



Instilling Leadership, Perseverance & Innovation
"Making Leaders Today, For Tomorrow."

Train up a child in the way they should go and when they grow old, they will not depart from it. Proverbs 22:6

Parent Handbook

2023-2024

Trinity Christian School
3901 NE 22 Avenue
Lighthouse Point, FL 33064
(954) 941-8033 Office
(954) 941-3240 Fax

<https://trinitychristian.school>

Home of the "Eagles"

A ministry of Coastal Community Church

REVISED 12/9/2021

Dear Trinity Families:

Trinity Christian School offers a high quality education in a nurturing environment where students are able to flourish. We believe in creating life-long learners and here at Trinity we provide our students with the fundamental tools in order to reach their fullest spiritual, academic, and social potential. Our classrooms are equipped with flexible seating, technology, and comprehensive curriculum taught by accredited teachers who tailor their instruction to students' unique learning styles. Christian values are integrated within our students' Trinity experience. We are blessed beyond measure to serve you and your family.

The intent of Trinity's handbook is to provide clarity, continuity, and guidance for our families. We strive to base all of our rules, regulations, policies and procedures, directly related to God's Word. Our goal is to build a culture of relationship and trust. Let's partner together to make Trinity Christian School a place where our students can thrive throughout their educational journey. By God's grace, we will all do our part to continue to uphold our traditions as Trinity Eagles.



Laura Securo
Principal

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Trinity Christian School

I. General Information

Mission Statement

The mission of Trinity Christian School is to provide students with the fundamental tools to reach their fullest academic, social and spiritual potential.

Vision Statement

The vision of Trinity Christian School is to become the leading educational institution within our community in preparing students to become productive members of society while serving God and the principles of the Christian faith.

The 7 Habits of Happy Kids *Stephen Covey* & Biblical References

Habit 1 – Be Proactive: You’re In Charge

I am a responsible person. I take initiative to choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

Romans 15:4-6

4 For everything that was written in the past was written to teach us, so that through the endurance taught in the Scriptures and the encouragement they provide we might have hope.

5 May the God who gives endurance and encouragement give you the same attitude of mind toward each other that Christ Jesus had, **6** so that with one mind and one voice you may glorify the God and Father of our Lord Jesus

Ephesians 4:22-24

22 You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; **23** to be made new in the attitude of your minds; **24** and to put on the new self, created to be like God in true righteousness

Habit 2 – Begin with the End in Mind: Have A Plan

I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and school.

Hebrews 12 **1** Therefore, since we are surrounded by such a great cloud of witnesses, let us throw off everything that hinders and the sin that so easily entangles. And let us run with perseverance the race marked out for us, **2** fixing our eyes on Jesus, the pioneer and perfecter of faith. For the joy set before him he endured the cross, scorning its shame, and sat down at the right hand of the throne of God.

John 3 **16** For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life. **17** For God did not send his Son into the world to condemn the world, but to save the world through him.

2 Corinthians 4:17-18

17 For our light and momentary troubles are achieving for us an eternal glory that far outweighs them all. **18** So we fix our eyes not on what is seen, but on what is unseen, since what is seen is temporary, but what is unseen is eternal.

Galatians 4

4 But when the set time had fully come, God sent his Son, born of a woman, born under the law, **5** to redeem those under the law, so that we might receive adoption to sonship.

Habit 3-Put First Things First: Work First, Then Play

I spend my time on things that are most important. I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am self-disciplined and organized.

1 Corinthians 15

2 By this gospel you are saved, if you hold firmly to the word I preached to you. Otherwise, you have believed in vain. **3** For what I received I passed on to you as of first importance: that Christ died for our sins according to the Scriptures, **4** that he was buried, that he was raised on the third day according to the Scriptures.

Mark 12

28 One of the teachers of the law came and heard them debating. Noticing that Jesus had given them a good answer, he asked him, "Of all the commandments, which is the most important?"

29 "The most important one," answered Jesus, "is this: 'Hear, O Israel: The Lord our God, the Lord is one. **30** Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.'

Philippians 1 17 The former preach Christ out of selfish ambition, not sincerely, supposing that they can stir up trouble for me while I am in chains. **18** But what does it matter? The important thing is that in every way, whether from false motives or true, Christ is preached. And because of this I rejoice. Yes, and I will continue to rejoice, **19** for I know that through your prayers and God's provision of the Spirit of Jesus Christ what has happened to me will turn out for my deliverance.

Habit 4-Think Win-Win: Everyone Can Win

I want everyone to be a success. I don't have to put others down to get what I want. When a conflict happens, I look for a third solution. I believe that we can all win!

Matthew 7

12 So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets.

1 Corinthians 10

23 "I have the right to do anything," you say—but not everything is beneficial. "I have the right to do anything"—but not everything is constructive. **24** No one should seek their own good, but the good of others.

Philippians 2

2 then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. **3** Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, **4** not looking to your own interests but each of you to the interests of the others.

Hebrews 13

15 Through Jesus, therefore, let us continually offer to God a sacrifice of praise—the fruit of lips that openly profess his name. **16** And do not forget to do good and to share with others, for with such sacrifices God is pleased.

Habit 5-Seek First to Understand Then to be Understood: Listen Before You Talk

I listen to other people's ideas and feelings. I try to see things from their viewpoints. I listen to others without interrupting. I share my opinions and ideas.

Luke 2

46 After three days they found him in the temple courts, sitting among the teachers, listening to them and asking them questions. **47** Everyone who heard him was amazed at his understanding and his answers.

Ephesians 4

29 Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

James 1

19 My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, **20** because human anger does not produce the righteousness that God desires.

