

**TRINITY CHRISTIAN SCHOOL**  
**STUDENT PARENT HANDBOOK**  
**2019 - 2020**

**WELCOME**

Dear Parents and Students,

We want to welcome you to the new school year. The staff of Trinity Christian School is dedicated to educating, nurturing, and equipping students, preschool through 8<sup>th</sup> grade, to be faithful followers of Jesus Christ; responsible learners, critical thinkers, effective communicators, and persons of strong Christ-like character, all for God's glory as they impact their world for Jesus Christ.

The sole responsibility of *partnering* with parents for the nurturing of young people is one we fully embrace. We want to train up a generation of Godly leaders who love learning and are sought for their wisdom.

This triune partnership involves the home, the church, and the school. The decisions in the home, church, and school must be in harmony with each other in order to have a unified Christ-centered educational experience.

The guidelines in this handbook are to establish the environment in which the educational and moral values can most effectively be imparted. The parameters and expectations of our parents and students are clearly defined.

We are confident your family will be blessed by your decision to be a part of Trinity Christian School.

Serving His children in love,

*Sharon Axe,*  
Principal

*Jimmie Drummond,*  
Principal

## GREETINGS FROM THE PASTOR

I am happy to welcome you to a new year at Trinity Christian School. This is the beginning of the 50<sup>th</sup> year since the school's formation, and I am grateful for Trinity's on going ministry of nurturing the faith, learning, and spiritual growth of so many students over these many years. I am also grateful that your family has chosen to entrust your child to the care and oversight of our teachers and out staff. We know that it takes a significant financial commitment to enroll a child in a private Christian School, but we also believe the fruit of your sacrifice will be a blessing to you and your son or daughter for years to come.

The negative influences on our children today come in many forms. We are glad that we can partner with your family in helping to nurture godly values in your children's lives. These values are based on the conviction that true wisdom begins with reverence for God (Proverbs 1:7, 9:10). The staff and teachers of Trinity are committed to helping your child build a firm foundation on God's love and God's word as they teach your children about many facets of the amazing world God has created. The staff of Trinity Christian School is committed to the words of Scripture: "And whatever you do, whether in word or in deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." (Colossians 3:17)

Trinity Christian School is a vibrant piece of the various ministries of Trinity Presbyterian Church. We will be praying for the students, parents and staff of the school as the year unfolds. Our doors are open to you if are looking for a church home. Please do not hesitate to contact me, if you have any questions about our church or our ministries. As the Interim Pastor of the Church, I want to make sure you know that the congregation cares deeply about the families who attend our school. It is our desire to encourage and support you in whatever ways we can, as you are helping to build your son or daughter up in love, peace, joy, and faith in the Lord Jesus Christ.

May God bless you and your family in the school year ahead.

*Jim Rauch*  
Interim Pastor

# TRINITY CHRISTIAN SCHOOL

## INTRODUCTION / HISTORY STATEMENT

Trinity Christian School was conceived in the hearts of Trinity Church members as they desired to see children trained in quality education with a strong Christian foundation. With a well established pre-school for ten years the congregation voted to begin an elementary school.

In the conviction that God's Word is the basis of all truth; TCS opened its doors in the fall of 1979 with 10 students, K – 1<sup>st</sup> grade. The following year we extended classes to the 6<sup>th</sup> grade with 60 students. Within a couple years we doubled our enrollment. In 2004 we were blessed to complete TCS with adding 7<sup>th</sup> and 8<sup>th</sup> grade.

TCS is an outreach ministry of Trinity Church. We are accredited through ACSI (Association of Christian Schools International) and WASC (Western Association of Schools and Colleges).

ACSI ([www.acsi.org](http://www.acsi.org)) is one of the largest Christian associations serving well over 2,000 Christian schools and hundreds of thousands of students in our nation and the world. WASC ([www.acswasc.org](http://www.acswasc.org)) is one of six regional accrediting associations in the United States that accredits both public and private schools.

## VISION STATEMENT

***“Train up a child in the way he should go and when he is old he will not depart from it.”  
Proverbs 22:6***

The vision of TCS is to see our students acquire wisdom, knowledge, and a biblical worldview as evidenced through their Christ-like character, being a life-long learner and a person who serves and worships God. In casting the vision we desire for “Every soul, is a transformed heart.”

## MISSION STATEMENT

***“Trinity Christian School, an outreach ministry of Trinity Church, commits to a partnership with parents to inspire academic and personal excellence in a Christ-centered environment.”***

A “partnership” develops when the parents, school and church commit to working together for the total education of the student. Cooperation and communication between the parents, school and church are essential.

As an extension of the home, we believe that God has given parents the responsibility to diligently train their children in God's truth as revealed in His Word, the Bible. (*Deut. 4:9, 10; 11:18-21; 32:46,47; Proverbs 22:6; Eph. 6:4*). Parents, who select TCS, entrust our faculty and staff with the responsibility to educate, equip and nurture their children.

## **FAITH STATEMENT**

We believe the Bible to be the inspired, infallible and authoritative Word of God.

We believe in one God, the Creator of heaven and earth, who exists forever in three persons: Father, Son and Holy Spirit.

We believe Jesus Christ to be both God and man. We believe in His pre-existence, incarnation, virgin birth, sinless life and miracles. We believe His substitutionary death on the cross to be sufficient for the atonement of the sins of the world through His shed blood. We believe in His bodily resurrection, ascension to the right hand of God the Father, and His personal return in power and glory.

We believe in the present ministry of the Holy Spirit, who regenerates, sanctifies, and comforts those who believe in Jesus Christ, indwelling the Christian believer, enabling him to live a Godly life.

We believe that all people are sinners by nature, and need regeneration by the Holy Spirit on the basis of His grace alone. We believe in the resurrection and judgment of all people; to everlasting life with God for those who obediently heed the call of God in Jesus Christ, to everlasting separation from God for those who reject Jesus Christ as Lord and Savior.

