'Device' in Bring Your Own Device (BYOD) is a Chromebook. Chromebooks are the only privately owned devices that are permitted and these are only to be used by Middle School students. Each device must meet the minimum system specifications established by the school.

Minimum Specifications

- Must be a Chromebook laptop running Chrome Operating System (Chrome OS)
- 4 GB RAM memory
- 16 GB storage
- 11" diagonal screen size (displays larger than 14" are discouraged)
- Must have integral keyboard

Recommended Specifications

- 6 GB memory or greater
- 32 GB storage or greater
- Touch screen optional
- Purchase accidental damage protection plan from the vendor or manufacturer.

TCS is not responsible for any damage or operational issues that may occur with privately owned devices. If a student's personal device is damaged by accident or has some unforeseen manufacturer's defect while at school, the school will provide a loaner device for that day at school. It may not be taken home. Parents must keep the school informed of the status of repair/replacement of the damaged device. Uncharged devices do not warrant a loaner device.

TCS BYOD Rules

1. It is the responsibility of the students to bring a fully charged device to school and to adhere to the requirements outlined in this document.
2. The student is fully responsible, at all times, for their device. TCS is not responsible for any loss/damage/theft.
3. The student is responsible for the proper care of his or her device, including charging, costs of repair or replacement needed to use the device at school.
4. Any image, sound or video recorded at school or during school functions must be for educational purposes and must have express permission of a teacher or staff member to transmit or post.
5. During school hours, the student should only use their device to access classroom related activities. Examples of classroom related activities on a device include:
 - a. The student only logs into their TCS account

2024-2025

Parent Handbook

The Christ School

- b. The device is used only for academic purposes
 - c. The device is on the desk and visible to everyone in the classroom
 - d. The device is NOT used under the desk or hidden while in use
 - e. Devices should not be used in bathrooms or other unsupervised areas
 - f. The device is not used to listen to music or watch movies
6. If reasonable belief exists that the student has violated the terms of this policy, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by TCS administration.

Internet Access

The student must only use the school's wireless network while in school. Personal Internet connective devices such as but not limited to cell network adapters or hotspots are not permitted to be used to access the Internet at any time. Access to the Internet is designed for educational purposes and TCS has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, it is impossible to restrict access to all objectionable and/or controversial materials that may be found on the Internet. TCS (or any of its teachers, staff, or administrators) are not responsible for materials students acquire or connect with while on the Internet via the school's network.

General Chromebook Guidelines

At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, students may be asked to access school messages, announcements, calendars, handbooks, and grades using their Chromebooks. Students are responsible for taking their Chromebooks to all classes, unless specifically advised not to do so by their teacher. Students are expected to comply with all school rules, policies, and teacher directives when using their Chromebooks.

If a student leaves the Chromebook at home, he/she is responsible for completing coursework as if the Chromebook were present. Loaner Chromebooks will not be issued to students who forget to bring their Chromebooks to school. If a student repeatedly leaves their Chromebook at home, the school will notify the family and take disciplinary action.

At Home

The Chromebook should be considered a school supply/tool while the student is enrolled at TCS. The internet browser is **not filtered** by the school while at home or on any other WiFi

2024-2025

Parent Handbook

The Christ School

connection other than the TCS connection. Filtering is only provided while on the TCS WiFi network. It is the parents' responsibility to monitor and filter their home internet connection. A WiFi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by The Christ School's Responsible Use Policy regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

Sound

Sound must be muted during school hours unless permission is obtained from the teacher for instructional purposes.

Printing

- At School: When possible, teachers will facilitate digital assignments. Subject to individual teachers' decisions, printing will be made available using school laser printers (black and white) via Google Cloud Print.
- At Home: The Chromebook will not support a physical printer connection. Students may instead log onto their school Google account on another home computer (desktop or laptop) that has a connection to a family-owned printer.

Managing Your Files and Saving Your Work

Students are encouraged to save files to their Google Drive account. Saving to Google Drive will make the file accessible from any computer with Internet access. Some files may be stored on the Chromebook's hard drive. The Christ School will not be responsible for the loss of any student work. Students are encouraged to maintain backups of important work.

All middle school teachers at The Christ School use a third-party service called Hapara Teacher Dashboard to assist with managing students' assignments. Hapara allows the teacher to open and review each student's documents within Google Drive.

Cases

Protective cases can help protect the Chromebook, but they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Charging

Chromebooks must be brought to school each day in fully charged condition.

2024-2025

Parent Handbook

The Christ School

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook.

General Precautions

- No food or drink should be placed next to the Chromebook.
- Never set the Chromebook on the floor.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be exposed to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should never be carried with the screen open.
- Students should never disassemble, reverse engineer, or attempt their own repairs to Chromebooks.
- Chromebooks should never be forced between textbooks in a backpack.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, or other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- Never carry a Chromebook by the upper half/screen.