Luke 23

39 One of the criminals who hung there hurled insults at him: "Aren't you the Messiah? Save yourself and us!" **40** But the other criminal rebuked him. "Don't you fear God," he said, "since you are under the same sentence?" **41** We are punished justly, for we are getting what our deeds deserve. But this man has done nothing wrong." **42** Then he said, "Jesus, remember me when you come into your kingdom." **43** Jesus answered him, "Truly I tell you, today you will be with me in paradise."

Habit 6-Synergize: Together is Better

I know that everyone is good at something. Everyone needs to get better at something. We can all learn something from each other. Working in groups helps to create better ideas than what one person can do alone.

3 John

5 Dear friend, you are faithful in what you are doing for the brothers and sisters, even though they are strangers to you. **6** They have told the church about your love. Please send them on their way in a manner that honors God. **7** It was for the sake of the Name that they went out, receiving no help from the pagans. **8** We ought therefore to show hospitality to such people so that we may work together for the truth.

Acts 1

14 They all joined together constantly in prayer, along with the women and Mary the mother of Jesus, and with his brothers.

Romans 12

3 For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. **4** For just as each of us has one body with many members, and these members do not all have the same function, **5** so in Christ we, though many, form one body, and each member belongs to all the others. **6** We have different gifts, according to the grace given to each of us.

Habit 7-Sharpen The Saw: Balance Feels Best

I take care of my body by eating right, exercising and getting sleep. I learn in lots of ways and lots of places, not just at school. I take time to help others.

1 Corinthians 6

19 Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; **20** you were bought at a price. Therefore, honor God with your bodies.

Luke 10

27 He answered, "'Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind'^[a]; and, 'Love your neighbor as yourself.

1 Peter 2

17 Show proper respect to everyone, love the family of believers, fear God, honor the emperor.

1 Timothy 5

3 Give proper recognition to those widows who are really in need. **4** But if a widow has children or grandchildren, they should learn first of all to put their religion into practice by caring for their own family and repaying their parents and grandparents, for this is pleasing to God. **5** The widow who is really in need and left all alone puts her hope in God and continues night and day to pray and to ask God for help.

Non-Discrimination Statement

The school admits students of any race, color, religion, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

Trinity Christian School Philosophy

Our faculty is trained to differentiate instruction based on the unique needs of each individual student. This creates a learning environment that is all encompassing of a wide range of learning styles and capabilities. We foster an environment that promotes a growth mindset along with developing problem-solving skills. At Trinity Christian School we don't believe in "I don't know how," we believe in "I can learn how."

A Ministry of Coastal Community Church: Location and Facility

Trinity Christian School (TCS) is a ministry of *Coastal Community Church* in the heart of Lighthouse Point. More than twenty years ago, the *Trinity Learning Center (TLC)* opened which offers childcare for infants through Pre-Kindergarten. In 2007, TCS opened a class for Kindergarten and then added an additional elementary grade level each year. TCS is a growing school currently providing elementary education. Our two-story educational building provides ten fully-equipped classrooms for Pre-K, Kindergarten and First through Fifth grades with their own indoor student restrooms. Classrooms are also used for school enrichments and their use is dependent upon enrollment and the needs of our community. Low student-teacher ratio is one of the hallmarks of Trinity Christian School.

School Colors

Black, Gray, White, Coastal Blue

School Nickname

TCS

School Mascot

Eagles

Pledges of Allegiance

Pledge to American Flag: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

Pledge to Christian Flag: I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty to all who believe. Amen.

E Eagerness to Persevere

Blessed is the one who perseveres under trial because, having stood the test, that person will receive the crown of life that the Lord has promised to those who love him. **James 1:12**

A Attitude is Everything

A joyful heart is good medicine, but a crushed spirit dries up the bones.
Proverbs **17:22**

G Generosity is the habit of giving freely without expecting anything in return

A generous person will prosper; whoever refreshes others will be refreshed. **Proverbs 11:25**

L Leadership

Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith. **Hebrews 13:7**

E Etiquette

Walk in wisdom toward outsiders, making the best use of the time. Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person. **Colossians 4:5-6**

S Synergy

Two are better than one, because they have a good return for their labor. **Ecclesiastes 4:9**

Administration & TCS School Board

Policy and rules of the school are determined by the school staff and administration, and are approved by the school board. School rules and policies are created to follow the standards for school accreditation compliance and regulation for the Florida Department of Education. *Trinity Christian School* is a ministry of *Coastal Community Church*. The school board members are appointed, and the majority belong to the church. The board consists of six to nine individuals, including the Church Council Chairperson. Additional board members include: Instructional Consultants, Executive Committee Members, Finance Team Members, a volunteer legal representative, and at least one designated *Trinity Parent* of a currently enrolled student who volunteers their time without compensation.

The Pastor of Coastal Community Church, the Trinity Christian School Principal, and the Trinity Learning Center Preschool Director are *ex officio* members of the board. The role of the TCS board members is to function as an authority for the school in actively supporting, setting and establishing, revising, and adopting all general policies upon recommendation of the school staff and administration, and other committee members in the best interest of

the ministry. Board members must act carefully in the decision making process without intervening on behalf of any student, or student's family. The school admits board members of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students, families, and volunteers at the school. It does not discriminate on the basis of race, color, national and ethnic origins in administration of Trinity Christian School policies and procedures. All decisions made for the school reflect integrity, honesty, and fairness with the best interest of the school in mind.

Quarterly meetings are called to review and set school policies. Task force meetings are called when the need arises to complete a specific school-related task. Trinity Christian School Board members are expected to serve in accordance with the following "Principles of Good Practice," set forth by the National Association of Independent Schools to guide ethical decision-making procedures for school operations. Board members are asked to abide by the standards.

