

Trinity Christian Schools

K5-6th Grade Family Handbook

2009-2010

Preface

The purpose of this handbook is to provide a standard of behavior for every family/student attending Trinity Christian Schools. We recognize that this handbook is silent on some issues that may arise. In the event of differences of interpretation, TCS administration will render decisions that are fair and in the best interest of both the student and the school.

The rules of conduct are not intended to produce a group of stereotyped individuals, and it is fully recognized that spiritual growth is never the result of superimposed rules.

Some of the regulations and practices are necessary for the smooth and efficient operation of the school. Others are guidelines to Christian conduct, the building of character, the forming of good habits, and the rounding of our student's education.

Please accept this handbook in the spirit in which it is intended. While teachers and administrators are charged with the responsibility of enforcing rules, students/families with legitimate and appropriately phrased questions may seek interpretations from the proper sources. The administration stands ready to discuss specific problems or to offer assistance in any way.

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Following are some of the significant changes to the K5-6th grade 2009-2010 handbook:

- The last Friday (school day) of each month 7th-12th grades will dismiss at 12:20 and K2-6th at 12:30 for teacher in-service.
- Chapel shirts are not required for chapel this year. Standard school dress will be the requirement. In an attempt to improve on student chapel, chapel will be once a month this year. Our intent is to make it a special time to which students look forward to going. Students will still have Bible each day.
- Beginning in the 2nd grade shirts must be tucked in and a belt on at all times.
- Preschool has a separate handbook.

Introduction

Welcome to Trinity Christian Schools — the place where academic excellence and Christianity merge while developing the individual gifts of each student, spiritually, academically, physically, and socially. This handbook has been prepared in order that you may know and better understand our school system.

Trinity Christian Schools, without apology, proclaim that Jesus Christ is Lord. He alone is the way of salvation. We also believe the Bible to be the inspired, infallible Word of God, and as such, it is the standard for our day-to-day lives. A curriculum that acknowledges and honors God, teachers who are dedicated to the Lord and this ministry, and many people who pray are what make our school distinctively Christian.

Trinity Christian Schools offer high academic and distinctively Christian standards in order to help each student reach his or her God-given potential. Trinity Christian Schools strive toward a high standard of behavior. The underlying philosophy of Trinity boldly strives to equip the student through sound biblical principles, an aggressive academic program, practical leadership skills, and a variety of Christ-like activities.

Our curriculum is designed for traditional classroom teaching and primarily uses material from A Beka Book Publications and Bob Jones University Press. It is the intent of Trinity Christian Schools to help the student develop proper habits of study with a planned and varied program.

The questions concerning moral issues will not be sidestepped. Developing Christian values is vital if young people are to grow into godly leaders. In each grade level, therefore, the moral issues of matters are discussed along with the subject itself. Education is of little value if the student is morally ignorant. Dress codes, personal habits, and leisure-time activities are part of the overall program in developing Christian character through moral and spiritual training. Our goal is not only to provide a strong academic program but also to teach students how to live to the glory of God. (I Corinthians 3: 10)

We are striving to teach young people to become the salt of the earth. It is our hope that in whatever direction the Lord leads your child in his future; he will be able to effectively live for Christ.

Accreditation

Trinity Christian Schools are accredited by the Arkansas Nonpublic School Accrediting Association. ANSAA is an association of nonpublic schools throughout the state of Arkansas, whose common goal is to provide quality education. ANSAA is an official chapter of the National Federation of Nonpublic School Accrediting Associations which is recognized by the Department of Education.

Mission Statement

The mission of Trinity Christian Schools is to assist Christian families in equipping students to develop their individual gifts, spiritually, academically, physically and socially, and to do so in a manner that brings honor and glory to God.