We believe in the spiritual unity of the church, which includes all believers in our Lord Jesus Christ. We believe the Church is called to live a life of righteous works, in love and compassion, separated from the bondage of the world, and yet bearing witness in the world to His saving grace through the power of the Holy Spirit. We believe God desires to use the church to make Jesus Christ known to all people as fellow man, divine Lord and Savior.

## **PURPOSE STATEMENT**

Our purpose is to communicate God's truth by educating, encouraging, and building a solid foundation to be a life-long learner in the areas of spiritual awareness, intellectual development, social skills, and physical growth.

## **PHILOSOPHY STATEMENT**

Our school was established to provide a foundation for learning and faith through a quality education from a biblical perspective in a Christ centered environment. We acknowledge that *"...in all things He may have the preeminence."* Colossians 1:18

Our educational philosophy is based upon this God-centered life view that all truth is God's truth. The Bible, which contains this truth, is the inspired, infallible Word of God. The ultimate objective of a God-centered life is to bring honor and glory to God, the creator and sustainer of the universe. *"...In Him we live and move and have our being."* (Mark 8:34-36, John 10:10, Acts 17:258, and Romans 1:20)

Man is a sinner, separated from God by his sinful nature (*Genesis 3, Romans 3:23*); he can only glorify God by choosing God's free gift of salvation through His Son, Jesus Christ. (*John 3:16, 17, Romans 10:9 and 1 John 1:9*) Upon acceptance of Christ, the indwelling of the Holy Spirit

enables the Christian to live a life which glorifies the Father. The Holy Spirit is the discerner of the truth. *“Sanctify them in the truth, thy Word is truth.” John 17:17*

We recognize that God created the whole child: body, soul and spirit. Therefore, we teach our students to love God with all their heart, soul, mind, and strength. (*Matthew 22:37*) The education process is dependent upon this God-centered philosophy in providing the basic truths, a biblical perspective, principles for interpreting life, and the study of all subjects.

We believe each child will grow in the core values of spiritual formation, academic excellence, personal development and social responsibility just as our Lord Jesus Christ *“increased in wisdom and stature, and in favor with God and men” Luke 2:52*. We help students formulate distinct Christian hearts and minds that enable them to hear from God and to think and act according to biblical principles. Students are encouraged to act in moral and socially responsible ways and to obey God in the fulfillment of His mandates. Students have opportunities to develop their God-given potential in all areas of learning providing various teaching styles for the individual student.

Our curriculum is developmental and diversified to meet individual needs. We emphasize biblical principles so that our students are equipped for the work that God has for them. This is reflected in the principle embodied in *II Timothy 3:16*, that states that *“All Scripture is inspired by God and is useful for teaching and training in righteousness.”*

*Proverbs 2:1-7* is our basis of instruction. We teach as God has designed with: 1) wisdom, 2) understanding, 3) discernment, and 4) knowledge. We use a systematic approach to instruction with clear goals and objectives. We strive to make accurate assessments of student achievements and use data-driven information and research in making changes to enhance our programs and courses.

Textbooks are selected to promote high academic standards and to facilitate creative and critical thinking. Students learn to develop skills and apply knowledge by working together and serving others. We desire to have a firm, fair and consistent code of student behavior and conduct. Our teachers and staff inspire a love for learning while maintaining mutual respect and discipline. We ask that our students practice personal responsibility, self-discipline, good citizenship and Christ-like live for others and hold to Christian values.

The teacher is the “living curriculum.” He or she acts as a godly role model to teach, love and challenge the student. They will understand the student by meeting their individual needs through a variety of techniques teaching them to develop a Christian worldview, integrate the principles of faith, and grow in wisdom and knowledge. Standards of proficiency will be set in all subject areas, undergirded with a strong system of accountability to promote the development of responsibility in the student that brings honor and glory to God.

## CORE VALUES

**Spiritual Formation – SF-** the student will be encouraged to accept Jesus Christ as his personal Savior, to grow in the knowledge and understanding of the Bible and have faith based experiences that equip the student for a life-long, maturing relationship with Christ Jesus our Lord. (*II Timothy 2:15*)

**Academic Thinking and Skill Development – AT/SD-** the student will be encouraged and motivated to use his mind to reason, think objectively and develop a biblical worldview that prepares the student for the challenges of becoming a life-long learner. (*Romans 12:2*)

**Personal Growth and Development – PG/D-** the student will be encouraged to recognize that he is created in God’s image and begin to develop the skills necessary to live a life worthy of one’s calling. The student is encouraged to treat his body as the temple of the Holy Spirit and demonstrate proper bodily care and conduct that fosters a Christ-like attitude towards growth and development of skills. (*Romans 12:1*)

**Social Responsibility – SR-** the student will begin to build strong, Christ-like character by following Jesus’ example of love, concern and respect for God, country and others. (*I Timothy 4:12b*)

## FAMILY LIFE VALUES STATEMENT

We believe God has charged parents with the primary responsibility for the training of their child. The role of the school is to complement that training with an emphasis on the need for a personal relationship with Jesus Christ and involvement in a local church. We are a Christian ministry and because we believe in the truth and relevance of the Bible, we honor the parenting roles and child development principles taught in Scripture. Here are the key examples:

***“So God created people in his own image; God patterned them after himself; male and female he created them.” Genesis 1:27***

Specifically, we teach that men and women (boys and girls) are created with equal value in the image of God and that he loves them intensely.

***“And further, you will submit to one another out of reverence for Christ...Don’t make your children angry by the way you treat them. Rather, bring them up with discipline and instruction approved by the Lord.” Ephesians 5:21, 6:4***

We believe that the family as God intended is, whenever possible, a partnership between a husband (man) and wife (woman) who share responsibility and submit to one another out of love for each other and respect for their Creator. The parents in turn, out of that same kind of love and respect, honor their children as created in the image of God and raise them to love God and love people.

