



TRUTH FOR YOUTH SCHOOL STUDENT AND PARENTS HANDBOOK



“To Honor God, Our School, Our Land”

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Truth For Youth School (TFYS)

SCHOOL OFFICE HOURS

Truth for Youth School's Office is open from 8:00 am to 3:00 pm, Monday to Thursday, and 8:00 am to 2:00 pm on Friday.

ADDRESS, TELEPHONE NUMBER, FAX NUMBER, EMAIL ADDRESS

84 Walkers Road
P. O. Box 370
Grand Cayman KY1-1106
CAYMAN ISLANDS
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USING THE TFYS STUDENT HANDBOOK

The student and parent handbook contains the policies and regulations for Truth For Youth School. Parents and children should familiarize themselves with the content of this document.

INTRODUCTION

Truth for Youth School (TFYS) is a licensed unit (Kindergarten—Grade 5) operating under the American system of education with approval from the Cayman Islands Department of Education. Our program is one of commitment to Christ as a Christian School and is of the highest academic standard as a regular institution. Truth for Youth School employs only teachers licensed by the Cayman Islands Department of Education and utilizes standard United States and Cayman Islands curricula throughout its program.

Truth for Youth School is wholly owned and operated by the Church of God (Universal) of Grand Cayman. As such, the Church's Council functions as the Board of Directors of the School. The Council's Chairman serves as Director, and the Treasurer is also shared with the school.

Led by the Principal and Deputy Principal, the school's administrative team orchestrates both daily operations and long-term institutional growth. This collaborative leadership oversees

academic development, student discipline, and comprehensive curriculum evaluation, which includes managing online learning tools like Freckle for Upper Kindergarten through Grade 5. Beyond curriculum and continuous testing oversight, the administration acts as a vital organizational hub—hosting school-wide assemblies, competitions, and PTA meetings, while serving as the central liaison connecting staff, students, parents, the Board, the Department of Education, and the broader community.

SCHOOL DOCTRINE

Truth for Youth School is a Christian school and was founded as a missionary outreach of the Church on September 5, 1960. As such, the primary goal of the school is similar to the original charters of America’s oldest universities, that is to educate children to read, so that they can “read the Bible to learn how to save their eternal souls”.

Our purpose is to prepare children academically, socially, and spiritually for their futures. Truth For Youth School is committed to the concept that “all education is vocational education” in the sense that everything we teach is intended to help guide students to their own true vocation, which is God’s calling upon their individual lives.

MOTTO

“Honor God, Our School, Our Land”

MISSION

Truth for Youth School is a loving Community that partners with parents and major stakeholders to equip, challenge and inspire students spiritually and academically to become responsible citizens and life-long learners, impacting their world through Christian character and leadership.

VISION

Students at Truth for Youth School will be nurtured in God’s Word and prepared academically, socially and spiritually to use their gifts and abilities effectively to follow God’s plan for their lives.

SCHOOL PLEDGE

Today and always this our pledge
Ready, United together we stand
To Honor God, our School our Land
Forward! Onward! To reach our Goal!
Yea! Let us remember our aim must be one,
Undaunted, Loyal, Brave, and True
Then, we can all proudly say
Hail, Truth for Youth, Hail! Hail! All Hail!

TRUTH FOR YOUTH SCHOOL SONG

1

O we love our Truth for Youth School
Where we learn the Golden Rule
Here we are with happy greetings
In our joyous little school.

CHORUS

Oh how sweet, the Lord is here today;
And the angels o'er hover,
As we children sing and play

2.

O it makes us feel so happy
Just to meet together here,
Where we sing our songs to Jesus,
Who has loved us children dear.

3.

Jesus bless our little school,
Teach us how to love thee more;
Help us sing and pray and worship,
And thy holy name adore.

4.

And our dear beloved Teachers
Read the precious, Holy Word,
And instruct us little Children
To be good and please the Lord.