Storing Your Chromebook

- Chromebooks should never be stored in a vehicle.
- Students are responsible for securely storing their Chromebook during extra-curricular activities and events.
- Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas might include the school grounds and campus, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, in a car, or any other area that is not securely locked or in which there is no supervision.
- Unsupervised Chromebooks will be confiscated by staff and taken to the Academic Office.

2024-2025

Parent Handbook

The Christ School

- The Christ School is not responsible for the safekeeping and protection of Chromebooks.

Operating System (OS)

Chrome OS will automatically install updates when the computer is shut down and restarted. Students are not to manipulate or cause change in any manner to the operating system of any computer device.

Virus Protection

Because virus protection is built into the Chrome OS, additional virus protection software is unnecessary.

Content Filter

The Christ School utilizes an Internet Content filter that is in compliance with the federal Children's Internet Protection Act (CIPA). All Chromebooks will have Internet activity filtered while on the school premises when properly connected to the TCS WiFi network. Despite the filter, The Christ School cannot guarantee that all controversial or inappropriate materials will be blocked. See the Responsible Use Policy and Technology Code of conduct for more details.

Google Workspace for Education

Chromebooks seamlessly integrate with the Google Workspace for Education suite of productivity and collaboration tools. This suite includes Google Docs, Google Sheets, Google Slides, Drawings, and Google Forms. All work is stored in the cloud.

Chrome Web Apps and Extensions

Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Inappropriate material will result in disciplinary action.

Personalizing Your Chromebook

Students may add appropriate applications, music, wallpaper, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow The Christ School's Responsible Use Policy.

To ensure optimal device management and foster a secure and productive learning environment, certain settings are pre-configured within our Google Workspace administration dashboard. These predefined settings are not modifiable by students.

No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to the usage or content of a Chromebook, regardless of whether that use is for school-related or personal purposes, other

2024-2025

Parent Handbook

The Christ School

than as specifically provided by law. The Christ School may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at school. Chromebooks are subject to confiscation at any time and without prior notice. At no time will webcams be used to monitor students. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Digital Citizenship

Chromebooks should be used for educational purposes and students must adhere to The Christ School's Responsible Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus.

While working in a digital, collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself** – 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.
2. **Protect Yourself** – 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.
3. **Respect Others** – Show respect to others. Do not use electronic media to antagonize, bully, harass, or stalk people.
4. **Protect Others** – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.
5. **Respect Intellectual Property** – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, photos, books, music, media, AI tools, etc.
6. **Protect Intellectual Property** – Do not use pirated software or distribute music or media in a manner that violates license agreements.

Tuition and Fees

At The Christ School, tuition and fees are structured to support our educational programs. Tuition for the upcoming school year is due on June 5th.

2024-2025

Parent Handbook

The Christ School

Families may opt for one of the following payment plan options:

- Pay In Full Plan is auto drafted on June 5 (discount is provided for pay in full plan)
- Semi-annual Plan is auto drafted on June 5 and January 5
- Ten Payment Plan is auto drafted monthly from June 5 through March 5
- Twelve Payment Plan is auto drafted monthly from June 5 through May 5

The Christ School uses FACTS Tuition Management's online platform. All families are required to have a FACTS account and it must be attached to a funded bank account. FACTS will auto-draft tuition, fees and incidentals on their scheduled payment date. FACTS charges an annual usage fee between \$20 - \$55, depending on the payment plan selected.

Tuition rates are set in January of each year and published to our website. Please refer to our website for current tuition rates.

Academic Support and REACH fees are charged using the same payment schedule as tuition. Athletic fees, after school academies, field trip fees, Summer in the City, transportation and other fees are due in 10 days after billing. These fees will be auto-draft by FACTS using the bank account attached.

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 parents/visitors/guests must sign in at the first floor reception desk and obtain a nametag. 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. Parents may not walk students

2024-2025

Parent Handbook

The Christ School

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 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.

Volunteer Opportunities

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 TCS Weekly newsletter.

Volunteer / Chaperone Background Check Policy

To ensure student safety and comply with the requirements of our accrediting organizations, The Christ School requires all volunteers or chaperones with unsupervised access to our students to have a report on file with TCS confirming they have successfully passed a Level 2 Background Check. Unsupervised access refers to any contact with TCS students during any TCS events where a faculty or staff member is not directly present and responsible for the students.

Additionally, all volunteers who participate in any off-campus activities with students are required to have a report on file with TCS confirming they have 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 FDLE directly to TCS. 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

2024-2025

Parent Handbook

The Christ School

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.

Possible Editing & Revision of this Handbook

Please note the Board of Trustees and School Administration reserve the right to adjust and amend the policies and statements contained herein, with or without notice.