Christian Philosophy of Education

Foundation

Trinity Christian School (TCS), as a ministry of Trinity Baptist Church, strongly adheres to the belief that all truth is God's Truth. Therefore, we believe God the Father must be recognized as the Creator and organizer of the universe (Gen. 1:1). The Bible, the divinely inspired Word of God, must be recognized as the absolute authority (John 1:1, II Tim. 3:16). With this foundation, all instruction will lead the student to God and His Truth (Prov. 3:5-6).

Our Goal

TCS firmly believes that man is made in God's image, yet he is blessed with distinctive personalities, talents, and gifts. Our goal is for the students to come to know Christ as Lord and Savior and to discover God's purpose for their lives while recognizing and developing their unique, God-given attributes. Luke 2:52 states, "And Jesus increased in wisdom and stature, and in favor with God and man." Therefore, it is our greatest desire that students accept His saving grace and grow spiritually, intellectually, morally, socially, and physically.

Assistance to Parents

The Bible clearly sets forth a mandate for parents in Proverbs 22:6 stating, "Train up a child in the way he should go; and when he is old, he will not depart from it." Consequently, Trinity Christian School, at the parent's request, seeks to serve Christ by assisting parents in providing their children a quality Christian education. TCS believes the parents, church, and school should operate as a cohesive force laying the foundation upon which the best Christian education may be taught to children. Such cooperation creates spiritually vital families, which are the foundation of our school, our churches, our community, and our nation.

Integration of Faith and Learning

Integration of biblical faith and learning is the primary function of the teacher. The school employs born-again administrators, faculty, and staff who serve as role models in their Christian walk and professional lives. The Bible, the inspired, infallible Word of God, not only provides the blueprint for Christian education but also provides parents and the Christian school with the principles to be taught. The school endeavors to select the best curriculum available from Christian publishers in order to reach its goal. This college preparatory curriculum incorporates a traditional, well-balanced core of essential subjects taught from a biblical worldview. The entire education process is planned to weave God's truth into practical Christian living (Prov. 3:5-6). It

is our desire to teach children the skills to be productive citizens and to provide a platform for academic excellence, competitive sports, fine arts, and extra-curricular activities. Most importantly, we desire to foster the students' relationship with Jesus Christ and encourage attributes that reflect His character.

Doctrinal Position

1. We believe the Bible is the inspired and only infallible, authoritative Word of God. It has God for its author, salvation for its end, and truth, without any mixture or error, for its matter. (II Timothy 3:16-17 and II Peter 1:20-21)
2. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
3. We believe Jesus is the Christ, the eternal Son of God. He was born of a virgin and lived a sinless life. He died on the cross for the sin of man and was boldly resurrected on the third day. (John 1:1-4, John 14:9, Colossians 1:15-17, II Corinthians 5:21, John 11:45, I Peter 2:24, John 20:20-29, Mark 16:19, Revelation 20:1-9)
4. We believe the Holy Spirit is the third person of the Trinity. He exalts Christ. He convicts of sin and calls all men to the Savior. He enlightens and empowers the believer and church. (John 16:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13)
5. We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer.
6. We believe baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior. We believe the Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine memorialize the death of the Redeemer and anticipate His Second Coming. (Matt. 3:13-17, 26:26-30, 8:19-20, Mark 1:9-11, 14:22-26, Luke 3:21-22, 22:19-20, John 3:23, Acts 2:41-42, 8:35-39, 16:30-33, Romans 6:3-5, I Corinthians 10:6 and 21, Colossians 2:16, 3:16, Revelation 1:10)
7. We believe that a church of Jesus Christ is a local body of baptized believers, associated together in one place to preach the Gospel, to keep the ordinances, and to represent the interests of Christ's kingdom in the world.
8. We believe all true believers endure to the end. Those whom God has accepted in Christ and sanctified by His Spirit will never fall away from the state of grace but shall persevere to the end. We believe in the resurrection of the saved and the lost, the one to everlasting life, and the other to everlasting damnation. (John 5:28-29, I Thessalonians 4:13-17, Revelation 20:19)

General Information

Matthew 18 Principle

We encourage the use of the Matthew 18 Principle in handling disagreements. If a student, parent, or teacher is offended by the words or actions of another, as a Christian brother, they should first go to the person through which the offense came and share this with him as stated in Matthew 18:15. If after consulting together and praying for mutual understanding there is no reconciliation, then they should agree to go together and council with the appropriate administrator. Should additional steps be needed, a conference should be scheduled with the superintendent, and then a meeting with the school board. Administration will refer the individual back if the first step is not taken.