ADMISSIONS

For a child to be admitted to Truth for Youth School, he or she must meet the requirements set out by the school. A child must be four (4) years old (before the 1st of September) at the time the parent/guardian wishes that child to be enrolled. If the child has attended previous schools, an assessment report from each school must be provided. In addition, the following items are required:

- ❖ Copy of the child's Birth Certificate
- ❖ Copy of Immunization card
- ❖ One (1) passport-sized photo (full face)
- ❖ Application fee of \$25.00 (non-refundable)
- ❖ Registration fee of \$200.00 (Applied to 1st month tuition. Non-refundable if the student does not attend.
- ❖ Resource fee Grades 1-5; Kinder Book fee
- ❖ A copy of the last school report
- ❖ First-time students entering school must have a Health Screening done at either the Government Health Center or by a private doctor.
- ❖ Non-Caymanian students must have Cayman Islands Immigration Clearance documentation
- ❖ Signed Parent Commitment Form

SCHOOL FEES

To ensure a smooth academic year, parents and guardians must remain mindful of all financial deadlines, including the monthly tuition fee of \$650 and the annual \$200 non-refundable re-registration fee (which is conveniently credited toward the upcoming term's tuition if the student returns, but forfeited if they do not). Please note that all outstanding fees must be paid in full to secure participation in the graduation ceremony or to request official documentation, such as transcripts and letters, which carry a nominal \$10 processing fee.

CURRICULUM

Truth For Youth School is operated on the American System of education and relies upon the New York State Common Core and the Cayman Islands curricula. The school also uses Renaissance software, namely Freckle and Star 360, for assessments. Its core courses are in Math, English Language Arts (ELA), Science, Social Studies, and Religious Knowledge. Topics in Mathematics for K-3 include numeration, addition and subtraction of whole numbers, multiplication and division of whole numbers, fractions, decimals, and percents. In Grades 4-6, measurement, time, and money, basic geometry, problem solving, graphing, probability, and statistics.

The language arts program includes both a phonics-based and literature-based reading component, writing skills, grammar skills, spelling, vocabulary, and study, reading, speaking, and listening skills, and literature. For Social Studies begin with learning about directions, symbols, location, distance, time, and scale in mapping. It continues with studying the cultures and peoples of the Caribbean, the Americas, and the world. The Cayman Islands Social Studies guide

is used for instruction.

In the Sciences, the curriculum begins with the studies of the human body, growth and development, animals, plants, weather, basic physical science, and the teaching of scientific process skills. These skills include observing, measuring, classifying, collecting data, predicting, and communicating results.

All students study the Bible, and this is directed by the curriculum. Curricula in the arts are taught by classroom teachers. The school holds regular house competitions in art, music, drama, and speech for all grades, as well as the annual Sports Day for Physical Education.

All classes have Physical Education (P. E.). A program of 45-60 minutes one day per week (key stage 1 is 2 hours). The course emphasizes timing, coordination, balance, strength, and stamina training through playing games and the use of various pieces of playground equipment. The school participates in inter-school sports in football, basketball, and track and field.

Basic Music is taught to all classes by the Music Teacher. This includes theory and practice. The music teacher is responsible for preparing students for any musical events held on or off-site.

GENERAL RULES

1. Students should always be on time. The bell rings at 8:00 am, and students should be seated for devotions and registration.
2. They must never leave the compound during instructional time unless accompanied by their parents/guardians.
3. Chewing gum, wearing jewelry, or makeup is prohibited -only a watch is allowed, no smart watches.
4. Bringing to school guns, knives, or any offensive weapon to harm another is an offense and is punishable by law.
5. The use of foul language, fighting, stone throwing, or disruptive behavior will not be tolerated.
6. Smoking and/or the possession of cigarettes, tobacco, and narcotic drugs are prohibited.
7. Students should not be playing in the cafeteria/canteen.
8. Dining facilities are to be used during break and lunch periods -no eating in classrooms, or on the playground. Students are encouraged to use the garbage bins provided.
9. Students should replenish their water supply before school starts, during break, or lunch. After these times, students are not allowed to go to the canteen.
10. Girls' hair must be in a decent "schoolgirl" style. (No braid extensions or hanging beads). Boys' hair must be properly trimmed. No shaved heads.
11. If girls wear adornments in their hair, the items must be blue, black, or white. No other colors are allowed.
12. During the general assembly in the hall or at a school event, students must be in full uniform. Under no circumstances should students wear hoodies, pullovers, or sweatshirts. Students are allowed to wear the above-mentioned items in class because of the air

conditioning, and should not wear them otherwise on the compound, especially during PE or play time.

