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MESSAGE FROM TRINITY SCHOOL COMMITTEE

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-orbed 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 refuting error.
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.

STATEMENT OF FAITH

1. We believe in the Scriptures of the Old and New Testaments as the inspired, inerrant Word of God, 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.

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.

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, involvement in same-sex 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. siblings of currently enrolled students who apply during pre-registration
 - c. new children applying for admission (applications will be considered in the order 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 August 1
 - b. First Grade: 6th birthday by August 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 will be required of an applicant to determine placement in the program or if the school can meet the child's needs. A student interview may take place during this testing session.
11. Both parents are required to attend an interview conducted by the administration.
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. Projected enrollment for kindergarten is twenty-four students and approximately twenty students for grades one through twelve. The administration has final authority on class size.
13. Enrollment for students no later than tenth grade is required to receive a TCS diploma. Exceptions may be granted by the School Committee in some cases.

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 after the tenth (10th) of the month. A ten-dollar (\$10.00) 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 remain current in paying all tuition and fees for the entire school year.
2. Once a month a statement will be emailed to all families. Late charges will be added the 11th of each month.
3. If an account becomes one month delinquent, the child may 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 a child from Trinity, for any reason, it is that family's responsibility to inform the school in writing and to fulfill all financial obligations. The withdrawal fee is \$1500 per child from the time you enroll until November, or \$1250 per child from December through the end of the school year. In addition, the family will be expected to pay all tuition due through the month of withdrawal. This fee is 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 Responsibility*)

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 re-enrollment 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.

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
Kindergarten Enrichment Program:	noon until 2:45 PM

Teacher supervision will begin at 7:15 AM. Children will be admitted to their classrooms at 7:35 AM. Arrangements must be made to pick up children 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. 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. The school requires that teachers be active in a local, evangelical, Christian church and may not 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, involvement in same-sex marriage, or being involved in a homosexual relationship.

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, art, 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.

**Graduation Requirements:**

English	4 credits
9 th Grade – Classical Literature & Composition	
10 th Grade – European Literature & Composition	
11 th Grade – American Literature & Composition	
12 th Grade – Rhetoric	
Mathematics	4 ½ credits
8 th Grade – Algebra I	
9 th Grade – Geometry	
10 th Grade – Algebra II	
11 th Grade – Pre-Calculus with Trigonometry	
12 th Grade – Calculus (1 credit) or Personal Finance (½ credit)	
Science	4 credits
9 th Grade – Biology	
10 th Grade – Anatomy	
11 th Grade – Chemistry	
12 th Grade – Physics	
History	4 credits

9 th Grade – Ancient History	
10 th Grade – World History	
11 th Grade – American History	
12 th Grade – Government/Economics	
Logic	1 credit
8 th Grade – Logic I (½ credit)	
9 th Grade – Logic II (½ credit)	
Fine Arts	2 credits
10 th Grade – Survey of Art	
11 th Grade – Survey of Music (If not satisfied by taking Band or Choral Ensemble)	
Electives	4 credits
9 th Grade – PE/Band/Jazz Band/Choral Ensemble/Art/Journalism/Theater/Yearbook/Soccer/Tennis/Basketball	
10 th Grade – PE/Band/Jazz Band/Choral Ensemble/Art/Journalism/Theater/Yearbook/Soccer/Tennis/Basketball	
11 th Grade – PE/Band/Jazz Band/Choral Ensemble/Art/Journalism/Theater/Yearbook/Soccer/Tennis/Basketball	
12 th Grade – PE/Band/Jazz Band/Choral Ensemble/Art/Journalism/Theater/Yearbook/Soccer/Tennis/Basketball	
Foreign Language	3 credits
9 th Grade – Latin III	
11 th Grade – Spanish I	
12 th Grade – Spanish II	
Bible	4 credits
9 th Grade – Old Testament Survey B	
10 th Grade – Church History	
11 th Grade – Intro to Christian Doctrine	
12 th Grade – Apologetics	
Computer	1 credit
Keyboarding & Computer Applications (Excel, Power Point, Word)	

Each student needs at least 28 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.