Admission

The objective of the admissions procedure is to identify and to admit those students who should be enrolled in Trinity Christian Schools. Trinity Christian Schools exist to assist Christian families in equipping their student to develop their individual gifts, academically, spiritually, physically, and socially, and to do so in a manner that brings glory to God.

In harmony with our purpose of assisting Christian families with the education and nurture of their children, Trinity Christian Schools desire that families carefully consider its mission before seeking enrollment.

Admission for currently enrolled students is secured for the upcoming school year until the publicized registration date. Following the publicized date, all student applications are considered in the order received by TCS. It is the responsibility of the currently enrolled family to obtain registration information. Currently enrolled families complete and return all requirements to the Admission Office for registration. All requirements must be met by the due dates set forth by TCS in order for a student to attend school.

Admission to Trinity Christian Schools is an application process for families new to TCS. The parent/guardian obtains the registration packet for enrollment and returns the required forms along with the registration fee to the Administrative Office. After the family has completed this step, an appointment is scheduled for them to meet with the administration. Shortly after the administration interview, TCS will notify the applicant of the student's admission status. The administration interview is for newly applying families, though TCS reserves the right to interview returning families.

Trinity Christian Schools admits students of any race, color, national and ethnic origin to all of 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, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administrated programs.

Parents of students must understand the mission of Trinity Christian Schools. One parent, preferably both, must be a born-again Christian living under the Lordship of Jesus Christ, participating in active fellowship, being disciples in a Bible believing church, and growing spiritually which is evidenced by regular church attendance and involvement in ministry. Furthermore, both parents must attend the admissions interview conducted by the TCS Administration.

Students who have had prior discipline problems at another school, who are married, or who are parents are not eligible for enrollment or attendance at Trinity Christian Schools.

Application Requirements

- Completed Registration Packet
- Birth Certificate
- Updated Immunization Records
- Transcript Request Form (student registering from other school)
- Registration Fee/Tuition (paid in advance)
- TCS reserves the right to move students who lack maturity or academic progress

Following Acceptance to TCS

Upon acceptance, the family finalizes financial arrangements according to the selected payment option on the financial agreement. These final arrangements are made in the Financial Office. All requirements must be met by the due dates set forth by TCS in order for a student to attend TCS.

Financial Policies

School Fees

Registration fee (non-refundable) is due upon registration. The book rental and curriculum fee is due by June 20th. Yearbooks are purchased separately.

Tuition is due by one of the following methods:

1. Pay in full by July 20th to receive a discount.
2. Eleven month payment plan (July-May, registering by June 20th)

The first tuition payment is due by July 20th. This amount is nonrefundable and nontransferable should the student cancel enrollment for any reason. If the July 20th deadline is not met, the student's reservation will be canceled to make room for those on waiting lists. All payments are due by the 20th of each month.

If tuition payments are two months in arrears, students may not attend class or be given any schoolwork. If the account is not paid in full by May 20th, 2010, students will not be admitted into class and no school work will be given, including exams.

TCS cannot cash personal checks or two party checks for students or parents.

Extended Care

Extended care is available for students K2-6th grade only. TCS does not charge a fee for morning care between 7:30am-8:00am; however, a fee is charged for the afternoon extended care program. The fee for afternoon extended care is \$9.00 per day or \$90.00 per month maximum per child. The extended care charge begins 15 minutes after school dismissal. No exceptions.

Extended care charges for the month are billed after the end of every month and due according to the financial agreement. Extended care privileges are removed if the fee is not paid in full in a timely manner.