13. If a student is absent from school, that student must, on the first day of return, bring a signed (by parent or guardian) written excuse for his/her absence. If more than three (3) consecutive days, a doctor's note is required.

CLASSROOM RULES

1. When the bell rings at 8:00 a.m., students should line up to enter their classroom quietly and be seated for devotions. While seated, students should cease talking.
2. During devotion periods, all students are expected to participate if requested to do so.
3. Each student must use his or her assigned desk at all times.
4. They should have respect for the school, the teacher, and other students' property.
5. Students should never interfere with anything on the teacher's desk, unless the teacher gives permission.
6. Students should keep their desks, the bookshelves, and the entire classroom in order, always returning books to the shelves after using.
7. For a student to leave the classroom, permission must be obtained from the classroom teacher, and a hall pass must be given.
8. No two students will be allowed to leave the classroom at any one time unless deemed necessary by the teacher.
9. Students should not leave their seats without permission from their teacher.
10. Students should always leave and return to the classroom in an orderly manner.
11. Absolutely no running or playing in the classrooms or halls.
12. Students will be held responsible for damaging or defacing books, tablets, or any school property, and their parents will be held responsible for replacement or repayment.
13. If a student does not understand the work that the teacher is doing, he or she should ask for assistance from the teacher to explain the material. DO not be afraid to ask for help.

PLAYGROUND RULES

1. Students should use the playground at the rear of the building; never use the front of the building or drive-in areas to play.
2. Students should be respectful to each other while playing.

RULES FOR PARENTS/GUARDIANS

1. Students should not be on the premises before 7:30 am or after 3:30 pm. There will be no supervision before or after this time, unless arrangements are made for after-school.
2. Students will not be allowed to leave the premises during school hours except upon the request of a parent or in the case of an emergency.
3. Parents should check to see if their children have homework or any assignments and encourage them to complete their assignments on time.
4. Parents can explain any assignments to their children if they do not understand but should not do the homework for the child.
5. Please bring your child to school on time. (bell rings at 8:00 am).
6. We also ask your cooperation in seeing that students do not leave home with such things as jewelry, electronic games, cellphones, knives, etc. If found with these items, these items will be confiscated.
7. Tuition/School Fee is due on the first day of each month, September – June. The current rate is six hundred and fifty dollars (\$650.00) per month. A \$10 fee will be charged if tuition is not paid within 10 days of the due date.
8. Two hundred (\$200.00) is the registration fee, which is due upon notice annually to re-register students. This is a non-refundable fee. (Applied to 1st month School Fee).
9. All parents are expected to attend P.T.A. meetings, reporting sessions, and school functions.
10. Parents are not to come to school to drop off fast food or restaurant food during lunch time. Please pack a lunch for your children or order it from the canteen.
11. During school activities, when parents are on the compound, please keep in mind the school standards and dress modestly. No revealing clothing.

If children are having difficulty at home understanding the homework or assignments, they should directly inform the teacher on the chat so that the child can get help immediately. If the child needs additional assistance, he/she will be placed in the Additional Learning Support Program if there are concerns by the teacher or parent.

UNIFORM POLICY

Parents and students are expected to adhere to the uniform policy. Uniforms can be purchased from the school at a designated time. It is expected that students are neatly groomed and dressed in a school uniform. Girls are expected to wear their uniform from the knees or below. All shoelaces should be neatly tied. Boys must always wear black belts. No ankle socks allowed, and shirts must always be tucked into pants and skirts. As part of the uniform code students are to wear black shoes, and white, or navy-blue socks. All buttons on the uniform shirt, except the top one, must be buttoned. If an undershirt is worn, only a plain white one will be permitted. No jeans or corduroys must be worn to school, except on dress-down days or when instructed to do so by the principal.

Conforming to the dress code sets a professional dress ethic for the future. Please note that if students are not conforming to the standards of dress, a letter will be sent home alerting the parent to the violation of the uniform code. If the parent/guardian fails to address the issue, the school reserves the right to refuse attendance. School uniforms must be worn at all times except on P. E. days.

LABELLING ITEMS/ LOST AND FOUND

All items that are sent to school with the child must be labelled. This minimized the risk of another child mistakenly claiming the items or potential lost. Typically, lost items are usually reported to the School office. However, due to limited space, any items not claimed in thirty (30) days will be disposed.