Faculty and Staff

The TCS staff consists of Principal/Head of School, K-5 Classroom Teachers, Teachers' Assistant, and Afterschool Program Instructors. The office staff is to include clerical support, bookkeeping personnel, and office volunteers. The enrichment instructors may include, but are not limited to teaching physical education, foreign language, art, and music instruction. Faculty are responsible for planning, revising, and evaluating the program; for being aware of the development of each child; for providing exploratory materials and experiences in a safe and nurturing environment; and most importantly, for establishing the best possible relationship with the child, the school, the church and the home are the responsibilities of all employed by Trinity Christian School.

II. Admission and Registration Procedures

Registration and Re-enrollment

Trinity Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origins in administration of its educational policies, admissions policies, scholarship and loan programs.

Early every calendar year, registration is conducted for the following school year. Parents may register their children with our online enrollment process.

Registration is conducted in the following order:

1. Current TCS families and their siblings, then TLC/TCS staff
2. New Kindergartners from TLC preschool and their siblings
3. New K-5 families
4. Returning preschool families, previously enrolled in either TLC or TCS
5. New preschool families

*Waiting lists are to be maintained according to the same priorities.

K-5 enrollees may also register preschool siblings at the priority registration time. However, if you withdraw your K-5 child at a later date, your preschooler will lose priority registration status and will be placed on the waitlist for that class. Sibling discounts only apply while both students are actively enrolled.

Kindergarten students must be five years old on or before September 1st. An interview with the prospective student and family may be requested. Students already enrolled at Trinity Learning Center are given admission preference.

According to state law, all students need to have current immunization records and a birth certificate on file before entering school. Kindergarten students and new students must have a physical examination by a pediatrician or family practice physician. This requirement also applies to all new students who did not attend school in the state of Florida the previous year. The physical examination forms (health and medical) are to be completed by the physician during the exam and turned in to the school office before a student can attend.

Financial Information

The registration fee and application fee are nonrefundable and will be required prior to the processing of an application. Tuition statements are for one academic school year. For your convenience, tuition may be divided into 10 equal payments. Each payment is 1/10th of the Yearly tuition. The ten (10) payments begin on the 1st of August and continue through the 1st of May of the academic year. Payments are due on the 1st and are late if received after the 5th. Unpaid tuition shall incur a \$25 late fee. Credit Card payments may be accepted after enrollment. TCS reserves the right to suspend or withdraw Students if tuition payment becomes more than 30 days delinquent. Delinquent tuition shall accrue interest at 1.5% per month or the maximum amount permitted by law, whichever is greater. Payments can be made online through the FACTS website. *Please refer to the tuition rate sheet included in the student enrollment packet for current costs.* Report cards and other student records cannot be released until all outstanding accounts are cleared. **It is ultimately the financially responsible parent/guardian's responsibility to keep their account in good standing with no overdue balances.** Additional financial information concerning tuition, fees, and rates can be obtained from the main school office.

Transfer Students

Parents of new students are required to complete a "Request for Records" form which can be mailed or faxed to a student's previous school. In order for a student to enter at his/her age-appropriate grade level, the student is required to satisfactorily score on achievement testing and/or receive written recommendation for promotion. The decision for placement is at the discretion of the TCS administration. It is the general policy of the school not to accept transfer students into the subsequent grade if testing, progress reports and evaluations do not meet acceptable standards.

Student Withdrawal

A Withdrawal Request Form is located in the main office. A student withdrawal form is to be completed and turned in to the school office prior to the child's last day of classroom attendance. All books and school property must be turned in at the time of the withdrawal. Report cards and standardized testing results will not be issued to any student whose account is not current. This includes each reporting period. At the close of the school year all records will be held until the yearly tuition balance is paid in full. A student may be dismissed at any time if he/she is found to be out of harmony with the rules and policies of our administration. All parents are expected to be in compliance with all school procedures and policies. An exit interview with the administration may be required. A withdrawal form does not alleviate the enrollee from any financial obligations to Trinity Christian School.

III. General School Policies

Trinity Christian School Rules

1. Respect Myself, Others, & Property

2. Be on Time & Prepared
3. Listen & Follow Directions
4. Keep Hands, Feet, Objects and Ugly Words to Myself
5. Walk & Talk Quietly

Conduct Standards Aligned with School Rules

- Items that are potentially dangerous: matches, knives, weapons, firearms, or distractive: playing cards, toy guns, or other toys etc. are not to be brought to school. If such items are brought to campus, they will be confiscated and returned only at the Administration's discretion.
- Personal devices are not to be used on campus by students. If such a device is visible and or heard, it may be confiscated and turned in to the administration. Special circumstances determined by your child's teacher & after-care procedures should be noted.
- Students are to eat in assigned areas only. Eating in class or at times other than lunch without permission is not allowed. **Gum chewing is not permitted on campus at any time.**
- Students staying in aftercare for an activity must be supervised. Unsupervised students will be registered for the day in aftercare at the expense of the parents/guardians.

The TCS Board reserves the right to suspend, dismiss or expel any student due to unreasonable behavior of the Student or the Parents or guardians in violation of TCS Handbook.

We believe that children are a precious gift from God. Our purpose and mission adheres to providing a quality education while nurturing and guiding your child in a safe and loving Christian environment. Setting the example to live by God's word is more than just a privilege for us here at Trinity. In addition to developing the academic abilities of each child, we intend to teach Bible stories that encourage our children and their families to lead and live Godly lives by demonstrating Christian behaviors.

Remember the Golden Rule: "Do unto others as you would have them do unto you." – Luke 6:31

TCS Classroom Discipline Plan

- The following behaviors are NOT permitted: Disobedience or disrespect to a teacher, staff member, or person designated to be in authority; or similar actions unbecoming of a Christian school student. **Abuse of this rule is grounds for suspension.**
- A student may be suspended from classes for serious attitudes or actions or repeated infractions of school regulations and procedures.
- Continued disrespect and disruption will not be tolerated at TCS. If a child physically harms themselves, others, or property, or displays continued disrespect or disruption, a written notification of the incident will be made using a Disciplinary Action Form. **(DAF)**
- If any occurrences take place and a DAF is required to be used as a formal means of documentation a child must be picked up from school immediately following the incident.

