



TRINITY
CHRISTIAN SCHOOL
A Classical and Christian Academy

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**School handbook
2010 - 2011**

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Trinity Christian School School Handbook

SCHOOL COMMITTEE LETTER

Dear Parents,

“Behold, children are a heritage from the Lord,
The fruit of the womb is His reward.
Like arrows in the hand of a warrior,
So are the children of one’s youth.”

Psalm 127:3-4

Trinity Christian School is honored that you have chosen to entrust your children to us for a portion of their spiritual and academic training.

The program at Trinity Christian School is based upon God’s written Word, is presented from a Christian perspective, and is administered with loving discipline. These characteristics provide your children with an excellent, unique learning opportunity.

The school handbook is intended to provide a statement of the basic perspectives of Trinity Christian School. It seeks to answer the most frequently asked questions about the policies and procedures of the school. However, it does not cover all of the areas of the school’s operations. Commitment to the handbook by parents and students enables the school to run in a smooth, safe and orderly manner. We ask that you read the entire handbook with your child. Your child needs to know and understand several portions of the handbook specifically those concerned with discipline and dress. Consistent support of these standards contributes to the production of lasting accomplishments for the students.

Successful educational experiences for your children are dependent upon your involvement as parents. Your support and suggestions as parents are vital for a healthy, growing program. Please feel free to share thoughts on matters close to your heart with the teachers and administration.

We hope that you are as enthusiastic as we are about the role Trinity Christian School has in influencing hearts, wills and minds of the youth that God sends to its classrooms. Trinity Christian School enjoys an excellent reputation, but this will remain true only so long as we all acknowledge that our responsibility is first of all to glorify the true and living God. May we jointly affirm our commitment to this important task.

VISION STATEMENT

Our desire is to help parents cultivate in their children an enduring love of learning, a commitment to serve others, and a dedication to the pursuit of truth, goodness, and beauty, forged from historical models of orthodox Christianity. We aim to graduate virtuous scholars who think clearly, listen carefully, discern wisely, reason persuasively, and articulate precisely — all with an eagerness to glorify God and enjoy Him forever.

MISSION STATEMENT

The Mission of Trinity Christian School is to work for the advancement of the Kingdom of God by providing parents in our community with a full orb ed educational experience for their children through rigorous academics, unique opportunities in the fine arts, and the discipline and training of athletics.

With a full reliance on God, our Lord and Savior, Jesus Christ, and the Holy Spirit, we have purposed to fulfill our mission in the following ways.

1. By offering students a Classical Christian education in the grammar (fundamental facts and knowledge), logic (understanding of ordered relationships) and rhetoric (recognition and expression of ideas in speech and writing) of each subject taught. Further, these subjects will be taught without apology or compromise from a distinctly Biblical worldview.
2. By providing qualified educators and staff who, with a view to pleasing God, are committed not only to teaching truth, but also to exposing lies.
3. By providing our students with peaceful and pleasant surroundings, in which their spiritual and academic growth can be nurtured not only by what they hear, but also by what they see. Our campus and classrooms will be ordered and maintained in a way that reflects what is good, true and beautiful.
4. By actively partnering with families in all aspects of the education and training of their children, always expressing our humility and gratitude for their trust in allowing us to serve *in loco parentis*.
5. By encouraging in our faculty, students and their families, an attitude of respect, loyalty, and consideration towards one another, worthy of those who are called by the name of Christ.
6. By maintaining a strong financial foundation for the school in order that this ministry may continue through the generations until our Lord comes again.

PHILOSOPHY OF EDUCATION

Classical:

Going beyond merely assimilating and restating facts, a classical model of education aims to teach values, truth and critical thinking. Widely used until the mid-twentieth century, this approach educated most of the great thinkers and artists of the Renaissance, Reformation, and early American historical periods. A classical model also best respects the developmental stages of a child's learning abilities, and seeks to build upon the natural stages of cognitive maturation. The grammar stage involves the mastery of fundamentals and facts when elementary grade children naturally love to recite, sing, chant, and memorize. The logic stage emphasizes critical thought at a time when middle school students naturally begin to question, challenge and test things for themselves. Finally, the rhetoric stage focuses on persuasive style and clear expression when young adults are becoming formidable forces in the expansion and enrichment of Christ's kingdom.

Christian:

We believe that all truth is God's truth, and that all subjects should be taught as part of a divinely ordered whole. Our goal is to train children in a world and life view that is distinctly Biblical, giving them the necessary foundation to serve God in every aspect in His world. Trinity students are challenged to bring every thought into captivity for Christ and to use the skills and knowledge they master for glorifying God in all spheres of life. The staff of the school is comprised of individuals of proven Christian character and commitment, who seek to provide a clear model of the Biblical Christian life. Far from merely tacking on religious features, all of our subjects are taught through an organically integrated curriculum, pedagogy, and culture that are specifically Christian.