STUDENTS' LATENESS

Any student coming in after 8:00 am will be marked as late on the register. All late students must go to the school office and not to the gates since they will be closed. Typically, a child who is late will get a late slip from the Office upon arrival, which is given to the teacher. If the child is continuously late and it becomes an ongoing situation, the principal will meet with the parents.

ILLNESS OF STUDENT AND MEDICATION

Should a child become ill or injured at school, students should be directed to the Office and their parents/guardians called. If the parent/guardian sends someone to pick up the child, that person must have something in writing, or the parents must call the school, giving the school permission to have the child placed in that person's custody. A valid ID must be shown. Once the parent/assigned person arrives, that child must be signed out of the school. The student will wait in the reception area in the school office until the parent/guardian/designated person arrives.

If, for any reason, a parent cannot be reached after contacting the numbers on file and the child's health is at risk, school officials will take that child to the nearest medical facility unless the parent/guardian has stipulated in a written statement denying such authorization. The parent/guardian will be responsible for any medical expenses incurred for that visit.

ACADEMIC EXPECTATIONS

Students are expected to submit all their work on time. Any written work should be neat and legible. If they fail to do so, their work will be returned, and they will be given a time frame to resubmit. This time frame will be given at the discretion of the teacher. Any missing or late work will affect the student's grade. Parents/guardians will be contacted if their children's homework is constantly missing or late.

Students are expected to take home any handout assignments given by their teacher and not leave them at school in their desks. In addition, students should check to make sure they have completed any work assigned on Freckle. Every student from grades 1-5 should have a book where they write all their homework assignments and should take it home with them every day. Students are expected to be full participants in their education and engage in discussions within the classroom.

HONOR ROLL AND AWARDS

The TFYS honor roll was designed to motivate and encourage students to realize their goals and to enhance their skill sets. Awarding students emphasizes TFYS' goal to support students' intellectual achievements. Parents should note that students are rewarded for academics, good behavior, and citizenship by being placed on the Honor Roll. They will receive trophies, medals, and/or certificates for their achievements while being recognized at the award ceremony.

To be nominated, students' overall average of the three terms are calculated, and they are awarded at the end of the academic year. The criteria for the awards are listed below:

Principal's Honor Roll	95-100%
Honor Roll	90-94%
Principal's Citizenship Honor Roll	exhibiting good behavior with a score of 1
Citizenship Honor Roll	exhibiting good behavior with a score of 2
Service	serving the school and the broader community
Overall in Academics	1 st , 2 nd & 3 rd Place
Subject Award	within a subject
Most improved boy or girl	In the class
Loyalty Award	attending from Pre-k or K
Prefect Award	an exemplary leader
Outstanding Performance	showed academic, behavioral, and social skills
Perfect Attendance	not missing any days for the academic year

STUDENTS LEADERSHIP ROLES

Students are given various positions at TYFS because they have shown academic, social, physical, and/or leadership skills. These positions are Head Boy and Girl, Deputy Head Boy and Girl, Prefects, and Class Monitors. The selection of these positions requires a process of application,

nomination, and interviewing, which is conducted by a committee. Parents and students should note that if the awardee engages in behavior unbecoming, the position and the badges will be revoked for a period or indefinitely.

HONOR CODE/CHEATING

As a Christian school, TFYS follows a strict honor code, and cheating will not be tolerated. Any student caught cheating will have their assessment confiscated and a failing grade assigned. The student will then be sent to the principal/ and a call will be made to the parent/guardian. From there, the appropriate action will be taken. Cheating consists of, but is not limited to:

- ❖ copying from other students during an assessment;
- ❖ collaborating with another student during an assessment without authorization from the teacher;
- ❖ stealing or looking at an assessment before it is given;
- ❖ using a device during an assessment without the teacher's knowledge
- ❖ writing information on sheets of paper or on any part of the body with the intention of looking at it during an assessment.
- ❖ having another student do your work and submitting it as your own.



ADDITIONAL LEARNING SUPPORT PLAN (SEN & SEND)

Dedicated to ensuring every student thrives, our institution embraces the belief that all children can learn, recognizing that they do so at different paces and levels. To fulfill this promise, our Learning Support program offers a nurturing environment with targeted interventions designed to bridge academic and behavioral gaps that may hinder a student's progress. Grounded in the Cayman Islands' Code of Practice, our policy outlines robust frameworks for identification, assessment, and evidence-based provisions, ensuring students with additional needs are fully integrated into peer activities. Achieving this holistic support relies on a vital partnership between parents, teachers, and our School-Based Support Team (SBST), all working together to help every child achieve their full potential.