***“And you must commit yourselves wholeheartedly to these commands I am giving you today. Repeat them again and again to your children. Talk about them when you are at home and when you are away on a journey, when you are lying down and when you are getting up again.” Deuteronomy 6:6***

## Guidelines for Elementary/Middle School Parents

In partnership with our parents, the school and teachers need the support of parents in the following ways:

1. It will take both the parents and the teachers in tandem to educate the total person – academically, spiritually, mentally, psychologically, emotionally, and physically.
2. Parents need to be assertive in “keeping in touch” with the teacher. Ask specific questions that are pro-active. *“Is my child listening?” “Is my child being respectful to you, peers, and other teachers?” “What seems to be his general attitude in class?” “What seems to be hindering his learning?”*
3. If you do not understand or agree with an infraction and/or directive given by a teacher or staff member:
  - Pray for God’s wisdom
  - Set up a conference with the specific teacher or staff member
  - Ask questions that seek to gather facts of understanding to the situation
  - Avoid assumptions and quick judgments made solely on a report from a child
  - Discuss views, opinions, and solutions with the teacher or staff member that enhances our partnership and builds character in the student
  - Come to a conclusion with which both parent and teacher/staff member agree
4. Assist your student in developing attitudes of respect towards peers, parents, teachers, and those in authority. **Attitudes of respect include:**
  - **Body language:** a carriage and expression that communicates godliness – void of rolling of the eyes, facial expressions, lack of eye contact, and body stance
  - **Tone of voice:** communicate clearly, distinctly, and audibly – void of sarcasm and/or condescending words
  - **Language:** conversations that are wholesome, respectful of others, and godly in nature – void of grumbling, complaining, and/or challenging the authority of the teacher or parent
  - **Personal appearance:** dress that meets dress code standards.
5. Encourage your student to express concerns, worries, successes and failures encountered in his/her day. Provide honest and open interaction without criticizing other parties involved.
6. Continue to assist your student to grow and develop from the inside out, reinforce and review with him his relationship to Christ. Remember that God alone changes the heart. Pray for your student, just as we do, daily.

## PARENT RESOURCES

- Parenting Isn't for Cowards
- Hide and Seek
- Dare to Discipline
- Bringing up Boys
- Bringing up Girls By Dr. James Dobson
- Grace Based Parenting by Dr. Tim Kimmel
- The 10 Best Decisions a Parent Can Make by Pam & Bill Farrell
- Disciple Like Jesus for Parents by Alan Melton and Paul Dean
- Parenting: The Early Years by Dr. Les & Leslie Parrott
- Boundaries with Kids by Dr. Henry Cloud & Dr. John Townsend
- Making Children Mind Without Loosing Yours by Dr. Kevin Leman
- Raising Respectful Children in a Disrespectful World by Jill Rigby
- Effective Parenting in Defective World by Chip Ingram
- A Parents Guide to the Spiritual Growth of Children by John Trent, Rick Osborne & Kurt Burner
- The Five Love Languages of Children by Gary Chapman & Ross Campbell
- Instructing a Child's Heart by Tedd & Margy Tripp
- Shepherding a Child's Heart by Tedd Tripp
- The Power of a Praying Parent by Stormie Omartian
- Age of Opportunity: A Biblical Guide to Parenting Teens by Paul Tripp
- Praying Circles Around Your Children by Mark Batterson
- Love and Respect in the Family by Emerson Eggerichs
- Moms in Prayer by Fern Nichols

## EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

To ensure the continuity of learning and assessment of our students our goal at Trinity Christian School is that every student will become a:

### **Faithful follower of Jesus Christ who (as age appropriate)**

- Is able to communicate the Gospel of Jesus Christ.
- Develops and articulates a Christian worldview through knowledge, understanding and personal application of the Bible.
- Exercises Godly disciplines of worship, prayer, memorization, reading of God's Word, and service to others.
- Practices God-given gifts and talents

### **Critical thinker who (as age appropriate)**

- Identifies, organizes, analyzes, synthesizes, and applies information across the curriculum
- Observes, classifies, measures and predicts the nature of life and physical science as it relates to scientific creationism; experiments, forms hypothesis, interprets the information using the scientific method
- Exercises skill and competency needed for the use of computer technology with a variety of methods, strategies, tools to access, research, evaluate and present information

### **Responsible learner who (as age appropriate)**

- Reads fluently and for pleasure, demonstrating good comprehension
- Accurately computes numbers and operations; demonstrates the way computed qualities relate to one another in problem reasoning, geometry, spatial sense and measurement, algebraic patterns and functions, data analysis, statistics and probabilities
- Describes, understands and explains the geography and history of our community, state, country and world
- Works diligently to be a good steward of time, studies and resources

### **Effective communicator who (as age appropriate)**

- Writes accurately and fluently, using meaningful vocabulary across the curriculum.
- Communicates effectively by listening attentively and speaking clearly with confidence
- Actively participates in the fine arts through art, drama and music

### **Servant Leader who (as age appropriate)**

- Practices Biblical morals and ethics in problem solving
- Respects and submits to authority
- Shows compassion for others in the community, nation and world
- Demonstrates loyalty to and appreciation of their country
- Participates in service projects

## A PERSONAL WORD TO OUR STUDENTS

The verse that the Lord would have you keep before you as you enter into becoming a student at TCS is **II Timothy 2:15**: “*Study to show thyself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.*”

TCS does not subscribe to a permissive “do your own thing” philosophy. To be a successful student you will have to develop self-control and responsibility in many areas such as academics, behavior, and Christian courtesy.

True joy is found in submitting to Him, taking His yoke (*Matthew 11:28-30*), and aligning your will with God’s will. His will for your life at this point in time is the mastery of your school subjects. You should give yourself as earnestly to your studies as you will later in your life’s work.

Studies form a major part of your school training. Good studying begins with proper attitudes of the heart in receiving studies “as from the Lord” and doing these “as unto the Lord” for His glory and not your own.

These guidelines should assist you in your study habits:

- Schedule a regular time for study and start promptly.
- Study in a quiet place where you can settle down and devote your entire attention to your work.
- Have all the material you will need at your disposal.
- Before beginning your work, commit your study time to God in prayer. Place this time and yourself into His hands.
- Do your own work. Do not ask for help unless you are absolutely certain that you are unable to do the work.
- Do neat, legible work of which you can be proud.
- Keep your finished work in your folders and be sure to return it to school the next day.
- Show responsibility by trying to resolve a problem with a teacher about a classroom issue, homework, or grades...YOURSELF.
- Be dissatisfied with any effort which falls short of your God-given ability.
- Work hard so God can say “well done.” Be a good workman, one who does not need to be ashamed when God examines your work.