The extended care service concludes promptly at 5:30pm. Those who have not been picked up by 5:30pm are charged \$1.00 for every minute after 5:30pm. This rate is customary to daycare charges in our area. Those who arrive after 5:30pm more than three times in a nine-week period will no longer be allowed to use the extended care service.

Returned Checks

All checks that are returned because of insufficient funds will automatically be redeposited once. If the check is returned a second time, the issuer will be asked to redeem the returned check with either cash or money order. Checks or drafts returned by the bank are subject to a late fee and any fees that are charged to the school by the bank. The due dates as set forth by TCS regarding registration, tuition, books, and optional services are still in effect. Habitual abuse of returned checks or late payments will necessitate a conference with school administration and possible dismissal from TCS.

Dress Code

Trinity Christian School requires standardized dress. TCS approaches standardized dress with the Word of God as its foundation and the best interest of all students in mind while allowing freedom to express individual tastes. **Guidelines vary slightly for K4-6th and 7th-12th. Please refer to the appropriate handbook.**

The Bible commands the Christian to do “All to the glory of God”, I Corinthians 10:31. Trinity Christian has committed to follow this command and to teach students to follow it as well. This command refers to the fact that God is either honored or dishonored by everything we do or fail to do. The command holds Christians to certain expectations. In dress, God is either honored or dishonored by the way we present ourselves. The Christian is to have regard for things that are “pure...of good report...of virtue...and praise” (Philippians 4:8). These commands have a practical application to the dress and grooming of students. God is glorified when dress and hairstyles are appropriate for the occasion and free from distracting or offensive peculiarities or extremes. While parents are responsible for teaching biblical principles to their children, TCS serves as an assistant in training their children. Therefore, parents are asked to conform to these same standards regarding dress and to require their children to conform as well, on or off TCS campus.

The cooperation of STUDENTS, PARENTS, and TEACHERS is necessary in maintaining the standards of the dress code. It is very important that the code is accepted fully and is enforced consistently. (It is especially important to be mindful of this when school clothes are purchased.) Enforcing the dress code is not the sole responsibility of the school – PARENTS are expected to cooperate with the school in monitoring their child’s DAILY attire. Please ask administration if you are unsure of a particular item before purchasing.

If, in the opinion of the administration, the attire is immodest or inappropriate, corrective action will be taken. In most cases clothing that is inappropriate will result in the student being sent home with an unexcused absence. **EXTREME FADS WILL NOT BE ALLOWED.** (We will not specifically mention these fads because they change from year to year; however, it must be understood that hair, clothes, or jewelry styles that are clearly identified with certain segments of the culture are not the appearance Trinity desires to project.)

In promoting fairness to all students, all dress code violations will be addressed. Violations of the standardized dress code are addressed in the disciplinary policies.

Standardized Dress (K4 – 6th Grade)

The dress code applies at school or any TCS school function unless otherwise directed by administration. Final discretion of any policy lies with the administration of TCS. Dress code is subject to change as circumstances arise.

Boys

Boys may not wear earrings, body piercing, or tattoos. Make-up or nail polish is not allowed for boys. Haircuts must be neatly groomed, and the length must not completely cover the ear or touch the collar or eyebrow. Extreme hairstyles (coloring, etc.) are not permitted.

Girls

Make-up, jewelry, and accessories should be modest, neither excessive nor distracting. Only ONE earring per ear is allowed, and it must be in the ear lobe. Body piercing and tattoos are not allowed. Modesty shorts should be worn under all skirts.

Shirts

Beginning with 3rd grade, shirts and blouses must be tucked in at all times. For all grades, shirts and blouses must have a collar and may be long or short sleeve. The style may be button up, button down, or polo type. Any **solid** color is permitted and any logos should be small. All undershirts must be a solid color. The collar (ringer) of the undershirt must be round and the same color as the undershirt.