FIELD TRIPS

The purpose of field trips is to support the work being done in the classroom and is considered an integral part of the scholarship of teaching and learning. Field trips planned by TFYS are designed not only to enhance a child's social capital but to stimulate their imagination and creativity. TFYS also believes that field trips have the capacity to broaden and enhance the learning and social experiences of children. However, before any child can go on these planned field trips, the teacher must secure the written consent of the parent giving the school permission to take the child on the trip. A child will not be allowed to go on these trips if the teacher does not receive the written consent of a parent.

DRESS DOWN DAY

Occasionally, dress-down day is announced. Dress down day means that children have the option of wearing their own clothing instead of their school uniforms. To participate in this event, a small fee of \$2 is charged unless otherwise stated. However, parents should note that children should still abide by the dress codes of the school. Girls are to wear dresses/skirts that reach their knees or below. They should not wear any clothing that is revealing or tight, no tank tops or spaghetti straps allowed. Girls should not wear pants as part of dress-down day. Boys are not to wear pants that reveal their undergarments or have any disrespectful designs or logos displayed on their clothing. Students must not wear flipflops at any time to school.

SPORTS/HOUSES

Students must wear their physical education (PE) uniform during the PE period. Each child is assigned to a particular house upon admission. There are three houses: Challengers (yellow), Perserverers (green), and Overcomers (blue).

Once every academic year, students participate in house sports, which is typically held at a designated location or on the school's compound. A house captain for each house is nominated every year from 5th grade by his/her peers through a process of elections. Each child is provided with a slip, and she/he writes the name of the candidate they would like to have elected as the House Captain. The slip is then placed in the ballot box, votes are tallied, and the winner is announced.

There are some students who will be participating in sport events. If these individuals are selected to attend tournaments during the school period, transportation will be provided by the school. However, parents/guardians must give their consent for the students to attend the events.

CELL PHONES/SMART WATCHES

Students are not allowed to use cell phones or smart watches during school hours. These devices can distract students and cause the learning process to deteriorate. If students need to contact their parents, they are welcome to use the telephone in the Office. Failure to comply with this regulation will result in the device being confiscated.

INTERNET ACCESS

Students are given access to the internet while at school to do their assignments or research projects. When given this access, students have the responsibility to do as instructed and not go to any inappropriate sites that are not related to the lesson or assignment. Failure to comply with these instructions will result in the child being reprimanded.

BIRTHDAYS

We love celebrating birthdays with our students, but to protect valuable instructional time, we ask that parents and guardians strictly follow our party guidelines. Please contact your child's teacher ahead of time to coordinate arrangements and ensure all celebratory items are dropped off at the school office in one single trip (multiple deliveries from different people or vendors cannot be accepted). Teachers are not responsible for supplying party goods or serving food unless explicitly agreed upon in advance. Finally, to keep our classrooms inclusive, invitations may only be distributed at school if every single child in the class receives one; otherwise, invitations must be handled privately off school grounds.