It is our prayer that you will be blessed by being a student at our school. That you will diligently apply yourself, enjoy studying and learning new things. God has given you a good mind to think and reason. Always seek to know the TRUTH and God’s point of view revealed in Scriptures.

## A PERSONAL WORD TO OUR PARENTS

God has ordained you as a parent to fulfill responsibilities to instruct your children and model by example according to biblical standards. We are asking you to *partner* with TCS in the following ways:

- Provide spiritual guidance through regular church attendance, prayer, and Bible reading at home. *“Train up a child in the way he should go, and when he is old he will not depart from it” Proverbs 22:6*
- Pray faithfully for your child, the teachers, and TCS. *“Confess your trespasses to one another, and pray for one another, that you may be healed. The effective fervent prayer of a righteous man avails much.” James 5:16*
- Support the school discipline plan. *“...do not despise the Lord’s discipline and do not resent His rebuke, because the Lord disciplines those He loves, as a father the son He delights in.” Proverbs 3:11*
- Faithfully support teachers, administrator, staff and school policies. *“Now I plead with you, brethren, by the name of our Lord Jesus Christ, that you all speak the same thing and that there be no divisions among you, but that you be perfectly joined together in the same mind and in the same judgment.” I Corinthians 1:10*
- Handle any concerns quietly and only with the person involved. Communicate respectfully even when conflicts arise. *“If your brother sins against you go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back again, proving everything you say by these witnesses.” Matthew 18:15-16*
- Attend required meetings.
- Enforce the school dress uniform code giving particular attention to neatness, safety, cleanliness, and modesty. *“Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good but the good of others.” I Corinthians 10:23-24*
- Make sure your child attends school daily and on time. *“The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied.” Proverbs 13:4*
- Require completion of classroom and homework assignments. *“Do all things without complaining and disputing that you may become blameless and harmless children of God without fault in the midst of a crooked and perverse generation.” Philippians 2:14*
- Pay tuition promptly. *“Let no debt remain outstanding, except the continuing debt to love one another.” Romans 13:8*

It is our prayer that this partnership will be a long and fruitful experience. We pray that God will continue to bless you as you provide Christ-centered training for your children. It is vitally important for you to stay completely involved in your child’s education. You as parents are still the most important influence in your child’s life. Consider the cost of Christian education an INVESTMENT. We pray that God will direct you and provide for your needs as you invest in your child’s eternal future.

# ADMISSION

## ADMISSION STATEMENT

Admission and dismissal is at the discretion of the Administration and School Board. It must always be understood that attendance at TCS is a privilege and not a right.

TCS admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship, athletics and other school-administered programs.

TCS reserves the right to select students on the basis of academic performance, testing, emotional or psychological stability, religious commitment, lifestyle choices, and reference letters from pastors, friends, and personal qualifications including a willingness to cooperate with TCS principal and staff and to abide by its policies.

## ADMISSION REQUIREMENTS

### Continuing Students

Students currently enrolled who are at or above grade level are eligible to enroll for the upcoming school year prior to new admissions. Enrollment is not complete until all forms and registration fee is received. All financial accounts must be current to proceed with enrollment.

### New Students

The process of admission to TCS will include meeting the age requirement, completing the application, classroom visitation, and a student/family interview with the principal, testing and space availability. Each step will be followed prior to final acceptance of a student.

**Age Requirement** - those beginning Kindergarten must be five years old by September.

**Application** - an application for admission is on line at [www.trinity-cs.org](http://www.trinity-cs.org), join us, admissions. It is to be filled out and submitted with a fee of \$25. An appointment for an interview with the principal will be set up.

**Classroom Visitation** - Parents are welcome to visit the classroom of the grade level that their child will enter. The visit should be no longer than 20 minutes to observe the teacher teaching, the students interacting and the over-all classroom environment. Please do not disturb the class teaching or activities.

**Interview** – the parent/student interview with the Principal is held to insure that the parents and/or guardians have a clear understanding of the mission, vision, philosophy, core values, ESLR's, goals, and Faith and Family Life Values Statement. During the interview, the Principal will cover the grade level scope and sequence, curriculum, school activities, and discipline policies. Parents will discuss any problems of behavior, learning difficulties, and any special needs that the student may have.

**Testing** – the Developmental Readiness Scale (DRS) will be used for Kindergarten. The Basic Achievement Skills Individual Screener (BASIS) will be used for 1<sup>st</sup> through 8<sup>th</sup> grade. A \$50.00 fee will be charged at the time the student is tested.

**Enrollment** - is based on successful completion of the previous grade, acceptable scores that are at grade level on the entrance test, achievement tests, a satisfactory interview, space availability and an assessment of individual and family needs. You will receive a phone call and/or a letter of acceptance. When the maximum number of students is enrolled for a class, a waiting list is established. Enrollment from this list will be as space permits. New lists are established each year.

## ACADEMICS

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

### **Conferences**

We welcome the opportunity to discuss with you any concerns, observations, or questions you may have about your student's progress. Minimum days are provided to individually conference each student/parent half way through the first trimester.

If you would like a conference with a teacher, please make an appointment in advance. We ask that you do not discuss your concerns when the teachers are on duty, supervising students, before school begins or at dismissal.

Additional conferences will be set up as needed throughout the year to encourage parents to clarify assignments or discipline and to discuss possible retention. During the conference time, the student's progress is discussed in the academic, disciplinary and social areas.

### **Grades**

The following are the marks that will appear on the student's report card:

The following is an explanation of grading marks for Kindergarten:

- 1 – Shows strong development
- 2 – Progressing
- 3 – Needs more experience

All grades First through Fifth use the following marks for citizenship and work habits:

- O Outstanding: Consistently exceeds expectations
- G Good: Often exceeds expectations
- S Satisfactory: Meets grade level expectations
- I Improving: Approaching grade level expectations
- N Needs Improvement: Does not meet grade level expectations

Grades are not given until the third grade.