Education:

Trinity Christian School exists to assist parents in their God-given responsibility of educating their children in the nurture and admonition of the Lord. Under the delegation of the family (*in loco parentis*), we seek to teach and discipline in a secure Christian environment of classical academic excellence. In addition to science, history, and mathematics, our curriculum emphasizes the mastery of English, a working knowledge of classical languages, an appreciation of music and literature, and the disciplines of formal logic and rhetoric.

STATEMENT OF FAITH

1. We believe in the Scriptures of the Old and New Testaments as the inspired Word of God, inerrant in the original writings, the only infallible rule of faith and life.
2. We believe in one true and living God existing in three persons: Father, Son, and Holy Spirit, co-equal and co-eternal.
3. We believe that the heavens and the earth and all things in them were created by God.
4. We believe God created man in His image, and the first man, Adam sinned against God incurring physical and spiritual death for himself and for all who descended from him by ordinary generation.
5. We believe all human beings are born with a sinful nature and need the Savior, Jesus Christ, to be reconciled to God.
6. We believe in one Lord, Jesus Christ, the eternal Son of God, truly God and truly man, begotten of the Holy Spirit and born of the Virgin Mary.
7. We believe Jesus Christ by His righteous life and obedient death obtained redemption for all His people.
8. We believe in the bodily resurrection of Jesus Christ from the grave, His ascension into heaven, His session at the right hand of the Father, and His personal and visible return to this earth at the end of this age.
9. We believe all who are born again of the Holy Spirit receive the Lord Jesus Christ by faith, become children of God by adoption, are indwelt by the Holy Spirit, are enabled more and more to die to sin and to live righteously, and do persevere to the end.
10. We believe in the bodily resurrection of all persons, the judgment to come, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

ADMISSION AND WITHDRAWAL POLICIES AND PROCEDURES

Admission:

1. The school admits students of any race, color, and national or ethnic origin to all the privileges, programs, and activities at the school.
2. The school requires that in the home in which the student resides at least one parent be active in a local, evangelical, Christian church and that no one in that home may engage in practices that are immoral or inconsistent with a positive Christian lifestyle. Practices considered inconsistent include, but are not limited to cohabitating outside the bonds of marriage or being involved in a homosexual relationship.
3. Priority for student registration for a new school year is given in the following order:
 - a. children currently enrolled and reapplying during pre-registration for current families
 - b. new children applying for admission (applications will be considered in the order in which they are received).
4. Applications for enrollment will be accepted at any time.
5. Payment of the application fee is necessary to begin the admission process.
6. Minimum age requirements for admission are:
 - a. Kindergarten: 5th birthday by September 1
 - b. First Grade: 6th birthday by September 1.
7. Being toilet trained is necessary for admittance.
8. An immunization certificate issued by the local health department is to be submitted.
9. Student academic records from former school are to be submitted.
10. Testing may be required of an applicant to determine placement in the program or if the school can meet the child's needs.
11. Both parents are required to attend an interview conducted by the headmaster.
12. If it is determined that the needs of the child can be met and space is available, the child may be admitted if the parents affirm their support for the school's Christian philosophy of education and rules and procedures. If no space is available, the child's name will be placed on a waiting list. Notification of acceptance is done by letter. The school is not obligated to honor the registration of children if there are not sufficient numbers to fill

a class. Kindergarten has a cap of 16 students, grades 1-5 a cap of 20 and grade 6-12 of 23. The administration has final authority on class size.

Church School Enrollment Form:

Alabama Code Section 16-28-7 requires that a Church School Enrollment Form be filed with the office of the public school superintendent by the parent of any child age seven to sixteen enrolled in a church operated Christian school. This requirement is completed for first grade students prior to the opening of school because several of the students will turn seven during the school year. For convenience, local school superintendents allow Trinity Christian School to issue this form.

Tuition and Fees:

A schedule of registration fees and tuition is available on a separate form obtainable in the school office and is also available on our school web site at www.tcsopelika.org under "Admissions".

Tuition is due the first (1st) of each month and is considered late on the eleventh (11th) of the month. A five-dollar (\$5.00) late fee is assessed after the tenth (10th) of the month for each child enrolled.