Staff at TCS are mandated to report all statements of self harm and harm of others to The Department of Children and Families.

- Sexual harassment of any kind will not be tolerated.
- Defacing school property, opening items belonging to others, taking what belongs to another student, handling anything on or in the desk of another teacher or staff member is inconsistent with our standards of conduct. Vandalism may result in a 3 or more-day suspension plus

payment of damage including labor costs. Students are requested to assist with campus cleanliness as a testimony to visitors and neighbors.

- Honesty and integrity in all matters are important to our Lord. Therefore, students should make every effort to do their own work. Students are not permitted to cheat or plagiarize. **Abuse of this rule is grounds for suspension.**
- Students must bring to school each day all necessary items prescribed by their child's teacher.
- Students are prohibited from throwing objects or materials on campus.
- Students shall refrain from any acts of disrespect such as mimicking or mocking others, laughing at others' mistakes, or unsportsmanlike conduct.
- Guidelines for additional school rules are covered by the child's teacher in class. It is extremely important that all students strictly follow safety and playground rules to insure the safety of all students. **Failure to comply with these rules will result in loss of privileges or a possibility of suspension.**
- Other situations may arise not covered specifically in these standards; the school administration has the responsibility to apply standards consistent with those described above in both determining right conduct or consequential violations.

Conduct Probation

Grades K-5: Students are placed on a conduct probation by the TCS Board. Conduct probation is based on the student's record as indicated on the report card, teacher recommendations, detentions, and referrals to the administration. When a student is placed on probation it gives a student an opportunity to correct his/her behavior. If he or she does not improve to a satisfactory level, he or she may be asked to withdraw from the school. A student may not participate in extracurricular activities during a probation period.

Confidentiality and Code of Ethics

TCS will maintain the highest degree of respect for the individual rights of others and regard the following rules as necessary to carry on our business:

1. Trinity Christian School maintains the personal information on students' academic, psychological, physical and disciplinary records. It is our policy to maintain an attitude of confidentiality on each and every employee and student.
2. We will maintain all records to be accurately preserved.
3. We will be honest in all our business practices dealing with financial matters and have the highest standard in discharging our duties in educational matters.
4. We will maintain a wholesome Christian environment at all times.

Bullying

Bullying is defined by the federal government on the [Stop Bullying](#) website as "An aggressive or unwanted behavior used again and again, to isolate, harm or control another person."

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

In order to be considered bullying, the behavior must be aggressive and include:

An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Verbal: Saying or writing mean or threatening comments.

Social: Sometimes referred to as relational bullying, involves hurting someone's reputation or relationships.

Physical: Involves hurting a person's body or possessions.

Trinity Christian School has a zero tolerance policy for bullying, harassment, intimidation for all students, employees, volunteers, and patrons. TCS prohibits any form of bullying, and will act to investigate **all** complaints, and will take appropriate action against anyone found to have violated this policy. All investigations will be handled discreetly to avoid embarrassment of the person making the report. Appropriate action may include counseling, corrective discipline, suspension, and or expulsion. Complaints may be made to an administrator or faculty member.

Change of Address or Emergency Contact List

It is of the utmost importance to TCS to keep current and up-to-date records. Please notify the main office if you change your address, or telephone number, or want to add or remove members on your child's Emergency Contact List.

Deliveries sent from Home

Deliveries from home should be left in the office. Parents should not enter the classroom or any other designated area other than the main office to make deliveries. Students will be called out of class only in an emergency situation. (Lunches or forgotten school items are not emergencies) Should you choose to have your child's lunch delivered please note that all deliveries must be made no later than 20 minutes prior to the start of your child's lunch time.

School Day Procedures

Attendance will be taken promptly at the start of the school day Monday through Friday. Regular school hours are as follows:

- Kindergarten through Grade 5 from 8:30 a.m. – 2:30 p.m.
- After school clubs typically run from 2:45-3:45pm.

Attendance will be taken promptly at 8:30 am. Drop off begins at 8:00am. You must arrive by 8:20am before class begins so that your child may get settled in and not be considered tardy. Dismissal will be at 2:30 p.m. for all grade levels. Any students not picked up after 2:45pm minutes from dismissal time will be sent to aftercare. **A fee of \$30 will be charged when drop-in aftercare is needed.**

Trinity Aftercare is available from dismissal until 5:30 p.m. Supervision is required for all students remaining on school property including children attending help classes or participating in other extracurricular functions. Parents will be charged a fee for extended day care if their child remains on school property after hours.

IV. General School Procedures

Student Drop-Off/Pick-up Procedures

Student arrival and dismissal will be as follows:

- ALL students Kindergarten through 5th Grade will arrive and dismiss around the flagpole on the East side of the educational building. Students are not to be dropped off before **8:00am. School begins & attendance is taken promptly at 8:30am.** *Please see Attendance & Tardy Policies.*
- Drivers must remain in the car. If you need to exit your car, please park in one of the marked spaces only.

- Please **do not** drop off children before or after hours when TCS staff is not present to greet and supervise your child. ***It is the guardian/parents' responsibility to be aware of our academic calendar posted on our website.***
- Guardian/parents are asked **NOT** to conference with teachers during arrival. Making an appointment works best. Courteous behavior is to be exhibited at all times to all people. Parents are asked **NOT** to enter the classroom before/after school or during lunch if the teacher is not present in the room.
- In case of an emergency parents will be notified when drop-off and pick-up will need to access the west side of the education building from 39th street traveling from south to north using the alleyway where students will be received and dismissed at the gate.