Slacks, Shorts, Skirts, & Capri pants

Colors are navy blue or khaki. Shorts, skirts, & Capri’s may be denim material. Shorts must be no shorter than two inches above the top of the kneecap while standing. Slacks, pants, shorts, &

Capri's may not be frayed or cut on the bottoms. No holes or extreme fading will be allowed. Beginning with 2nd grade, all garments must have belt loops.

Jeans

Jeans, carpenter pants, and cargo pants may be worn. No bell-bottoms, low rise, or stretch pants. Jeans may not be frayed or cut on the bottoms. Jeans with holes or extreme fading will not be allowed. Beginning with 3rd grade, jeans must have belt loops.

Belts

Beginning with 3rd grade, all garments must have belt loops and belts must be worn at all times. The belt may be any solid color and the color and style should not be distracting.

Outerwear

Heavy coats (any color) worn to school must hang in the classroom for the day. If wearing a jacket in the building it must be a solid navy color. (No denim) The navy TCS pullover or zip down hoodie sold early fall through the school may also be worn in the building. Small logos are permitted. Standardized dress must be worn under the outerwear.

Shoes

Shoes are limited to a closed toe shoe. Tennis shoes are permitted. Shoes should not be distracting to the eye. High-heeled shoes should not be worn. Cowboy boots must be worn under the pant leg. Students must wear appropriate shoes for physical education.

Spirit Day

Spirit Day will be every Friday regardless of the schedule. Students may wear a TCS approved spirit shirt. School sponsored spirit shirts must be approved through the office. Homemade shirts are not allowed. TCS spirit t-shirts must meet the following color guideline.

*Navy, orange, and white are the official school colors of Trinity Christian Schools. Navy is the primary color. Navy dominates all aspects associated with Trinity Christian. Any seal or symbol that portrays our school contains elements of navy. It must always be present in designs in some form or fashion. Orange and white are the secondary colors of Trinity Christian. These colors can be used in Warrior logos, but navy must be obviously present. The secondary colors cannot stand-alone. For the sake of diversity, navy, white, and gray may serve as a base color of apparel. For example, a navy and orange logo may be placed on a white shirt. Orange is **excluded** as a base color due to it being a primary color of another local school. Gray should not be used in any design or logo, but can be the background for the logo. Any other colors may not be used in any school-affiliated products. When in doubt, seek approval from the superintendent. Purchases made without approval and/or that do not meet the color guidelines will be the responsibility of the individual and not the school.*

Students not wearing a spirit shirt should wear regular school attire.

Hats

Hats are not permitted in the building.

Attendance and Tardiness

School Hours

Students will be admitted to their classes at the 8:00 am bell. Students are to be dropped off at TCS no earlier than 7:30 am. Trinity Christian School will not be held responsible for students who are dropped off before 7:30 am. Students who are still on campus 15 minutes after school dismissal must report to extended care.

The last Friday (school day) of each month K2-6th will dismiss at 12:30 and 7th-12th will dismiss at 12:20 for teacher in-service. Extended care will be available for this early dismissal.

Attendance and Tardiness

TCS desires to instill the value of good attendance and promptness in students; therefore, regular attendance and punctuality are required of every student. In the event of an unavoidable absence, the parent is asked to phone the school office by 8:30 am on the day of the absence. At this time, parents may request the child's schoolwork. Schoolwork for that day may be obtained from the school office between the hours of 3:30 pm and 4:00 pm.

Excused Absences

An absence will be excused for the following reasons:

- Personal illness of the student
- Doctor or dental appointment
- Death in the family
- Pre-arranged absence
- College Day
- Unavoidable crisis

All absences are marked as UNEXCUSED. The Student Service Office will change them to EXCUSED with a doctor's note, parent note, phone call, or parent signature on the sign in/sign out sheet. A doctor's note is always preferable documentation for student absences.