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Associations and Accreditations:

Trinity Christian School is a member of The Association of Classical and Christian Schools (ACCS) and is accredited by the ACCS. 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 school-owned and consumable textbooks are used. Textbooks are property of the school while consumable books become the property of the children.

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 intentional in giving a Biblical perspective to the material, especially any section that may be clearly align with God's Word.

Supplies are furnished for the children in grades K – 4. Families with students in grades 5 – 12 will be furnished with a list of supplies to be purchased for their students for the year.

Technology Usage:

Trinity Christian School encourages the responsible use of technology in support of the mission and goals of the school. Technology usage must be in support of educational objectives. Proper codes of conduct and exemplary behavior in regard to technology use must be exhibited as Christ's representatives. Students are supervised when using technology at school. Students will be granted limited access to the school's computers. They should endeavor to complete assignments involving computer usage at home as much as possible. Students are not allowed to bring personal technology devices to school, with the exception of calculators required for math classes.

Field Trips:

Field Trips are taken when they enhance 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 ongoing 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 the child is doing satisfactory work. (Satisfactory work is defined as grade C or higher.)
2. Report Cards are issued three times per year. The evaluation reflects the child's performance in relationship to grade-level expectation.
3. Parent – Teacher Conferences are scheduled with parents shortly after the middle 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. Credits toward graduation are given for classes taken using the following criteria:
 - ½ credit is awarded for classes meeting for 50 – 99 hours
 - 1 credit is awarded for classes meeting for 100 or more hours.
6. Standardized Tests are administered yearly in grades 3, 5, 7, and 9, 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.
7. 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 principal 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 principal. 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.
8. 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 graduation requirements. Unless a student is full time from tenth grade through twelfth grade, he/she will not be included in the class ranking calculation.

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 homework necessary for students to meet general objectives and pursue academic excellence while engaging in 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. Vacations and family trips should be taken during scheduled school 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. Approval must be sought from the principal no later than two weeks prior to the absence. Since success in the classroom takes precedence, students who are performing poorly in a particular subject could be denied an excused absence. Parents are asked to be prudent and use great discretion in this area. As a rule, such absences will not be excused on more than one occasion during the school year.
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 a maximum of two weeks following an absence will receive an "F". In the case of an absence coming at the end of the grading period the make-up work should be completed no later than one week following the end of that 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 term. Being tardy five times in a given term 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 term will result in an additional absence being recorded. (Ex. If a child is tardy six times one term 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.

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. Lunches may be ordered in one of the following ways.

- 1) Lunches may be ordered through ParentsWeb by Friday at 8AM each week for the following week. Additionally, you may choose to order for one month at a time based on notification from the school office. When ordering through ParentsWeb payment is due at the time the order is submitted.
- 2) Should you choose to order lunches through our former system, your lunch envelopes/orders for the following week will be due during homeroom on Friday morning. Envelopes will not be accepted after homeroom on Friday.

Milk/juice may be purchased for a week or longer time period based on notification from the school through RenWeb when ordering lunches. Alternately, tokens will be sold to the students during homeroom on Friday. Milk and juice cost \$0.50 each.

PARENT/SCHOOL RELATIONS

School Communications:

From time to time notices from teachers, the principal, 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 used 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, certain items will be posted on the school web site at www.tcsopelika.org. Please make a habit to check the web site frequently. Lastly, messages that are time-

sensitive (which may include messages about inclement weather) will be sent through RewWeb Parent Alert text messaging. Parents are asked to keep cell phone information up-to-date in RenWeb.

Classroom Visitation:

Parents are welcome to visit the classrooms. These visits should be cleared in advance with the teacher. 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 offenses:

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. (Principal 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. Students who drive to school may check themselves in and out with permission from their parents either through a call to the school office or a note from parents.