Arrangements must be made to pick up your child at scheduled dismissal times. Teacher supervision ends 15 minutes after dismissal times. A late fee of \$5.00 is assessed for pick up during the first five minutes after supervision ends. After the first 5 minutes, \$1.00 per minute per child is assessed for a child picked up beyond the five-minute grace period. There will be no early dismissals on a regular basis for music lessons, etc., or for other extra-curricular activities.

Financial Responsibility:

Parents of students at Trinity are expected to fulfill financial obligations to the school. Timely payment of tuition and fees, due on the first day of each month is to be made in accordance with terms specified in writing and supplied to parents.

1. By turning in a registration form to the office the family is agreeing to pay all fees and tuition for the entire school year.
2. While the school does not bill its families, a reminder will be sent when an account becomes delinquent.
3. If an account becomes one month delinquent, the child will be suspended from school until the balance is paid unless satisfactory arrangements for payment have been made with the administrator.
4. Should a family elect to withdraw their child from Trinity, for any reason, it is that family's responsibility to inform the school in writing and to pay a fee of \$1000 per child. In addition, they will be expected to pay all tuition due through the month of withdrawal and all book and supply fees for the year. These fees are due immediately upon withdrawal.
5. Trinity Christian School does not accept state funding. This includes vouchers.
6. Damages to school property, made by a student are the responsibility of the parents of that student.

Withdrawal from School:

When a student is withdrawn from the school, a withdrawal form must be secured from the school office, completed and signed by the parent, and returned to the office. Withdrawal does not necessarily entitle the family to refund or reduction of fees or tuition. (See *Financial Responsibilities*)

Re-enrollment:

1. In order to be registered for the next school year a family's financial account must be current.
2. Payment of the registration fee is required.
3. A child may be denied re-enrollment due to poor academic performance, behavioral problems or lack of parental support for the school's Christian philosophy, rules and procedures, programs or staff.

Any reference to parent(s) refers also to legal guardians

PROGRAM OF INSTRUCTION

School Hours:

Full Day Program:

Kindergarten:	7:50 – 11:45 AM
Grades 1-6:	7:50 AM – 2:45 PM*
Grades 7-12:	7:50 AM – 3:00 PM*

*Some music and sports classes dismiss after 3:00 PM.

Dismissal After Academic Subjects:

Kindergarten:	N/A
Grades 1-2:	7:50 AM – 12:15 PM

Early dismissal not available for grades 3-12.

Teacher supervision in the lunch room will begin at 7:15 AM. Children will be dismissed to their classrooms at 7:35 AM.

Arrangements must be made to pick up your child at scheduled dismissal times. Teacher supervision ends 15 minutes after dismissal times. A late fee of \$5.00 is assessed for pick up during the first five minutes after supervision ends. After the first 5 minutes, \$1.00 per minute per child is assessed for a child picked up beyond the five-minute grace period. There will be no early dismissals on a regular basis for music lessons, etc., or for other extra-curricular activities.

Teachers:

Selection of teachers is based on their experiential religion, practical experience and specialized education.

Curriculum:

The Kindergarten program is designed to help your children develop positive attitudes toward the school setting, exposing them to the important readiness skills that prepare them for first grade instruction. In Kindergarten the children will be exposed to number concepts and to sound/letter relationships and word recognition skills preliminary to reading. Kindergarten students are reading simple words and sentences by the end of the school year.

The core subjects in the **Grammar** curriculum are grammar, spelling, reading, literature, penmanship, mathematics, science, history, geography, Latin, music, physical education, and Bible. Phonics is utilized as the main tool for helping students learn to read. All courses are taught from a perspective that insures that the school's philosophy is implemented in the classroom. Love and appreciation for America is stressed, but care is taken not to present Christianity and Americanism as synonymous.

The **Logic and Rhetoric** curriculum includes literature, mathematics, science, history, geography, computer keyboarding, computer applications, Latin, formal logic, formal rhetoric, and Bible. Students who are enrolled full time at Trinity from 9th – 12th grades receive an advanced (college preparatory) diploma. Trinity does not offer a basic or vocational diploma.

The Bible curriculum emphasizes the fundamental truths of historic Christian orthodoxy. We recognize that a variety of viewpoints will naturally exist in an interdenominational setting, and we encourage dialogue among students and faculty, while showing tremendous Christian respect, fairness, and kindness. We encourage our parents to emphasize the distinctives of their own church or denomination at home with their children.