Excessive Absences

Students who miss a total of thirteen days (unexcused/excused) per semester will fail that semester. Students, who miss a total of twenty-six days (unexcused/excused) for the entire year,

will fail that grade for the entire year. When a student reaches seven days absence in any class during a single semester, (fifteen days of absences for the school year) a letter for excessive absences will be mailed to the parent. A doctor's note will be needed for any student who is in jeopardy of failing the semester/year due to excessive absences. If a student is under the ongoing care of a physician, a doctor's note must be in the student's file stating the illness and duration of care.

Pre-Arranged Absences

Students are responsible for getting a Student Absence Request Form from the Student Service Office for any pre-arranged absence. The absence form must list the student's complete schedule. The form must have a parent's signature, in addition to the reason for the pre-arranged absence. A pre-arranged absence form must be presented at least three days before the absence occurs. Teachers and/or principal will have final discretion on approving or denying the request. No pre-arranged absences will be granted during finals, unless approved by administration.

Early Dismissal

A request to have a student excused early from class must be sent with the student the morning of the dismissal. The time and reason for leaving shall be included. Please schedule medical and dental appointments outside of regular school hours if possible. The parent or authorized person must report to the designated school entrance and sign the student out. The office will notify the teacher to release the student. Due to security, parents should not go directly to the classroom to pick up their child.

State Compulsory Attendance Law

Act 2 of 1991 Amended by the State of Arkansas' 82nd General Session

"Every parent, guardian, or other person residing within the state of Arkansas having custody or charge of any child age five through seventeen years on or before September 15th of that year shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child, as described in 6-15-501 et. Seq., with the following exceptions.

Policies and Guidelines

Parent Conferences and School Visits

In the interest of the education and safety of students, all parents and visitors should leave the building by 8:10am. If parents wish to visit a class, they must have prior approval of the administration. If parents enter the building for any reason, they must enter the designated entrance, sign in through the office, and receive a visitor's badge. To insure a safe environment, TCS must be aware at all times those who enter the building.

Parents who need to confer with their child's teacher are asked to contact the school office and to schedule an appointment with the teacher during a designated conference period, preferably one

to two days prior to the visit. Parents may also contact the teacher directly through the teacher's e-mail address. Email addresses are listed at www.trinitywarriors.org. Students who wish to shadow a student enrolled at Trinity Christian Schools may do so only at the invitation and with permission of the administration.

Parent Involvement

Trinity Christian Schools desire parents to be involved in the educational process of our students. The administration and faculty oversee school programs and projects that promote TCS and education. We encourage parents to assist the school with the planned events. Parents who visit the school campus or serve as chaperones on field trips are asked to conform to the same code of conduct and standard of dress as required of students.

School Holidays and Gift Deliveries

Because of our Biblical view concerning particular holidays, the following guidelines are in effect:

1. During the Christmas season, our emphasis will be completely on the birth of Christ and the Biblical account of the Christmas story.
2. During the Easter season, our emphasis is completely on the death, burial, and resurrection of Christ.
3. Halloween is not observed as a holiday at TCS.
4. In order to minimize classroom disruptions and security issues, school deliveries such as flowers, gifts, food, balloons, baskets, etc. will be kept in the Central Office until dismissal bell.

Student Birthday Parties (K5-6th)

If you would like to bring a treat for all the students in the class to celebrate your child's birthday, please contact your teacher to make arrangements. ABSOLUTELY NO birthday invitations are to be distributed at school UNLESS all classmates are invited.

Unattended Children

Children not enrolled at TCS must be under CLOSE SUPERVISION and kept quiet by parents or guardians at all times while on school grounds. Children will not be allowed to have free access to school facilities while school is in progress. Children not enrolled at TCS are not allowed to attend school field trips as a general rule; however, arrangements may be made with the teacher in charge but are permitted only at the discretion of the teacher. Parents having gained prior approval through the teacher for the child to attend the field trip must assume all responsibility for the child during the field trip. Final approval is at the discretion of the administration and faculty member.