The following point system applies to grading marks for Third through Eighth grade:

GRADE	GRADE SCALE	GPA SCALE	ADVANCED
A+	97-100	4.33	5.33
A	93-96	4.0	5.0
A-	90-92	3.67	4.67
B+	87-89	3.33	4.33
B	83-86	3.0	4.0
B-	80-82	2.67	3.67
C+	77-79	2.33	3.33
C	73-76	2.0	3.0
C-	70-72	1.67	2.67
D+	67-69	1.33	1.33 not weighted
D	63-66	1.00	1.00 not weighted
D-	60-62	0.67	0.67 not weighted
F	Below 60	0	0.00 not weighted

All grades Sixth through Eighth use the following marks for citizenship and work habits:

- O Outstanding: Consistently exceeds expectations
- G Good: Often exceeds expectations
- S Satisfactory: Meets grade level expectations
- N Needs Improvement: Does not meet grade level expectations
- U Unsatisfactory: Excessive inappropriate behavior

Students will receive honor roll and honorable mention certificates according to grades obtained at the end of each trimester. Honor roll is 90% and above and honorable mention is 83% and above. Students may not have any C's, D's or N's, U's in Citizenship to be recognized.

### **Progress Notices**

Progress Notices will be sent out mid way through the 1<sup>st</sup> trimester. Parents will receive the progress report during the week of Parent conferences. This will inform you if your child is working at grade level or below, has missing assignments, or shows work habits need to improve. The grading period ends on the last day of the trimester. Report Cards will be issued the following week. Grades reflect the student's efforts and average of the work/tests done.

### **Report Cards**

Report cards will be issued at the end of each trimester (12 weeks). Teachers are responsible to record the grades on the original form making a copy for parents on golden rod.

If a student loses his/her copy of the report card, another can be issued. The parent will read the report card, sign the pocket envelope and return only the pocket envelope.

### **Homework Policy**

Homework is a purposeful extension of the school day providing the student with additional opportunities for the development and reinforcement of the school's instructional objectives. Homework is intended to enlarge or extend the student's knowledge and understanding of the

concepts being taught. It helps students to be responsible, to complete projects, and establish good study habits. The teachers will set the procedures for all homework assignments such as; the date work is due, acceptance of late work, the consequences of not turning it in, and the grading procedure.

Any work not completed in the classroom is automatically homework and is due the day the student returns. This means all written work, tests, presentations, projects, book reports, etc. The amount of homework increases as a student advances per grade.

### **In the Event of Absence**

The student is responsible for getting all homework assignments from the teacher. Students will receive missed assignments when they return to school. Students will be given one day to complete and turn in homework assignments for each day absent. This includes absences due to illness or vacation. **Homework will not be given until the student returns to school.**

When homework is not completed for some reason other than a death in the family or illness, teachers cannot be expected to judge the legitimacy of the excuse of the student or parents. Parents must expect consequences for incomplete homework.

### **Testing**

The students, 1<sup>st</sup> – 8<sup>th</sup> grade, are tested in the spring with the Terra-Nova Testing. Standardized testing is just one indication of the students understanding of core concepts.

There are beginning of the year assessments and end of the year assessment of all students in math and reading. These will be kept in student portfolios.

## **PROMOTION AND GRADUATION**

### **Promotion (K-8<sup>th</sup>)**

Students will be advanced to the next grade level at the end of the school year when they have satisfactorily completed the course of study required in the present grade. There may be an occasion where a student is promoted at the beginning of a school year if they are advanced in their knowledge, have completed the curriculum and have the skill to perform above grade level.

This will be on an individual basis with the recommendation of the teacher and a student success team.

### **Graduation Requirements**

A Diploma of Graduation, with inclusion in the Graduation ceremony, will be granted to all 8<sup>th</sup> grade students who have:

- Successfully completed the course of study
- Attended school 80% of the enrolled days
- 2.0 (C) or higher overall 8<sup>th</sup> grade GPA
- Satisfactory grades in Citizenship and Conduct
- Fulfilled 15 Community Service work hours

- Completed Research Paper
- Does Science Project
- A clear textbook/supply clearance list (all books, equipment & fees returned or paid for and tuition account up-to-date)

Students will be recognized for top academics with the Presidential Educational Excellence Award based on the following:

- Grade Point Average of 90% or higher over the last three years
- Leadership, Motivation, Initiative, Intellectual depth, Good Citizenship, Character Traits
- Terra-Nova scores for Math and Reading (5,6,7)
- Teacher/Staff Recommendations based on Outstanding Achievement in a core subject (tangible evidence of portfolio, projects or tests) and involvement in the community or co-curricular activities

The Principal has the final authority to determine what students receive this award.

A second recognition is given for the President's Educational Achievement Award based on the following:

- Shows tremendous growth in academics
- Unusual commitment to learning academics despite obstacles
- Maintains a good school record in academics and work habits
- High scores or outstanding growth in subjects such as English, Math, and Science
- Achievement in the arts such as music or drama

All the family and friends of our 8<sup>th</sup> grade graduates are welcome to attend graduation. A reception for the graduates, families and friends will follow immediately in Williams Hall.

## **ACADEMIC PROBATION, RETENTION AND RELEASE**

### **Probation**

A student is placed on probation when he or she is academically below grade level, has had discipline problems in their previous school or has an unsatisfactory progress notice and/or report card during the year. Probation can be for academic or behavior deficiencies.

A written letter explaining the probation will be sent to the parent and a conference is held to explain the terms of the probation. If the terms are not met the student may be asked to continue probation, seek another school or not graduate.

### **Retention**

As soon as the possibility of retention becomes apparent the parent/guardian will be notified in writing and a meeting held with the parent, teacher, and principal.

A student may not be retained more than one time while enrolled at TCS. New strategies will be identified at the beginning of the retention year. These will include both academic and behavioral expectations for the year.