Parents are welcome at TCS and should come to the school office during the regular school day. When a visit to the classroom is necessary, parents will need to sign in and wear a visitor sticker. It is disruptive to the classroom when students are late or signed out early. All students must be signed in or out during the regular school day.

The enrollment application completed during registration contains the names of persons, including parents, who are permitted to pick up students. **Under no circumstances will students be released to anyone whose name does not appear on this form without additional verification.** Access can be denied when behavior poses a threat to the health and safety of the children or to a non-custodial parent when requested in writing by the custodial parent. In case of a true emergency, please call the school office and make arrangements prior to dismissal.

Attendance

All compulsory age students are required to attend school every day of the 180-Day school year. Parents of children of compulsory school age are responsible for their child's daily school attendance. Poor academic performance is associated with non-attendance. Trinity Christian School will respond in a timely manner to prevent the development of patterns of non-attendance which may indicate early signs of truancy. Schools will collaborate with appropriate local and state agencies that are involved in truancy prevention, intervention and judicial action. In order for a student to gain the most from the school experience, regular attendance is essential. **Absences in excess may result in recommending summer school or retention. Habitual truancy means a student who has 15 unexcused absences within the 90 calendar days with or without the knowledge or justifiable consent of the child's parent, is subject to compulsory school attendance under s. 1003.21 (1) and (2) (a) and is not exempt under s.1003.21 (3) or s. 1003.24, or by meeting the criteria for any other exemption specified by law or rules of the Florida State Board of Education. (F.S. 1003.01 (8)).**

All parents/guardians and students should understand the following:

1. Students are expected to be in school (on time) every day school is in session.
2. Time out of school is lost and irretrievable. Assignments completed are an attempt to meet minimum requirements, but cannot replace the teachable moments and lessons taught in the classroom.
3. Excessive absences are a disruption to the teachers' time and resources, which detracts from the classroom at large.
4. Please plan doctor and dentist appointments before or after school hours, if possible.

State education legislation requires schools to take an active role in enforcing attendance as a means of improving student performance. Regular school attendance is vitally important to a student's academic achievement, so it is important that staff, parents and students be familiar with Broward County Public Schools Attendance Policy. Broward/District Attendance Policy is available online.

Schools are required to properly maintain records of student attendance and absences based on district policy and require parents to justify each absence and respond promptly to each absence. Schools are also required to document and report excessive absences to the appropriate county personnel and provide intervention after habitual non-attendance.

Excused Absences

- Illness/COVID-19 Positive Test Results (must have doctor's note to be excused)
- Death or Illness in the immediate family
- Emergency or medical attention
- Religious holidays of the student's own faith
- Required court appearance or subpoena

*Excused Doctor's notes are expected on the day the student returns to school.

Guidelines to keep your child home:

- Fever of 100.4°F or above (must be fever-free 24 hours before returning to school).
- Vomiting/Diarrhea (must be symptom-free 24 hours before returning to school).
- A cold accompanied by infections (yellow or green) nasal discharge
- A cough that is detracting from a productive school day.
- A sore throat with a fever and or headache.

If your child exhibits any of the above symptoms at school, you will be contacted to pick up your child. In general, following an absence for usual and reasonable reasons, students have one day to make up work for each day of absence.

Other absences, which would not fall into the above listed categories, are highly discouraged. It will be up to the discretion of the individual teacher as to whether work missed due to unexcused absences can be made up.

Unexcused Absences

- Truancy: the *action of staying away from school without good reason; absenteeism.*
- Missing the ride to school
- Staying home due to the illness of a sibling
- Shopping
- Sleeping
- Hunting or fishing
- Birthday
- Vacation

If it is known that a student is going to be absent for more than one day for any reason, a **REQUEST FOR ABSENCE/VACATION FORM** must be filled out and turned into the office or to your child's teacher.

Advanced Absence Procedure:

- 1 Week's notice is required of the absence; the parent/guardian can contact the office for a Request for Absence/Vacation Form.
- The teacher will receive the request for homework to be assigned.
- The Form must be completed and approved by the office prior to the day(s) of absence.
- Extenuating circumstances will be taken into account by the administration.

Absence Procedures

If a student will be absent, the parents/guardians should contact the school and teacher prior to the start of the school day. Students not present in class by 8:30 a.m. in grades K-5 will be marked absent. In the case of prolonged illness, students are required to have a physician's note after the third absence upon returning to school. In the best interest of your child's education, parents need to plan vacations during school holidays. A **"TCS Request for Absence Form"** is required when it is known in advance a student is going to be absent from school to make a trip or be absent because of some unusual circumstance. These forms are available in the school office. School Board Policy/Accreditation requires a minimum of 170 instructional days allowing for 10 absences. **There is a "Black Out" period the week of standardized testing. The SAT testing dates will be provided on the Academic Calendar.**

Students will be given the same number of days to make up work missed, as the days they were absent (i.e. absent 2 days, then allotted 2 days to make up assignments).

All students who arrive on time and are present for all days of school will be recognized at the end of the year program with an "Award for Perfect Attendance."

Tardiness: Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

All parents/guardians and students should understand the following:

- Parents must follow the same guidelines for Absences.
- If a student arrives past 8:30am an adult must sign he or she in at the main office to receive a **Tardy Slip**.
- Excessive tardiness or Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
- **Habitual tardiness is defined as being tardy 5 times within a 90 marking period.**
- Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences.
- **5 unexcused tardies is equal to 1 unexcused absence**
- If tardiness continues, suspension from school will be at the discretion of the administration.
- **Excessive tardiness could result in retention.**

Tardiness Non-Compliance

Non-Compliance with excessive tardiness after a warning(s) may result in the student serving an in school suspension.