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Graduation Requirements:

English 4 credits

- 9th Grade - Classical Literature & Composition
- 10th Grade - British Literature & Composition
- 11th Grade - American Literature & Composition
- 12th Grade - Rhetoric

Mathematics 5 credits

- 8th Grade – Algebra I
- 9th Grade - Geometry
- 10th Grade – Algebra II
- 11th Grade - Statistics and Trigonometry
- 12th Grade - Pre-Calculus or Personal Finance

Science 4 credits

- 9th Grade - Logic
- 10th Grade - Biology
- 11th Grade - Chemistry
- 12th Grade - Physics

History 4 credits

- 9th Grade - Ancient History
- 10th Grade - World History
- 11th Grade - American History
- 12th Grade - Government/Economics

Electives 4 credits

- 9th Grade – PE/Band/Jazz Band/Ensemble/Yearbook/Drama/Newspaper
- 10th Grade – PE/Band/Jazz Band/Ensemble/Yearbook/Drama/Newspaper
- 11th Grade – PE/Band/Jazz Band/Ensemble/Yearbook /Drama/Newspaper
- 12th Grade – PE/Band/Jazz Band/Ensemble/Yearbook/Drama/Newspaper

Foreign Language 2 credits

- 9th Grade - Spanish I
- 10th Grade - Spanish II

Bible 4 credits

- 9th Grade – Old Testament Survey B
- 10th Grade – Church History
- 11th Grade – Intro to Christian Doctrine
- 12th Grade - Apologetics

Computer 1 credit

- Keyboarding – ½ credit (one semester)
- Computer Usage (Excel, Power Point, Word) – ½ credit (one semester)

Each student needs at least 26 credit hours to graduate from Trinity Christian School. In addition, the student must be a full time student at Trinity Christian School for his 10th – 12th grade years to receive a Trinity diploma.

Associations and Accreditations:

Trinity Christian School is a member of The Association of Classical and Christian Schools (ACCS) and The Association of Christian Schools International (ACSI). The education your child receives at Trinity Christian School is recognized by the state of Alabama and thus is generally transferable to other institutions. By choice Trinity Christian School is not accredited by the state. Additionally, Trinity Christian School does not accept government funding nor do we accept voucher funding.

Textbooks and Supplies:

Both hardback and consumable textbooks are used. Hardback books are property of the School while consumable books become the property of the children. The book fee helps the school purchase the books needed each year, but does not completely cover the cost of buying each book used.

Children are responsible for the safekeeping of school-owned books. If loss or damage occurs, the family's financial account will be assessed the replacement cost for the book.

Textbooks are selected for use based upon good teaching principles, appropriate reading level, and content. The use of Christian textbooks in each field is preferred. When it becomes necessary to use secular textbooks, teachers are to give a Biblical perspective to the material, especially those sections that may be contrary to God's Word.

Supplies are furnished for the children in grades K - 6. The annual supply fee covers the cost of these supplies. Families should provide a backpack for their students. Families with students in grades 7 – 12 will be furnished with a list of supplies to be purchased for their students for the year.

Field Trips:

Field Trips are taken when they enhance the accomplishments of teaching/learning goals and objectives. Parents are always notified in advance of a planned excursion away from the campus. However, the signed permission of a parent is not necessary for each trip since the school registration form contains a parent permission provision whereby the child may be included in field trips.

Chapel:

Chapel is held once a week for students in grades 1-12. This is a time for spiritual refreshment and encouragement through, corporate singing and the hearing of God's Word from selected speakers. Occasionally, a particular class may take the responsibility in presenting the chapel program.

Student Evaluation:

The evaluation of students is on-going on a day-to-day basis. The purpose of evaluation is to ascertain strengths and to identify weaknesses for remediation. Evaluation is never an end in itself. The school's reporting system is designed to keep parents regularly informed regarding the progress of their children.

1. Progress Reports are issued for grades 1-12 mid-way through each grading period, indicating whether or not the child is doing satisfactory work. (Satisfactory work is defined as grade C or higher.)
2. Report Cards are issued four times per year. The evaluation reflects the child's performance in relation to grade level expectation.
3. Parent – Teacher Conferences are scheduled with parents shortly after the end of the first grading period as deemed necessary. Additional conferences may be scheduled at any point in the school year at the request of the teacher or parent. A parent desiring a conference should contact the teacher to set up an appointment that is mutually convenient.
4. The Grading Scale used at Trinity Christian School is as follows:

A ...Excellent	90% - 100%
B ...Good	80% - 89%
C ...Fair.....	70%-79%
F ...Failure	69% and below

5. Standardized Tests are administered periodically, giving an objective assessment of student performance in relation to students in the same grades throughout the country. Results of the tests are supplied to parents. Such tests also serve to assess the school's program of instruction. Trinity Christian School uses the SAT 10 for standardized testing.
6. Promotion to the next grade level is dependent upon a child's satisfactory completion of grade level expectations and the teacher's recommendation.
 - a. Provisional promotion to the next grade level may be granted by the headmaster conditioned upon the child's satisfactory completion of a summer course of remedial study or tutorial instruction.
 - b. Retention: The decision to retain a child in the same grade for the next school year is made by the headmaster. Such a decision will be rendered out of concern for the success of the child, the demands upon the teachers, and the integrity of the school. The teacher will inform the parents that a child may be retained as early in the school year as possible.
7. Certificates and Diplomas: A certificate of completion, printed on the report card, shall be awarded to each student who satisfactorily completes the requirements of each grade. A diploma will be awarded those students who satisfactorily complete the twelfth grade.