Retention offers a "window of time" for the student to adjust to the high academic standards, to mature, and to receive the assessments necessary to achieve optimal learning. Each student that

is being retained will be assessed and reviewed at the end of each trimester to assure that the student is making progress.

### **Release**

If a student does not meet the terms set forth in the probation period then he/she will be asked to leave TCS. When they do not meet the academic and/or standards on a consistent basis they are no longer eligible to attend. The school reserves the right to release students on the basis of poor grades and conduct.

All new students are accepted on a trial basis for the first grading period. The school reserves the right to transfer students to the grade level in which they are performing.

## **SCHEDULE**

### **Arrival at School**

Students who need extended care may be on campus beginning at 7:00 a.m. All other students should arrive at 8:15 a.m. each morning. K through 8<sup>th</sup> grade parents may drop off your child following the traffic flow pattern established for drop off. Students must immediately proceed to the upper or lower playgrounds. Students arriving after 8:30 need to secure an admission slip from the office to enter class.

### **Dismissal from School**

**Kindergarten through 4<sup>th</sup> Grade:** Dismissal time is promptly at 2:50 p.m. Kindergarten through Fourth grade will be dismissed from their rooms for parents to pick up. Students not picked up by 3:00 p.m. will be signed into extended care.

**5<sup>th</sup> through 8<sup>th</sup> Grade:** Dismissal time is promptly 2:50 p.m. Fifth – Eighth grade may be picked up at the drive through on the far southeast side of the upper parking lot (in front of sanctuary) beginning at 2:50 p.m. Students not picked up by 3:00p.m. will be signed into extended care.

The teacher will check students off on a clipboard as they leave. Older students will walk with their class/teacher to the dismissal area.

When picking up students, we will make every effort to direct your student to your car. Please ask your student to watch for your car or the carpool. Children can never be left unattended in a car. Please park in designated spaces.

### **Schedule Changes**

If there is a change in the daily schedules due to a field trip, the teacher will notify parents in advance. If there is a change in recess or lunch times, after school practices and program schedules the office will notify the parent. In the event of a rainy day, all outside after school activities will most likely be cancelled and parents will be notified.

## **SCHOOL OFFICE**

### **Hours**

The school office is open between the hours of 8:00a.m. and 4:00p.m. Monday through Friday. Official school business should be conducted during those hours. You may reach us in the following ways:

By telephone at (619) 462-6440

By fax at (619) 462-4011

By email at [office@trinitycs.org](mailto:office@trinitycs.org)

Due to varying schedules, if you wish to speak to the Principal or with a teacher, it is best to make an appointment in advance. Payments or papers that need to be dropped off to the office either before or after office hours can or placed in the drop box outside the office window.

### **Office Protocol**

The school office is a very busy place! Please be patient with the staff as we try to help each student and parent who comes in for assistance.

On the front cabinet there is a sign-in sheet for when you volunteer and the sign-out clip board when you to check out your child for an appointment.

Please drop off medicines at the front desk so that we can make sure the proper paperwork required for school staff to administer medicine has been completed prior to leaving school premises.

The staff is happy to make photocopies of anything related to school business. If you have a note that you would like to give to a teacher we will place it in the teacher's box.

You may ask to speak to the bookkeeper/office manager regarding your account. You will then be asked to step into the back office to ensure privacy during your transaction. Please keep your voice down and take all personal conversations outside the office.

# ATTENDANCE

## Absences

State law (Education Code 46010, 48260 and 3381) requires regular attendance. Regular attendance is a critical component for success in school. It is the position of TCS, that students are expected to be present every day classes are in session. Parents should demonstrate their respect for instructional time by scheduling appointments, vacations, and other activities during non-school hours and on weeks that our school is not in session.

**All absences must be reported to the school office** by calling or emailing the school office & teacher each day the student is absent.

Students returning to school after an absence are required to bring a note or parent can email the note including the following information:

- The absent student's name.
- The name and signature of the parent/guardian who wrote the note.
- The date of the note.
- The date of the absence to which the note refers.
- The reason for the absence.
- Any restrictions for physical activity due to the absences.

Excessive absences will hinder a student's academic progress and affect their grades. Every effort should be made to have students present and punctual. Parents will be contacted if a negative pattern of absences is noted. If a student is absent 10 days a trimester or 30 days for the year the student may need to repeat the grade, be in tutoring during the summer and on academic probation until the student has completed grade level work.

## Tardiness

The whistle blows at 8:25 a.m. downstairs. The student is considered tardy when they arrive and pledges have begun or it is after 8:30 a.m. When a student is tardy more than three times per trimester a parent notified via email by Renweb. The student's citizenship grade is lowered. Please be diligent in getting your child to school on time.

All students will need to come to the office to get an admit slip to enter class after 8:30 a.m. Please allow enough time for heavy traffic in the morning or possible interruptions and delays that would have you arrive late at school.

## Appointments off campus

Parents are encouraged to schedule their student's medical and dental appointments outside of regular school hours. When your student has an appointment in which the child arrives late or needs to be taken out of school, you must sign your student in and/or out in the office.

## Illness

A child may not be admitted to school if they show obvious signs of illness. **(CA State Law: Title 22 101226)** The first three days of a cold is considered contagious.

There are specific illnesses or diseases that are considered communicable. They include: bronchitis, chicken pox, colds, coughs, Flu (H1N1), head lice, hepatitis, impetigo, measles, mumps, pin worms, pink eye, pneumonia, ringworm, runny nose that is persistent after 3 days, scabies, strep-throat, tuberculosis and/or positive TB skin test, whooping cough, and other conditions in which the disease or illness would spread. Please contact the school when any of these contagious diseases are diagnosed.

For the protection of all students, your child should be kept home if they show any of the following symptoms.

- **Fever (100 + degrees)**
- **Acute cold**
- **Swollen glands**
- **Persistent coughing or sneezing**
- **Nausea, vomiting, diarrhea**
- **Sore throat**
- **Earache**
- **Constant running nose**
- **Red or discharging eyes**
- **Skin eruptions or rashes**
- **Signs of listlessness or weakness**
- **Flushed skin**
- **Chills**
- **Fussiness, crankiness and generally not feeling well**
- **Not well enough to participate in outdoor activities**
- **Lice or their eggs (nits)**
- **Headache**

**Your child must be symptom-free for a period of 24 hours (without medication) prior to returning to school.** If a child returns to school sick, parents will be called to pick them up.