- If a child receives 5 documented tardies a phone call or email will be sent in reference to the 1st unexcused absence.
- If a child receives their 10th tardy and is on their 2nd unexcused absence the same protocol as above will take place.
- After a child receives their 15th tardy and is on their 3rd unexcused absence the same protocol as above will take place.
- **After the 20th or more offense the student will continue to serve an ISS (In School Suspension).**

Visitors

ALL VISITORS NEED TO SIGN-IN AND SIGN-OUT (upstairs in the church/school office) when visiting school property. When a visit to the classroom is necessary, parents of children enrolled in Trinity Christian School will be required to obtain a visitor's sticker during the regular school day. This is for your child's safety. The Visitor Log is kept in the

school office on the second floor. All school and church volunteers who have scheduled a prearranged activity with a faculty/staff member are also required to sign-in and out on the Volunteer Log.

V. Parent & Student Conduct Standards

Parent/Teacher Conferences

Parents are welcome to make an appointment with teachers or administration by telephoning the school office 954-941-8033. A parent must make arrangements for a conference in advance. Please do not attempt to conference with a teacher at drop-off or pick-up lines or in the middle of the school day, as it interrupts the necessary duties of the teacher. Conferences work best before or after school or on the teacher's designated planning period. You may schedule a conference with the teacher by contacting them via DOJO, email, or phoning the school. Parent/teacher conferences are scheduled at the close of the first quarter. **Please contact the office to ensure you are well digitally connected to the school.**

Communication is an essential part of your child's education, which is why Trinity takes pride in the numerous ways to connect with our families. Our methods of communication regarding current and future school-wide events include but are not limited to: DOJO, Remind, FACTS, Emails, Phone Calls, In person meetings, Flyers, Facebook, and Instagram. The faculty and staff at TCS believe that a Christian school is an extension of a Christian home. We encourage parents to be interactive with their child's education.

Parents may contact the TCS teachers and school office by email info@trinitychristian.school or by calling (954) 941-8033 Monday – Friday. Homework folders are checked daily and notes can be sent in folders. Teachers may not be able to return phone calls or return emails until after school or the following day. For emergencies, the school office should be contacted first.

The school family Directory information is available online through the secure FACTS website for family use only. Please do not share student/parent information. Parents/guardians should not send invitations of school events (i.e. birthday parties) **unless** it is for the **entire class**. However, individual invites need to be mailed or given to a child by the individual family. Please understand that this can hurt feelings and disrupt the learning environment.

Dress Code

Trinity Christian School takes a strong stance of appropriate dress and grooming for our students. We believe that with a neat appearance it in turn promotes good behavior and a strong work ethic. We require all students to wear a school uniform each day. **Parents/guardians are responsible to help enforce the dress code by holding their child/children accountable in abiding by the dress code guidelines.** Uniforms help to eliminate many distractions and competition in dress.

Additionally, uniforms will be a financial savings for the family, and bring our school a sense of Eagles pride. We believe this will be a positive influence on the progress and development of our school. All uniforms must be marked with the student's name. Unmarked items will automatically be placed in the Lost & Found Bin located in the main office until a reasonable amount of time has passed and will be disposed of.

We invite our Trinity students to participate in the Spirit Dress Days. Please check DOJO, Remind, Facebook, Instagram, Email, or newsletters for special dates giving students the option to wear the out-of-uniform apparel.

General Uniform Guidelines:

- **Tops:** All polos must be black or gray **marked with the TCS Logo on them** purchased through the Lands' End website.
- **Bottoms:** All bottoms must be black or gray **marked with the TCS Logo on them** and purchased through an approved vendor of the school. Boys may wear traditional style gray or black, slacks/shorts. Girls may dress in gray or black, uniform skorts, long shorts, or pants. **No leggings.**
- **Outdoor wear:** The only jackets/sweaters/fleeces that are permitted in class must be ones with our Logo on it. All other outdoor wear must be left with your child's belongings and may not be worn in class but will be permitted while outside the classroom.
- **Layered Undershirts/Stocking under skorts:** Must be black, gray or white. **No patterns or designs.**
- **Shoes:** Students are required to wear close toed shoes. No sandals, flip flops, heels/wedges, or open-toed style shoes. High top boots above the ankle are not permitted except during cold weather.
- **Socks:** Socks should be crew length or shorter and be White or Black. **No patterns or designs.**
- **Friday School-Spirit Wear:** On Fridays, students may wear a Spirit T-shirt with either the School's or Coastal's logo and clean cut jean shorts/pants. No rips, frayed edges, or holes permitted. Shirts can be ordered here: <https://trinitychristianschool.myspreadshop.com/> or <https://coastalcommunity.tv/shop/#/>
- **The following are NOT permitted:** dyeing or coloring hair, excessive makeup, unusual haircuts, or obscure jewelry or hair accessories.

Uniforms must fit properly and be kept in good condition. All valuable items should be left at home.

Dress Code Non-Compliance

Non-Compliance with dress code after a warning(s) may result in the student not being allowed in class until compliance is met.

- A verbal warning will be given to the student 3 documented times.
- A written notification form will be sent home after the 4th, 5th, and 6th offense.
- **After the 6th or more offense the student will serve an ISS (In School Suspension).**

Lunch from Home

Lunch must be non-microwavable. Students are to bring in a healthy lunch from home. On Fridays, 2-3 pizza slices are given out and are included with the child's student fees.. Parents must also provide a healthy morning classroom snack.

Medication/Injury

For your child's health and safety, all accidents will be reported to the school administrator and documented. An accident is defined as an injury the child suffers while in our care, this includes even minor bumps and scratches breaking the skin. An accident report will be completed by the teacher and parents will need to sign this form before it is filed. If a child is seriously injured emergency services and the parents will be contacted immediately. Children requiring medicine during the school day will need to have the proper form authorizing prescription medication. **Please do not send any medicine to school in your child's backpack.** All medication must be in the original prescribed container labeled for each specific child and must be turned in to the main office.