Homework:

The general objectives of homework are to reinforce classroom instruction, practice mastery of skills, and apply acquired skills and knowledge. Homework is not necessarily assigned each day.

The school does not have fixed time guidelines for homework. Teachers are encouraged to assign only so much homework as is necessary to meet general objectives and to allow the average student adequate time to pursue outside interests.

ATTENDANCE

Philosophy:

Regular attendance in class is essential for a student's success in school. No one can ever truly make up or compensate completely for absences from class. When absences must occur it is important that the parents and student attempt to bridge the gap created by the absence. The absence of a child for more than ten days in a given semester may result in retention in grade level or in some cases expulsion from school. Every effort should be made to have a child in school during the school year. Trinity Christian School has several holidays during the school year as well as a long summer vacation. Please schedule vacation and family trips during these scheduled holidays.

Excused Absences:

1. Excused absences include those caused by illness or injury, doctor, dentist or other professional appointments, and family emergencies such as a death in the family.
2. Excused absences may also include those that are planned, e.g., when a student must accompany the family on out-of-town business or other special family occasions. In such cases prior arrangements must be made with the teacher after the headmaster has given approval. Seek approval from the principal as soon as you are aware of the need to take your student out of school. Parents are not to use this category very often. Such absences will not be excused repeatedly.
3. The make-up of missed work is the responsibility of the student. The teacher will decide which work must be made up. The time given a student to make up work will be determined by the teacher. Any assignments or tests not made up within two weeks following an absence will receive an "F". In every case the make up work should be completed no later than one week following the end of the grading period.

Unexcused Absences:

1. Any absences other than those mentioned above are considered unexcused.
2. Consequences of unexcused absences are as follows:
 - a. The student will receive an "F" for all graded assignments and tests administered on days during which the unexcused absence occurred.
 - b. If a pattern of unexcused absences emerges the principal will seek the parents' cooperation in obtaining the student's regular attendance. If a pattern continues the student's continued enrollment may be jeopardized.

Tardiness:

Being on time helps develop personal discipline, allows preparation for instructional time and demonstrates an interest in the importance of others over self. The children are expected to be present and prepared to begin class when school begins at 7:50 each morning. Students not in the room and ready for class to begin will be considered tardy when the tardy bell rings. A record of tardiness will be maintained. Families will receive a warning letter if a child is tardy three times in a given quarter. Being tardy five times in a given quarter will result in 1 absence being recorded for the student. The previous count of tardy four times will remain on the book as well. Each tardy over four in each quarter will result in an additional absence being recorded. (Ex. If a child is tardy six times one quarter his report card would reflect the following: Tardy 4 and Absent 2.)

If the morning greeters are still in front of the school when you drop your child off in the morning you may drop them off in front of the school. If the greeters have already gone inside your student is tardy and you need to come check them in at the office. Please do not drop them off and leave if the greeters are already off duty. **Do not** drive around to the back of the school to drop your child off if the greeters have already left the front of the building. We only drop off in back during inclement weather.

LUNCH PROGRAM

Local restaurants cater lunches at Trinity each day. Families should keep up with days that their child has not ordered lunch from a vendor and send lunch from home on those days. Student lunches brought from home should not require refrigeration or heating. The kitchen facility at Trinity is not adequate to provide these services for the entire student body. When lunches are brought from home eating utensils, napkins, etc. should be brought as well. Soft drinks are not to be brought to school. Orders for the lunches will be turned in during homeroom on Friday for the following week's lunches. Orders received after homeroom will not be accepted.

Milk and juice tokens are available for purchase at the school and are sold each Friday during homeroom. Students should purchase enough tokens for the following week's lunches. We will not be taking money nor making change each day.

PARENT/SCHOOL RELATIONS**School Communications:**

From time to time notices from teachers, the headmaster, the administrator, or the school committee will be sent home with the students. Teachers will supply parents with notices relative to classroom activities and other important information. Parents should be alert so that they receive all such notices. Submission of a frequently use email address is requested for all families on the registration form. These addresses will only be used to inform parents of this important information electronically. Also, copies of this and additional information will be posted on the school web site at www.tcsopelika.org. Please make a habit to check the web site daily.