### **Medications at School**

Under the State of California guidelines (EC 49423), administering medicine to students during school hours is discouraged unless absolutely necessary. Under no circumstances are teachers or other non-administrative school employees authorized to administer medication to students.

“Medication at School” forms are available in the office. The Physician’s signature for administration of medication is required for ALL prescription and non-prescription medications i.e.: amoxicillin, inhalers, cough syrup etc. The medication must be in the original container. All medication is kept in the school office and dispensed by authorized personnel.

Please do not send any medication, vitamins, cough drops, anti-acids, etc. in a Zip-loc bag or envelope, placed in the lunch box or backpack. These medications will be confiscated for the safety of all of the students.

### **Cough Drops**

Due to concerns about choking, cough drops are not permitted in school. Cough drops will not be dispensed by the office and they are not to be sent to school from home.

We suggest instead that parents dispense cough medication (as approved by your doctor) at home in the morning or, if essential send liquid cough medication to school following the instructions on the “Permit to Administer Medication Form” provided in the school office. If the cough is so severe that it will be disruptive to the class in spite of cough medication please keep your child at home and follow up with your child’s doctor.

## CODE OF BEHAVIOR

Our Code of Behavior is based on the principle that God is the Headmaster of TCS. He is alive and present here through the Person of His Holy Spirit, who lives and works in each School Board member, staff member, parent and student who has received Jesus Christ through faith.

The following has been established as the TCS Code of Behavior based on the Word of God (*Phil. 4:9*):

- Honor and respect are to be shown for God the Father, Jesus Christ His Son, and the Person of the Holy Spirit. (*John. 5:23*)
- Respect is to be shown for all those in authority at TCS. (*Hebrews. 13:17*)
- Language is to be kind and pure. (*Colossians 3:12, Luke 6:45*)
- Speech is based on thoughts. (*Philippians. 4:8 – “Finally brothers, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”*)
- Property of the school and others is to be handled with respect. Intentional damaging of property is not acceptable. (*Luke 16:12*)
- There is no tolerance for inappropriate attitudes or behaviors. These include a prideful spirit, lying, “a heart that devises wicked schemes,” “feet that are quick to rush into evil,” telling falsehoods about another, and a person who stirs up dissension. (*Proverbs 6:16-19*)
- “Do all things for the glory of Jesus for you are His ambassador to the world.”  
*1 Corinthians 10:31*

The purpose of discipline is to encourage the student to learn to have respect for themselves, others and their property, make good decisions, and solve problems. They are to exercise self-control at school, home, church, and in every area of life. The rules are simple: 1. Respect. 2. Make wise decisions. 3. Solve problems.

Our approach at TCS is to train students, enabling them to make appropriate choices in a climate of love and support. Therefore, discipline will be firm, consistent, fair, and tempered in love.

However, since parenting styles and convictions are sometimes diverse, it is appropriate for the school to set a limited number of guidelines that we encourage among all our students. We expect parents to support the following:

- 1. Students are expected to respect each other as a person, an image bearer of Christ.**
  - Accepting everyone’s uniqueness, differences and gifts
  - No inappropriate touching or teasing regarding private parts of the student’s body
  - Slapping or pinching on the rear, pantsing or snapping of the bra is inappropriate
  - No personal display of affection including hand-holding, front hugs, or kissing
  - No pushing, kicking, fighting or play-fighting
  - Keep hands and feet to yourself
- 2. Students are expected to respect each others property.**
  - No rummaging through someone else’s backpack, books, purse or other belongings

- Students are not to borrow other student's things without permission
  - No reading of personal notes, letters and journals of other students
  - Being good stewards of the Church and school property by keeping all areas of the church and school neat and orderly
3. **Students are expected to give good reports by being honest and fair**
- Refrain from gossip, slander, and complaining about fellow students or teachers
  - Be kind in words and actions
  - Do not use words and language that are mean or offensive
  - No verbal teasing or harassment
  - No forgery, plagiarism or cheating
  - Follow directions as written or given
4. **Students are expected to remember that family convictions are not always the same convictions. Parents may set standards for their family, that are not practiced by others.**
- Be careful not to judge the spirituality or character of another child based on differing family standards
  - Respect each student's own personal relationship with Jesus
  - Refrain from judging others on outward appearance instead of basing relationships on the heart

### **Harassment Policy**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, free from all forms of bullying, intimidation, exploitation and harassment, including sexual harassment.

Harassment is defined as any unwelcome advances or request made verbal with visual or physical conduct having a negative effect on the person, academic performance or progress. Behavior that creates an intimidating, hostile or offensive educational environment, and/or behavior that is used as a basis for determining the availability of benefits, services, honors, programs or activities at or through this school. Any of these things are considered a violation of the California State Educational Code.

An individual who believes there has been a violation of this policy has the right and responsibility to report the perceived violation immediately to any staff member and/or principal.

### **Examples of Harassment:**

#### **Physical**

Actions that are harmful against another person's body. Examples include: biting, kicking, pushing, pinching, hitting, tripping, pulling hair; any form of violence or intimidation, interfering with another person's property, damaging or stealing, holding doors shut and preventing others from entering or exiting a room.

#### **Verbal**

Speaking to a person or about a person in an unkind or hurtful way. Examples include: sarcasm, teasing, put-downs, name calling, phone calls, yelling at or spreading rumors or hurtful gossip.

### **Emotional**

Behavior that upsets, excludes or embarrasses a person. Examples include: nasty notes, jokes, or saying mean things. Using technology (e.g. cyber-bullying using emails, instant messaging, chat rooms or text messaging). Intentional exclusion from games or activities, tormenting, threatening, humiliation or social embarrassment.