Transportation

TCS owns and operates a federally approved school bus equipped with seatbelts. *Please see the signed Enrollment Agreement.* Students will occasionally be transported to any and all off-campus activities. These trips include visits to the local library and park. Trinity Christian School does not provide transportation to and from school.

An additional Field Trip permission slip will be sent home for educational trips requiring alternate forms of transportation to events outside of our community (i.e. educational trips to the theater, museum, zoo, etc.). See Academic programs for more information regarding Educational Field Trips.

VI. Academic Program

Curriculum

The TCS Curriculum Guide adheres to National Standards, Florida Sunshine State Standards, and Broward/District.

The TCS Program of Studies includes the following subjects:

- Bible, Guidance, Character Education,
- Reading/Language Arts
- Mathematics
- Science
- Social Studies
- S.T.E.A.M (Science, Technology, Engineering, Art, & Math)
- Chapel
- Music
- Art
- Health and Physical Education
- Spanish
- Library

Academic Information

Progress Reports are sent home halfway between each quarter. Refer to the annual academic calendar, available online at Trinitychristianschoolonline.com for scheduled parent/teacher conferences.

Grading Scale K-5th Grade Performance Codes

4	Demonstrates abroad in-depth skill/concept development that most often exceeds grade level standards.
3	Demonstrates skill/concept development that meets grade level standards.
2	Demonstrates skill/concept development that is beginning to meet grade level standards.
1	Demonstrates skill/concept development that is significantly below grade level standards.
N/A	Not Assessed or Not Applicable

Grading Scale

A+ 99-100	B+ 88-89	C+ 78-79	D+ 68-69	F 60-
A 95-98	B 85-87	C 75-77	D 65-67	
A- 90-94	B- 80-84	C- 70-74	D- 60-64	

First Report Card

A student must be present 20 days of school each quarter at Trinity Christian School before a report card will be issued. A student withdrawing before the end of the quarter may receive a Progress Report, but no official report card.

Academic Honors

Principal's List: All A's & 3's & 4's in Behavior

A/BHonor Roll: All A's & B's in Academics

Homework

Home study is a necessary part of each pupil's education program. Each student must be expected to spend some time in addition to scheduled class instruction to achieve satisfactory or above work. Each teacher will specify the requirements for their class.

Standardized Testing

The 10th series of the Stanford Achievement Test is administered annually in the spring. The testing schedule is distributed over one week's time and enables make-up for any students who are absent. Families are encouraged to have their children get a good night's rest, eat breakfast, and encourage good listening habits. Teachers prepare students throughout the school year to apply good study skills to prepare for, and take written assessments. The SAT test results are then mailed to the school and the Home Report is distributed to TCS families. Any parents requesting detailed information regarding testing procedures and results are encouraged to meet with the administration for clarification.

Educational Field Trips

Educational field trips are planned during each academic year. Transportation for these trips may require chartered school bus service from licensed providers. These extracurricular trips include museums, zoos, theaters and other educational environments in Broward, Palm Beach and Dade Counties. Most trips are planned to correlate with the current classroom curriculum and enhance the learning experience of the TCS program.

Accreditation

Trinity Christian School is listed as a private school of choice by the Florida Department of Education. Therefore, school policies and rules will first be determined by state and district requirements and then additional school guidelines will abide by the accrediting agency standards. TCS is accredited by FKC (Florida Kindergarten Council) and is a member of the ACSI (Associated Christian Schools International).

VII. Emergency Procedures

Emergency Drills: Emergency Drills for fire, tornado, and lockdown procedures are put into practice with all students, faculty and staff during the academic school year for emergency preparedness.

Fire Drills: Fire Drills at regular intervals are required by state law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. **Parents may not pick up children during this time.**

Lockdowns: In case of an emergency on campus, the administration may call for a lockdown until law enforcement arrives. During lockdowns students should clear the hallways, doors will be locked, and students will remain on campus until the threat has been removed. **Parents may not pick up children during this time.**

Posters/Flyers: Posters, bulletins, or various marketing initiatives prepared by or brought in by students and or their families must receive administrative approval prior to posting or distribution.

School Closure

Announcements for school closures will be determined by the administration. When inclement weather conditions threaten closing of the school, parents and students should check the school website for current postings of updated announcements. Procedures for school closing include but are not limited to:

- Administration meeting to assess inclement weather conditions
- Checking with Broward County Public Schools
- Posting banners or signs on school property
- Calling WSVN Channel 7 (305) 795-2777 and/or sending email to newsdesk@wsvn.com
- Posting announcements on the school website and RenWeb
- Contacting families

All actions taken shall bear in mind the safety and well-being of both students and school employees.

Trinity Christian School will typically follow the Broward County Schools Emergency Operations procedures. Should Broward County schools close for weather or emergency-related reasons (hurricanes, flooding, power outages, etc.), administration will evaluate safety of the TCS facility before making the decision to be closed also. Listen for announcements on local radio and television stations or call the school office.

Should an emergency situation occur while students are in school, we will make every effort to keep our school open. The students will be in custody of the school authorities. Children will be released to parents or others listed on emergency forms after they have signed the Student Log and properly identified themselves, depending on the circumstance. If ever a credible threat arises, the school will work very closely with all law enforcement officials to determine the best course of action. Whatever actions a school takes during emergency and/or crisis situations depend on the nature of the threat and/or incident. It's important to note that all actions taken will be done to protect students and staff.

VIII. Student Activities

Aftercare Program

The Aftercare program and calendar were created to provide extended day coverage primarily for the students of Trinity Christian School. All Children Must Be Registered. **TCS School Hours are from 8:30am – 2:30pm for Grades K-5.** Any TCS students not picked up by 2:45pm will be subject to a fee to attend the Aftercare program.