Classroom Visitation:

Parents are welcome to visit the classrooms. These visits must be cleared in advance with the teacher and headmaster. Anyone visiting campus must first check in at the school office.

Complaint Procedure:

Occasional misunderstandings may arise between the parent and the school. Lack of communication between those involved make problems more difficult to resolve. The school committee has adopted the following policy, derived from Matthew 18, to address misunderstandings or perceived offences:

1. All questions, problems or complaints should be brought to the individual involved to seek a resolution.
2. If the situation is not resolved through direct contact, the problem should be brought to the person(s) next in authority in the school. (Headmaster or Administrator)
3. The school committee will serve as the final mediator in any difficulties that may arise. A letter may be written to the school committee and submitted to the school office describing the problem and the steps taken to resolve it. The school committee will review the letter and contact the person(s) submitting it.

OFFICE POLICIES AND PROCEDURES**Checking Students Out of School:**

Occasionally a child must leave school early because of an appointment that must be scheduled during school hours. When this is necessary the parent should send a note to the child's teacher on the day of the appointment telling the time that the child is to be checked out and for how long he is expected to be away from the school. The parent must come to the office at the designated time and sign the child out of school. If the child will be returning to school that day the parent should return with the child and sign him back in to school.

Student Records:

The school maintains a permanent cumulative file for each student. Records of health, grades and standardized tests make up the main content of this file. The confidentiality of these records is guarded. Access to a student's cumulative file is given to a member of the faculty or staff only as needed under conditions specified by the administrator.

Trinity Christian School will release copies of the content of these files to another school system only upon written request authorized by the child's parent.

Telephone Use by Students:

Student use of the telephone is limited to calls that appear to be emergencies. The possession or use of cell phones by students on campus is prohibited.

Messages for Students:

Plans should be made with students before arriving at school each day. If the need arises to get an urgent message to a student parents may contact the school secretary who will see that the child receives the message. Please limit the number of calls to the school office with messages for your children.

Lost and Found:

Found items are kept in a box in the hallway outside the new building restrooms (upstairs). Students and parents should check this location to reclaim lost items. Please label your child's jackets, lunchboxes, and other personal items so that they will be easily recognized as belonging to him. Items not reclaimed in a reasonable amount of time may be given to those in need.

HEALTH**Current Telephone Numbers:**

It is imperative that parents notify the school office of any changes in home, work or emergency telephone numbers. Those numbers are kept near the secretary's phone for immediate reference. Lack of any one of the current numbers could affect a child's welfare in the event of an emergency.

Immunization Form:

A Certificate of Immunization and a Certificate of Second MMR from a physician, the health department or a former school must be on file for a child to begin classes. These immunizations must remain current with Health Department Guidelines.

Administration of Medicine:

The school does not keep nor dispense over-the-counter or prescription medications unless parents provide a note giving permission and send the medicine to school. All efforts should be made to schedule medication times for times when the student is at home. We understand that some medications, such as antibiotics, must be given throughout the day. The parent should indicate correct dosage and time for the teacher to administer medications in the note to the school.

First Aid:

First aid treatment will be rendered for minor injuries. If there is the slightest indication of serious injury the parents will be contacted. If an emergency medical situation arises and the office fails in its attempts to reach the parents medical treatment for the child will be secured in accordance with the information on the registration form or from qualified medical personnel through local emergency services.

Illness:

An ill child should not be sent to school because his body is not capable of meeting the demands of the classroom and his classmates run the risk of catching the illness. A child who has had a fever should remain home until he has been fever free without the aid of medicine for twenty-four hours. If antibiotics are prescribed the child should stay out of school until he has been taking them for twenty-four hours.

The headmaster may prohibit a child's attendance because of a contagious illness or condition and may outline to the parents the conditions under which the child may return.

Students who become ill at school will be cared for temporarily while parents are notified. Parents are expected to come to the school immediately to pick up the sick child.

SAFETY**Traffic Patterns:**

In order to insure maximum safety for all the children during drop off in the morning and dismissal in the afternoon traffic patterns are established by the administrator. These patterns will be supplied to the parents before the opening day of school. For the safety of your children please observe the procedures and stay in the line even after your child gets into or out of the car. Do not pass in line.