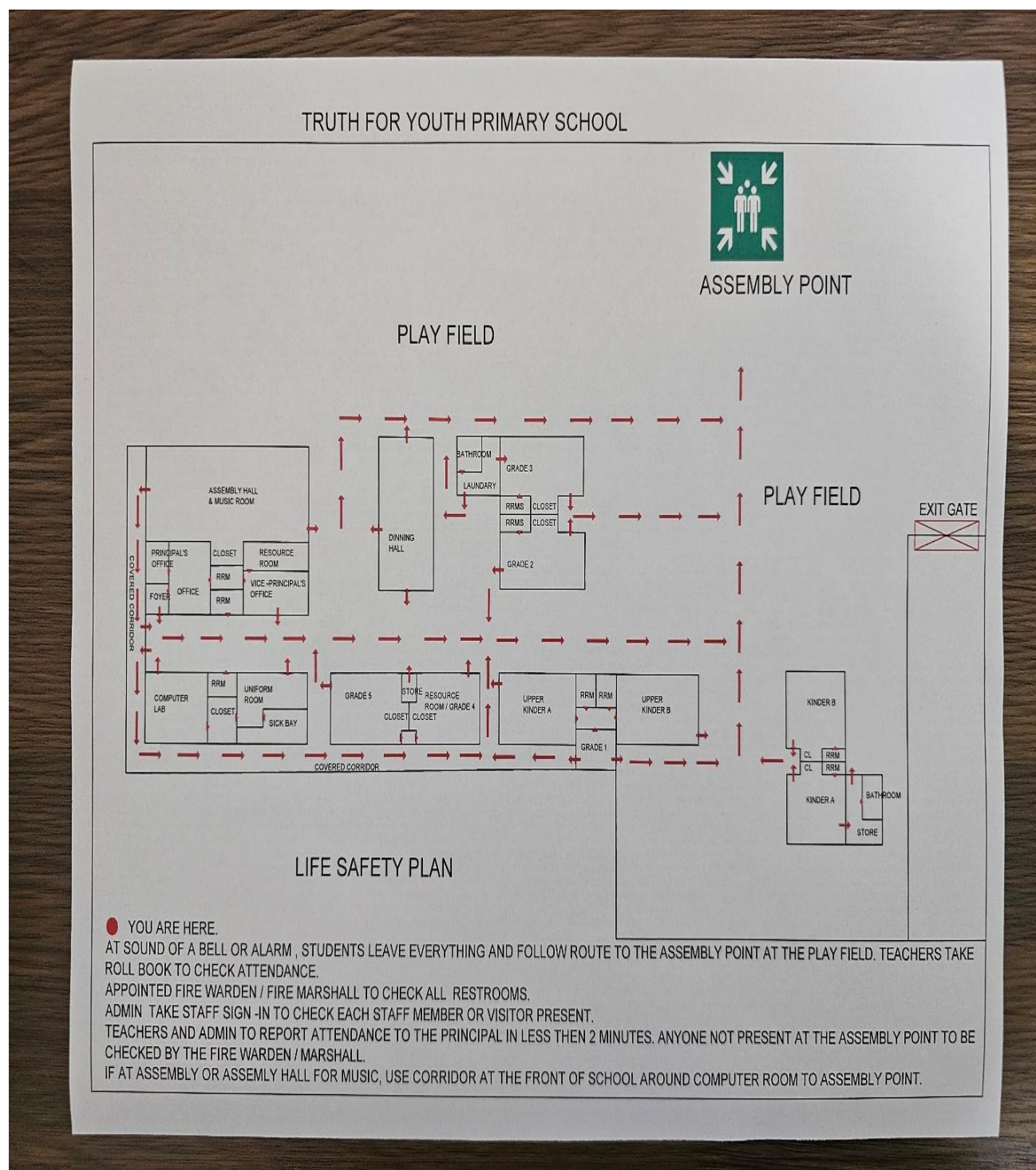
PROCEDURES FOR COMPLAINTS OR CONCERNS

At TFYS, we deeply value our partnership with parents, guardians, and the wider community, and we are committed to addressing all concerns with the utmost seriousness, fairness, and transparency. To ensure your voice is heard and resolved effectively, we ask that families utilize our structured communication pathway. First, please discuss the matter directly with your child's class teacher. If a consensus cannot be reached, the next step is to speak with the principal and complete an official complaint form, available in the main office, which initiates a formal internal investigation. Should the issue remain unresolved after following this chain of command, the matter may be escalated to the School Board by submitting a formal written letter through the principal. We kindly ask that families trust this process and only escalate to the next level if a reasonable person would deem the prior resolution unfair, ensuring a collaborative and respectful environment for everyone.

CAFETERIA/CANTEEN

To ensure a safe and orderly environment, the school cafeteria must be used strictly for dining, and all students are expected to dispose of their trash in the provided bins. A variety of affordable hot lunches are served daily, with a special menu of hot dogs, pizza, or patties offered on Fridays. Parents and students should review the monthly menu provided to select meals and place orders through their class teacher, keeping lunch accounts consistently up to date. Alternatively, students who do not purchase cafeteria meals must bring a packed lunch from home; parents are strictly requested not to deliver fast food or restaurant meals during lunchtime, as these drop-offs disrupt the school's daily operations and productivity.

TFYS LIFE SAFETY PLAN



Revised June 2026