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 use of cell phones by students on campus during school hours is prohibited. Students possessing a cell phone should leave it in their cars until after school. Cell phones will be confiscated if seen by faculty or staff.

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 receptionist who will see that the child receives the message. Please limit the number of calls to the school office with messages for your children. Messages between parents and their students **should not be sent** through text messages on cell phones.

Lost and Found:

Found items are kept in a box in the school administrative building. 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 in our database for immediate reference by our office staff. 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 should 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. Students must turn all medicine in to the office. (The only exception is inhalers and epi-pens.)

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 principal 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 information will be supplied through the following means:

- Radio – WKKR/97.7 FM and WANI/1400 AM
- Television – WSFA/Channel 12 – Montgomery
- School Web Site – www.tcsopelika.org
- RenWeb Parent Alert

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. Keeping in mind Christ's call for His children to be truthful, students should be careful to be forthcoming with the complete truth immediately when asked about any situation. Students should take correction with a thankful and willing spirit understanding that the purpose of godly correction is always to encourage the student to be more Christ-like, providing the way to enjoy the peaceful fruit of righteousness.

The school expects parental support in these disciplinary actions as we serve *in loco parentis* during the school day and at school events. 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.
5. Cell phones, music and media players, smartwatches, 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.
6. Because of potential damage to carpets and furniture gum chewing is prohibited on campus.
7. 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 failure to maintain a Biblical attitude of respect and obedience to school standards will result in disciplinary action that is appropriate to the violation. 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 administration 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 by the administration 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 principal. The principal may suspend a student when he intends to recommend that a student be expelled (permanent dismissal). All work missed during a suspended absence must be made up, but is ineligible for credit.
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, responding courteously when greeted.
3. Refrain from writing or passing notes while at school.
4. Demonstrate a respectful and obedient attitude toward teachers and parents and kindness toward classmates.
5. Demeanor should be gracious and cheerful; surly attitudes should not be displayed.
6. Use speech that is pleasing to the Lord and edifying to others.
 - a. a soft answer turns away wrath
 - b. kind words encourage
 - c. speak the truth in love
 - d. avoid gossip and bearing false witness against others
 - e. avoid foul language and rude or inappropriate conversations
 - f. refrain from coarse joking
 - g. refrain from name calling
 - h. avoid making hurtful comments
7. Shake hands when introduced to an adult.
8. Make eye contact when speaking.
9. Because we represent Christ to the world students should present themselves in a wholesome manner when using social media of any kind. Students should avoid posting anything contrary to Scripture and the Christian life-style.
10. We believe that God wonderfully and immutably made each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God (Gen. 1:26 – 27) therefore, Biological boys will follow uniform guidelines for boys and will use the restroom designated for boys. Biological girls will follow uniform guidelines for girls and will use the restroom designated for girls.

11. (Boys) open doors for and offer their chairs to girls and ladies.
12. 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. Modesty should guide decisions relating to matters of dress at all school functions. (Girls’ dresses should be knee length or below and should appropriately correspond to the nature of the event being attended.)
6. 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, above the ears on the sides, and above the eyebrows in the front even when combed forward. Faddish hairstyles will not be allowed. Only natural hair colors are allowed.
7. No tattoos or body piercings are allowed. (except for earrings)
8. The principal has final discretion in all matters of appearance.

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.

Revised 7-29-19

TRINITY CHRISTIAN SCHOOL ALMA MATER

Words by I.R.M.
Tune – LAUDA ANIMA

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.

ATHLETIC MANUAL

Introduction

Trinity Christian School 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.

Trinity Christian School Athletic Vision Statement:

The athletic vision at Trinity Christian School is for student athletes to use Godly competition to grow physically, mentally, emotionally, and spiritually, so that they are better equipped to demonstrate Christ-like sportsmanship as they are victorious in the game of sport. It is our desire that our athletic programs will provide a context for our student athletes to mature in Christ-like character which will define them for the rest of their lives.

Sports Offered

Trinity Christian School offers the following sports for students in grades 6 – 12 on a year-to-year basis provided that there are adequate numbers of student athletes participating and facility usage is available.