Inclement Weather:

From time to time it may be necessary either to cancel school or to delay its opening because of hazardous driving conditions due to inclement weather. When such conditions exist the following radio and television stations will be supplied information for broadcast:

Radio – WKKR/97.7 FM and WANI/1400 AM

Television – WSFA/Channel 12 – Montgomery

School Web Site – www.tcsopelika.org

Severe Weather:

There are certain procedures that Trinity Christian School must follow when the local area is under a severe weather alert. The school has been instructed by the Lee County Emergency Management Agency not to dismiss school if the local area is under a tornado warning. In order to assure the safety of your child, the school will put all children in the more secure shelter areas of the school when a tornado warning is received. The Lee County EMA communicates

directly with the schools in the area via radio in order to assure no delays in receiving all watches and warnings. Only when the alert expires or is downgraded to a watch will the school be dismissed.

Emergency Drills:

Fire and tornado drills are conducted periodically giving both teachers and students a greater sense of security from knowing what to do in times of emergency.

DISCIPLINE

Philosophy:

The Bible clearly teaches that parents are primarily responsible for the discipline, training, and instruction of their children. While Trinity Christian School can assist parents in their God-given responsibilities it cannot assume the task that God has given to parents. The school can only serve parents as their appointed and authorized representatives in a child's training during the school day.

In formulating a philosophy of education and discipline, the school has attempted to align itself as closely as possible to the Bible's instructions to parents to discipline their children in the nurture and admonition of the Lord (Proverbs 3:11, Proverbs 13:1, Ephesians 6:4, Colossians 2:5, Hebrews 12:11, and Revelation 3:19 are just a few examples of instructions for discipline out of many found in the Bible). In this way, we seek to reinforce and support at school the training children should receive at home.

God expects parents and other authorities to discipline children so as to produce children who become more self-disciplined, requiring less supervision as they mature. God's ultimate purpose in charging parents and authorities with this task is to prepare children to respond to God in faith unto salvation and to live in harmony with His commandments as set forth in the Bible.

God-given responsibilities in the discipline process exist not only for parents and teachers, but for students as well. During school hours and at school-related and school-supervised functions students are to respond to school faculty and staff members with the same obedient and respectful spirit that should be present when they respond to their parents. Any failure to maintain a Biblical attitude of respect and obedience to school standards will result in disciplinary action that is appropriate to the violation. The school expects parental support in the administration of such disciplinary action.

While operating within this philosophy of discipline, only then can the educational process at Trinity Christian School reach its potential.

Specific Rules:

1. Students are forbidden to possess, consume, supply or sell any restricted substances including tobacco, alcohol and drugs.
2. Malicious or careless defacing, or damaging of school property is not allowed. In addition to appropriate disciplinary action the replacement or repair of such property by the student and/or his parents will be required.
3. Disrespectful conduct or attitude, disruptions in class, unruly behavior, stealing, profanity, vulgarity and physical or verbal abuse of others is prohibited.
4. Dangerous items such as knives, etc., are not permitted on campus. Cell phones, music and media players, and other items of personal property shall not be brought to school except when permission is granted by the teacher in cases when an item may contribute to the instructional program. Disobedience to this rule will result in the item being confiscated by school staff. Confiscation may be permanent.
5. Because of potential damage to carpets and furniture gum chewing is prohibited on campus.
6. We discourage anything that would facilitate dating or "going out" among the students. There may be no public displays of affection (e.g., holding hands, sitting in laps, etc.) between students.

Violation of Rules:

Any violation of school rules will subject a student to disciplinary action. In every case appropriate disciplinary action requires the admission of error, restitution and/or reconciliation and appropriate censure.

Means of Discipline:

1. Individual teachers will handle discipline in their own classes for the most part. Their methods include, but are not limited to, having the student miss a recess, do a chore or write an essay. When the teacher's corrective measures have not achieved the desired ends, the cooperation and assistance of the parents is sought. If the undesirable behavior continues the child will make an office visit. Parents will be notified if this occurs. During this office visit, the headmaster speaks with the child about repentance and obedience and warns him that further disobedience will result in corporal punishment (padding).
2. Corporal punishment is a Biblical method of discipline permitted at Trinity Christian School. It is used upon the second office visit for a child not responding to other corrective measures. Corporal punishment is also used if a child uses profanity, is disrespectful to a teacher or engages in physical fighting. Corporal punishment is administered privately usually by the headmaster and witnessed by the teacher or another staff member. Parents will be notified when a child has received this form of correction.
3. Suspension: The School may suspend any student for transgressing its rules. Suspension is a serious matter and will be handled by the headmaster. The headmaster may suspend a student when he intends to recommend that a student be expelled (permanent dismissal).
4. Expulsion: Expulsion (permanent dismissal) from school may be administered only by the school committee. It may be administered among other reasons when:
 - a. Specific Rules 1-4 are violated.
 - b. The assault or battery of a member of the faculty or staff occurs.
 - c. Other serious moral offenses occur.
 - d. The parents of a student are unwilling to cooperate with the school in the discipline of their child or to support the school's philosophy of education or discipline.