Lunch Program

Lunch deliveries from an outside food establishment are not allowed at any grade level. Parents may bring food they have pre-purchased for their student at the student's designated lunch period. Lunches are billed monthly.

Parents who wish to order a lunch tray for themselves must arrange through their child's teacher by 8:30 am. The teacher issues a lunch count at the beginning of each day to the office in order for the cafeteria to prepare enough food for every lunch period.

Medication

- Students who become ill or hurt at school are brought to the school office. If your child is in too much discomfort, you will be notified and asked to take your student home. Students needing to go home during the day must be signed out in the school office.
- In the case of minor abrasions and cuts, the injury will be gently cleaned and bandaged. Students are not allowed to help themselves to first aid supplies.
- In the event that a student contracts head or body lice, he will be sent home. The student may not return to class until the school nurse gives him clearance.
- If a student contracts a communicable disease, such as impetigo, the student must remain at home until he can present a doctor's written statement to the school nurse.
- If a student contracts a skin rash, it may be necessary to exclude the student from school until the rash is clear or a doctor's statement is received regarding the rash. The same rule applies to pinkeye.
- Over-the-counter medication and prescription medication that needs to be administered will REQUIRE a MARF (Medication Administration Release Form) completed by your child's physician. These forms may be obtained in the nurse's office. All medication should be brought to the nurse's office no later than 8:15am before the student reports to class. ANY student caught with medication in his possession faces possible suspension or expulsion.
- Students should be free of fever and symptoms of nausea, vomiting and/or diarrhea for at least 24 hours before returning to school after an illness.
- Students too ill to participate in P.E. must bring a note to the P.E. teacher signed by the parent or physician. Students too ill to participate in P.E. are not allowed to participate in other activities of the day (Example: recess, field trips or other events taking place the day of the illness). If a student comes to school saying they cannot participate in P.E., but does not have a note, the student will be excused from P.E. that day. However, the parent will be called, and a note will need to be sent the following day in order for the student to be excused from further P.E. classes.

Articles Prohibited

Cigarettes, alcoholic beverages, drugs, lighters, guns, knives, radios, tobacco products, over-the-counter or prescription medications, hand-held video games, toys (unless approved by the classroom teacher for show and tell, etc.), and gum are not permitted in the school. MP3 players, iPods, cd players, cds, other electronic devices, books, and magazines not related to classroom work are not permitted.

Cell Phones

Cell phones should be turned off and put away anytime the student is in the building or anywhere on campus during school hours. If a student's cell phone goes off during the school day, the cell phone will be taken and turned in to the principal's office.

Building Entry

For security reasons, students are not allowed to use the code to enter the building.

Emergency School Closings

All closings will be announced on KKYR-102.5 FM, www.trinitywarriors.org, and other mediums available.

Library/Media Program

The primary purpose of the library is to expose students to all types of media, to teach library skills, to reinforce skills taught in the classroom, to provide supplementary materials for class work, and to teach independence in the use of a variety of media. Each student will have frequent opportunities to use the library as a resource in his or her academic endeavors. Library books may be checked out. A fine of ten cents per day will be charged for books not returned on the due date. The student is responsible for any lost or damaged books. Progress reports and/or report cards may be withheld until late book fees are paid.

Chain of Command (Matthew 18 Principle)

Any problems relating to the student handbook should be properly addressed (See Matthew 18 principle in the General Information section). The first step is a conference with the staff member. Should additional steps be needed, a conference should be scheduled with the principal, then the superintendent, and finally a meeting with the school board.

Parent-Teacher Conferences

The school is an extension of the Christian home. Trinity Christian Schools recognize the importance of the home and school working together to insure the spiritual and academic growth of the child. We encourage parents to call the school to arrange for parent-teacher conferences whenever the parents feel it necessary or whenever the need of the student could be

met by such a conference. For all conference purposes, follow the chain of command. Teachers may be contacted directly via their Trinity e-mail address. E-mail addresses are listed at www.trinitywarriors.org.