<u>Boys</u>	<u>Girls</u>
Cross Country	Cross Country
Soccer	Soccer
Basketball	Volleyball
Tennis	Tennis
Swimming	Swimming

Sport specific season dates (2020 – 2021):

Boys Basketball: September – February

Boys JV Soccer: July – October

Boys Varsity Soccer: January – May

C Team Soccer: March – May

Cross Country: July – October

Girls Soccer: January – May

Girls Volleyball: July – October

Swimming: Sept/Oct – January

Tennis: February – April

Coaches and Volunteers:

The following process will be followed for all new coaches and volunteers:

In the event that a position needs to be filled, Trinity will post the open position along with the timeline for filling that position. Those interested will follow the steps below:

1. Fill out a coaching application. (may be received from school office)

2. Fill out background check form.
3. Return both forms to school office.

After all the forms have been reviewed each individual will be interviewed by the Athletic Director, School Administration and a member of school committee. Once the position has been filled, a list of expectations and requirements for the position will follow.

Facility Usage and Transportation

Facility

In order for a sport to use a facility of Trinity Christian School the following steps are to be followed. Sponsors and coaches may not publicize the use of a facility until receiving notification of approval.

1. Acquire a Facility Usage Form from school.

(found on website and athletic manual)

2. Fill out form in its entirety.
3. Return form to school office at least two

weeks prior to the time facility will be needed.

Once the Facility Usage Form is approved, a copy of the form will be returned to the person making the request.

Transportation

There is a school-owned van and a bus available for use. The athletic director will reserve a vehicle for a team game, match, or meet.

The athletic director will also check out the school credit card for use when fueling the vehicle(s) upon returning from each trip.

In cases where two groups require the use of school vehicles on the same dates, the athletic director and leader of the other group will coordinate to determine the best use of the vehicles.

In general, parents will provide transportation for JV and Middle-school teams. All varsity athletes are transported to sporting events using school provided transportation. Arrangements must be made with the coach if a student will be using alternate transportation for the return trip.

Sponsors and coaches are responsible to make sure that proper safety procedures are being followed in each vehicle. (State of Alabama law states that all students must be buckled at all times when riding in vans and cars. All students must have a seat in each vehicle; no one riding on floor of the vehicle.)

The following procedure is to be followed when using a Trinity vehicle:

Pre-Trip

- A. Retrieve the key and school credit card from the athletic director.

- B. Check over the outside condition of vehicle.
- C. Check condition of interior for damage and excessive trash.
- D. Start the vehicle and check gauges for proper operation.
- E. Check lights for proper operation.
- F. If any issues are discovered, please complete the Repair Request Form found in the vehicle log.
- G. Fill out the travel log before departure.

Post Trip

- A. Refuel the vehicle before returning it to the school.
- B. Empty the vehicle of equipment and debris.
- C. Fill out the travel log.
- D. Return the key(s), credit card and receipts from credit card use to the athletic director.

*Travel log is found in the white binder located in the vehicle(s) and is to be left there.

Student Athlete Eligibility and Responsibilities

- Trinity deems students in grades 6 – 12 to be eligible for middle school, junior varsity, or varsity athletics.
- Families seeking to have their student(s) participate in Trinity athletics must fill out the following forms and submit them to the athletic director:
 - Registration Form for the particular sport (accompanied by the appropriate fees)
 - Pre-participation Physical Evaluation Form to be turned in before the first practice
 - Concussion Form
 - Individual Waiver Form
 - Homeschooled/AES students should also fill out an extracurricular programs application (accompanied by the \$25 application fee)
 - Copy of birth certificate (Full time TCS students already have this on file with the school office)
 - Copy of end-of-the-year homeschool records for the previous school year
- Students who are not full time Trinity students and their parents will interview with athletics or school administration upon applying to play sports at Trinity for the first time.
- All student athletes, including homeschoolers and their parents will acknowledge agreement with and support of the school policies by reading the school's handbook and signing a statement of support and by adhering to all school policies and procedures.