CODE OF CONDUCT

Scripture is quite clear about how we should conduct ourselves and treat others. Trinity Christian School seeks to help students learn God's Word and reflect it in their behavior. Proverbs 19:1 states, "Better is a poor man who walks in his integrity than he who is perverse in speech and is a fool." In Proverbs 20:11 we read, "It is by his deeds that a lad distinguishes himself if his conduct is pure and right." In 1 Timothy 4:12 Paul admonishes Timothy with these words, "Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe." Colossians 3:8 says, "But now you also, put them all aside: anger, wrath, malice, slander, and abusive speech from your mouth." Paul in Philippians 2 sums up our desire for these students' conduct. Philippians 2:1-4 says, "Therefore if there is any encouragement in Christ, if there is any consolation of love, if there is any fellowship of the Spirit, if any affection and compassion, make my joy complete by being the same mind, maintaining the same love, united in spirit, intent on one purpose. Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; do not merely look out for your own personal interests, but also for the interests of others."

Students are expected to conduct themselves with respect and decorum at all times while at school. Students are expected to address their elders with respect and their peers with courtesy. They should seek to be helpful whenever possible. They should minimize noise and avoid running and rough play in the school buildings, in the church building and on the sidewalks. Students should always hold doors open for others and use appropriate etiquette. With this in mind we expect students to act as good stewards of the resources, reputation, and integrity of the school through the following behaviors.

1. Walk calmly and quietly inside the buildings and on walkways.
2. Use “Sir” and “Ma’am” when addressing adults.
3. Refrain from writing or passing notes while at school.
4. Respond courteously when greeted.
5. Demonstrate a respectful attitude toward adults and classmates.
6. Use language that is pleasing to the Lord and edifying to others.
 - a. no foul language
 - b. no name calling
 - c. no hurtful comments
7. Shake hands when introduced to an adult.
8. Make eye contact when speaking.
9. (Boys) open doors for and offer their chairs to girls and ladies.

Although it is our hope and prayer that your child will someday find joy in a Christ-centered, fulfilling marriage we believe that our society encourages boy-girl relationships at much too early an age, well before children have the maturity to handle such relationships. With this in mind Trinity Christian School discourages anything that would facilitate dating or “going out” among the students. Dating at school functions is not allowed. Group activities are encouraged in order to discourage pairing off. Flirting will be strongly discouraged while students are at school and school related functions. There may be no public displays of affection (e.g., holding hands, sitting in laps, etc.) between students.

DRESS CODE

1. A student’s personal appearance is evidence of his respect for himself and for others. Neat and clean appearance is a concern of the School.
2. Students in grades K-12 must wear the approved school uniforms to all school functions unless directed otherwise.
3. Each student’s uniform should be clean and in good repair.
4. Students are not to wear anything that is offensive to Christianity or that promotes rock music, alcohol, tobacco, drugs or profane language.
5. A student’s hair must be clean, neat and styled in a way that is appropriate to the student’s gender. Boy’s hair length must be above the collar in the back and above the eyebrows in the front. Faddish hairstyles will not be allowed.
6. The headmaster has final discretion in all matters of dress and hairstyles.

POST SCRIPT

The school takes seriously the training of your children. Periodically the staff meets together to pray for each other and for our school families. They are concerned that each child will grow “in wisdom, in stature, and in favor with God and man.” We covet your prayers for our staff and faculty as we undertake this important task.

Trinity Christian School Alma Mater

Words by I.R.M.

Tune, Praise My Soul, the King of Heaven (p. 76 Trinity Hymnal)

Southern skies spread wide above you
 Southern stars shine overhead,
 Laud to thee our alma mater
 Blessed by God, by Spirit led.

Laud to thee our alma mater
 Blessed by God, by Spirit led.

Flames of truth with wings like eagles
 Virtue, strength, you've taught us well,
 Duty, honor, guide us forward
 Strong against the gates of hell.

Duty, honor guide us forward
 Strong against the gates of hell.

Future flights now lie before us
 Guided by your faithful light,
 May we keep the truth you've taught us
 May God keep us in the right.

May we keep the truth you've taught us
 May God keep us in the right.

Heaven's skies spread wide above you
 Heaven's stars blaze overhead,
 Trinity, our alma mater
 Father, Son, and Spirit led.

Trinity, our alma mater
 Father, Son, and Spirit led.