Trinity's aftercare program ends promptly at 5:30pm. While we understand there are circumstances out of your control where you may run past this pick-up time, it is imperative to make all efforts to ensure your child is picked up on time each day. Please keep in mind there is a late pick-up fee of \$2.00 per minute per child applied to your account if you arrive to pick up your child past 5:30pm.

Annual Tuition for the After Care Program includes the Regular School days from 2:30-5:30pm and does not include Full days such as Holidays, Teacher Planning Days, and Vacation Days. Please see the Aftercare Registration form and checklist for more information.

Enrichment activities and Clubs will be made available for the students enrolled in Trinity Christian School. These programs will be supervised by Trinity staff and/or will be outsourced for specific instruction (i.e. Soccer Shots, Bright and Smart, etc.). Outsourced lessons will require additional fees. All enrichments will be optional and are available for your child to be a part of in addition to our regularly planned afterschool program.

Summer Camp, Holiday Camp and Full days

The Aftercare program occasionally offers Full day activities for Teacher Planning Days, some Holidays, and Vacation Days. Camp Brochures and registrations will be sent out when these become available throughout the year. This service is available to Trinity Christian School students as well as children from the community from 8:00am to 5:30pm.

TCS Summer Camp is available for students who have completed Kindergarten. All campers must be registered for the week and registration forms along with calendar events will be available prior to the start of camp each year.

IX. Trinity Parent Team (T.P.T)

Role of Trinity Parents

Parents of all children enrolled at Trinity Christian School are automatically members of the Trinity Parent Team. Parent participation is expected and volunteer opportunities are available. Trinity Families are **REQUIRED** to complete a minimum **5 volunteer/service hours** every calendared school year or make a minimum donation to Trinity Christian School in the amount of \$300.00. Grandparents, aunts, uncles, close family friends, or siblings over the age of 18 are permitted to complete these hours on behalf of the family. Families must keep track of their hours and are responsible for logging these hours on their FACTS family portal. ***Each family is required to provide a minimum of five (5) service hours to the school. Any hours not completed will be charged to your FACTS account at a rate of \$60 per hour.***

Trinity Christian School is proud of its dedicated parents. The Trinity Parent Team's purpose is to facilitate the school's function as an outreach Ministry of Coastal Community Church. Additionally, the TPT promotes the ideals of the school and strengthens family-school partnerships. Parents are encouraged to interact with school staff, administration and other school parents. Parent volunteers assist the staff and administration with projects that enhance the total school experience.

TCS believes that education is primarily the responsibility of the parents; therefore, the school seeks to work in partnership with parents. This partnership, however, will be ineffective if the support and agreement do not exist between the home and school. By enrolling your child in school, parents delegated aspects of their God-given authority over the child to the faculty and administration. The school asks that parents become familiar with the guidelines in this handbook and encourages their child to follow all rules and procedures. **(Ephesians 6:4)**

Please note that the term **in loco parentis**, Latin for "in place of a parent" refers to the legal responsibility of a person or organization to take on some of the functions of and responsibilities of a parent.

Disciplinary situations that arise can be very emotional for all involved parties. However, these situations can also be opportunities for personal growth. When an incident occurs, the faculty and staff at TCS will make every attempt to lovingly, prayerfully, and timely discipline the student in a fair and consistent way that is aligned with our mission and vision. Documentation is made and families are made aware of unusual incidents and accidents using an incident reporting form. Please keep in mind that our main priority is to keep every child safe and confidentiality is of the utmost importance to us. If there is a concern I would be more than happy to set up a formal, private meeting and respectfully discuss any concerns in a calm manner where all parties involved are able to listen and work together towards a reasonable solution.

If there are any questions regarding an incident, the parent/guardian should first prayerfully and calmly discuss the situation with the involved teacher and student following the Biblical principles for conflict resolution remaining objective and avoiding premature judgment. If a problem should persist, the parent/guardian should make an appointment to discuss the matter with the principal and the involved teacher. **(Matthew 18:15-20)**

The incident should remain private between the parent, student, teacher, and administration. The parent should please refrain from relaying the incident to other parents through gossip and side chatter. All incidents are treated with proper discretion and confidentiality. Parents/guardians can help to promote unity and a healthy community by refusing to gossip. When questions arise regarding any discipline or school related situation, parents/guardians should direct these questions to the appropriate faculty member. **(Ephesians 4:29)**

The parent/guardian should remember that students will relay incidents from their **own** perspective which will almost certainly be favorable to themselves. The parent should remain open to the other side of the story. The parent should ask the student to consider the incident from the other party's perspective and contemplate what God is trying to do in this situation.

The parent/guardian should recognize that the behavior he/she models sends a very powerful message to the student. The attitudes and actions of the parent should convey support for the teacher and principal. A powerful message will be sent to the student when the teacher and the parent are on the same page and respect is always shown to the teacher and principal.

The TCS Board reserves the right to suspend, dismiss or expel any student due to unreasonable behavior of the Student or the Parents or guardians in violation of TCS Handbook.

Our Team Standards:

1. **Welcoming all families into the school community**—Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.
2. **Communicating effectively**—Families and school staff engage in regular, two-way, meaningful communication about student learning.
3. **Supporting student success**—Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.
4. **Speaking up for every child**—Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.
5. **Sharing power**—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

6. **Collaborating with the community**—Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services.

Trinity Christian School

**"Making Leaders Today,
For Tomorrow."**

Train up a child in the way they should go and when they grow old, they will not depart from it. Proverbs 22:6

Trinity Christian School

3901 NE 22 Avenue
Lighthouse Point, FL 33064
(954) 941-8033 Office
(954) 941-3240 Fax

<https://trinitychristian.school>