School Sponsored Trips

We expect to have several field trips throughout the year. Before each field trip, students must have a permission slip signed by a parent or guardian. Students choosing not to attend a class field trip will be counted as absent. The same standards of conduct and dress code that are required of students at school are also required on school-sponsored activities.

Parent Chaperones

There are times during the year when parents may be asked to serve as chaperones. When parents serve as chaperones, the school requires parents to dress modestly and to follow the same standards of conduct as required of students.

Educational Information

Grading Scale

The following grading system will be used at Trinity Christian Schools.

A-	89.5-100
B-	79.5-89
C-	69.5-79
D-	64.5-69
F-	Below 64
I-	Incomplete

The conduct grades shall follow the grading system.

Conduct grades for preschool are as follows:

Outstanding	89.5-100
Satisfactory	79.5-89
Needs improvement	69.5-79
Unsatisfactory	64.5-69

Advancement and Retention Policy

Kindergarten (K4/K5)

Careful evaluations are made of our kindergarten students pertaining to their maturity and skill accomplishments before advancement to K5 or 1st grade.

Grades 1-6

Any student making an "F" for the final average in the following subjects will be required to attend and pass summer school or obtain tutoring at the parents' expense. Before being promoted to the next grade, the student in question must be tested in the fall by the administration of Trinity Christian Schools.

Grades 1-2..... Math, Reading, Language/Phonics
Grade 3..... Math, Reading, Language
Grades 4-6..... Math, Reading, Language, Science, History

Only two subjects can be repeated during summer school. Students failing three or more of the above classes will not be promoted to the next grade.

Student Progress

In an effort to keep parents continually informed about the student progress, the following reporting procedures are used.

1. Progress reports will be e-mailed on the fifth week of each nine weeks reporting period.
2. Report cards will be e-mailed each nine weeks.
3. Parent-teacher conferences should be scheduled by sending a note or email to the teacher or calling the school office to schedule a conference. All conferences should be scheduled during the teacher's conference period, preferably one to two days prior to the conference.
4. Parents can view grades online at www.edline.net. Call the school office if you need an access code.
5. Teachers can be reached via their Trinity e-mail address, which can be viewed at www.trinitywarriors.org.

Curriculum

All of the curriculum at Trinity Christian Schools will be primarily Christian in orientation and in harmony with Christian values and beliefs. We rely heavily on the A Beka and Bob Jones University Press Curriculums, as well as selected materials that have been approved by the administration.

Discipline Policies and Guidelines

Discipline Philosophy

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, TCS adheres to the following philosophies:

- The responsibility and authority to discipline comes from God (Ephesians 6:1-4). A teacher stands in Loco Parentis, that is, in the parent's stead. He or she has the same God-given authority the parents have.
- Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is sentimentality (Proverbs 3:11-12).

Discipline Policies

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to authority
- Responsibility in doing assigned tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness of person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct in respect to recreation, social relationships, and language

For K5-6th grades, the teacher will supply a list of classroom rules and consequences at the beginning of the year.

Corporal Punishment

Students will receive corporal punishment as directed by an administrator.

Out-Of-School Suspension

The offending student will be dismissed for the entire day of school for a period of one to five days. Parents will be notified by phone and written notification. The student will not be allowed to participate in any extracurricular activities and will be given zeroes for all tests or assignments during the time of suspension. Suspension does not preclude a student from completing class work. Class work is still required though the student will receive a zero.

Expulsion

Any expelled student will be dismissed from the school system for the remainder of the current school year, and parents will be notified by phone and in writing. Students will be considered for reenrollment following a full year (365 days) of expulsion. This will be determined by recommendation from the administration to the school board.

Student Incompatibility

The Trinity Christian School System is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Students who have had prior discipline problems at TCS or another school, who are married, or who are parents are not eligible for enrollment in or attendance at Trinity Christian Schools.

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