Limits of participation:

Trinity's policy is that a student has eight consecutive semesters or four consecutive years of eligibility from the date of entry into the 9th grade to be eligible for interscholastic competition. Eligibility in the 7th grade will be for one year only for varsity. Eligibility in the 8th grade will be for one year only for varsity.

In other words, a 7th or 8th grader who participates on the varsity level cannot repeat the 7th or 8th grade and play on the varsity level again in the same grade. A student who turns 19 before May 1st prior to the school year of participation will not be eligible to play varsity sports during the coming school year.

Academic Eligibility:

1. Students must take three full-time classes in high school to be considered as a full-time enrolled student.
2. All student athletes participating in Trinity athletics are expected to maintain a 70 average in each of his/her classes. If at any point of the season a student athlete drops below a 70 average he/she will be placed on probation for two weeks in order to allow the student to raise his/her grade and pursue the teacher for any help needed. During this two week probationary period the athlete should still practice with the team and is allowed to play in games. If at the end of the two week period the grade has not been raised adequately, the player will be suspended from the team for an additional two week period as a final warning. During this suspension the player will not be allowed to practice with the team or play in any games. If at the end of this second two week period the student still does not raise his/her grade to a passing grade (70 or above), he must leave the team for the remainder of the season. Any athlete on suspension from his/her sport would also be ineligible for class field trips or extracurricular activities. The School Handbook states that any student who does not have a passing grade is ineligible for field trips and extracurricular activities. Eligibility will also be assessed prior to the start of the season, at the time of registration for the sport/activity, or at the beginning of the grading period. If the student's grades are below the standard (70), the student or athlete may participate but must begin the season by being on the first probationary period.
3. The School Administration and Athletic Director have final discretion in all matters of academic eligibility.

Additional Eligibility requirements:

Trinity allows homeschooled/AES students to participate in our athletic programs in order to fill team rosters. As rosters are formed, they will first be filled with Trinity students. At that point, if rosters are not full, homeschoolers who have previously participated in Trinity sports will be given the opportunity to join. If the roster limit is still not reached, new homeschoolers will then be given the opportunity to apply. If at any time a roster is filled with Trinity students, AES students will not be given the opportunity to participate. Homeschooled/AES students that participate in Trinity athletics will follow the same eligibility requirements as full time Trinity students listed in policy manual above.

Student Athlete Responsibilities:

Students at Trinity Christian School are solely responsible for work missed due to absence for an athletic event. When a student athlete is required to leave campus and miss class for a sporting event, he/she is required to turn in any missed assignments the next school day. Communication between student athletes and teachers in regard to assignments that will be missed and due the following day is the responsibility of the student athlete. A failure to turn in any missed assignment will result in a zero.

Parent Expectations

1. Trinity's school handbook outlines the procedure derived from Matthew 18 for resolving occasional misunderstandings. If a parent has an issue regarding coaching, he/she should make an appointment with the coach to resolve the issue. A coach is not responsible for talking to a parent immediately following a game or practice. An appointment will need to be made to preserve privacy and professionalism. If at that time the issue cannot be resolved with the coach directly, the parent should contact the Athletic Director. Parents are expected never to degrade or disrespect coaches in front of players, other coaches, or parents.
2. A parent should never approach an official. Expectations mandate that only a coach will communicate with the officials.
3. Always encourage sportsmanship.

Sport Specific Fees/Dues

Each sport has an associated fee that will be specified on the registration form for that sport. In addition, there are fees required of students who are not full time students at Trinity Christian School. These fees are as follows:

Homeschoolers/AES students will be charged an initial \$25.00 application fee to participate in the Trinity athletic program each year they seek to participate. (Only one application fee is due each year no matter how many sports the student plays.)

A \$60.00 facility fee (once a year, per family) will also be charged.

A \$10.00 GAPPS homeschool fee will also be charged for new participants.