### **Sexual**

Singling out a person because of gender and demonstrating unwarranted or unwelcomed physical contact. Examples include: visual conduct such as leering displaying sexually suggestive objects or pictures, cartoons or posters.

### **Racial**

Rejection or isolation of a person because of ethnicity. Examples include: gestures, racial slurs or taunts, name-calling, making fun of customs, skin color, accents or food choices.

The school is prepared to take action to prevent and correct any violations of this policy. Any violation will be subject to discipline up to and including suspension or expulsion.

## **CONSEQUENCES**

### **REWARDS (K – 8<sup>th</sup>)**

- Praise
- Positive Perks
- Feeling great
- Positive Parent Communication form sent home
- The joy of learning
- Better grades
- Good Citizen / Character Trait Awards
- President's Academic Award (awarded to 8<sup>th</sup> graders with Total Terra Nova scores above 80% NPR and GPA above 90%)

### **DISCIPLINE (K – 5<sup>th</sup>)**

- 1<sup>st</sup> step            Verbal Warning by the teacher, aide, supervisor or principal
- 2<sup>nd</sup> step            Loss of privilege/card change for K-3 grade/note home  
Parent Communication (PC) forms are sent home for 4-5<sup>th</sup> grade
- 3<sup>rd</sup> step            Parents called/note sent home
- 4<sup>th</sup> step            Sent to the principal/behavior agreement
- 5<sup>th</sup> step            In-school Suspension
- 6<sup>th</sup> step            Out-of-school Suspension
- 7<sup>th</sup> step            Expulsion

## **PARENT COMMUNICATION (PC's)**

1<sup>st</sup> step: Warning(s) to the student that their actions or inactions violate school policy.

2<sup>nd</sup> step: PC form sent home notifying of the violation.

3<sup>rd</sup> step: Every 2 PCs will result in detention.

4<sup>th</sup> step: Students who receive 6 PCs in one trimester will be given in-school suspension/school community service. Student will not be allowed to attend field trips.

5<sup>th</sup> step: 10 PC's in a trimester will be referred to the school board for review and intervention.

Administration reserves the right to deal with serious infractions on a case by case basis.

It is our expectations that genuine repentance will manifest itself in changes in behavior and attitude. We reserve the right to skip any of the steps of discipline and apply more serious consequences as we determine appropriate for the individual's offense. Administration reserves the right to deal with serious infractions on a case by case basis.

Communication or Parent Communication (PC's) with parents may be given for the following but not limited to:

### **Irresponsibility**

- Failure to turn in signed test papers or other notes/papers that require parental signature after sufficient warnings have been given
- Failure to be prepared for class with required materials, including proper P.E. shoes

### **Disobedience**

- Chewing gum or eating in class (or outside any designated lunch/snack areas)
- Being out of class without a pass or permission
- Disturbing class/horseplay/teasing/bullying
- Talking in class
- Disobeying a specific class rule (i.e. Science safety rules)
- Tardiness
- Using the telephone without permission
- Dress code violation

### **Disrespect**

- Talking when another person has the floor
- Complaining, includes body language such as rolling eyes
- Arguing or talking back to a teacher or any other adult
- Any communication that puts down or slanders another person
- Harassing (physical and/or verbal)
- Name calling

## **DETENTION**

Detention is a period of time served after the end of the school day on an assigned day. Students will be in a designated room supervised by a teacher for one hour. During this hour the student will be required to sit quietly, this is not a time to do homework, listen to iPods, etc. Detention may be assigned for academic or behavior infractions.

## **SUSPENSION and EXPULSION**

For an offense of serious nature, it will be dealt with in an expedient manner through suspension and/or expulsion.

Suspension is for one day and/or up to three days depending on the violation. The student is expected to complete all assignments given to them during this period.

After a suspension, subsequent acts of severe misbehavior may warrant an expulsion from school. The parent is notified of the pending action by phone and in writing by the teacher and/or the principal. They will have an opportunity to address the School Board. The School Board has the final decision on all expulsions.

Dismissal (and/or admission) is at the discretion of the Administration and School Board.

The following offenses are grounds for suspension and/or expulsion:

- Lying
- Cheating
- Stealing
- Forgery
- Fighting
- Intentional physical harm to a fellow student or staff member
- Profanity
- Vandalism to school/church property
- Defiant attitude towards authority
- Leaving campus without permission
- Possession of lighters and/or matches
- Possession, use, and/or selling of drugs, pornography, alcohol, tobacco, or any controlled substance
- Possession of any kind of weapon or destructive object, including but not limited to pocket knives, knives, guns, etc.
- Physical, verbal, emotional, sexual or racial harassment
- Sexually inappropriate language or actions
- Repeated violation of the Dress Code
- Truancy

## DRESS CODE

The aim of a dress code is to help the student to develop personal standards of neatness, modesty, and safety. (*I Timothy 2:9-10, I Peter 3:3, and Matthew 5:27-28*)

We believe that the implementation of these guidelines places an emphasis on the character development of the student rather than on fashion trends. It is our desire to see the students reflect these standards, taking pride in their appearance and their school.

**Parents are also expected to dress modestly while on campus and at all school events.**

### **Uniforms**

Our students will be dressed in the official school uniform. All uniform tops and outer wear must be purchased with a school logo from Nunes Apparel or Mario's. Uniform navy blue or khaki bottoms may be purchased anywhere that sells them.

The way a student is dressed is the parent's responsibility. Please take the time to make you're your child is adhering to the uniform policy. Monitoring uniforms in the classroom needlessly wastes class time. Thank you in advance for your close attention to these guidelines and for your support.

**K – 5<sup>th</sup> and 6<sup>th</sup> – 8<sup>th</sup> GRADERS:**

**\*ALL TOPS AND OUTERWEAR MUST HAVE THE SCHOOL LOGO\***

### **Uniform items include:**

**Tops:** All tops must have the school logo on the left chest and be free from any holes, extreme fading and/or tears.

- Short and/or long sleeve polo shirts in forest green, gray and royal blue. **Red and light blue for middle school only.**
- **Port Authority Royal Blue polo shirts are designated for field trips and school performances.**
- Turtleneck shirt in white worn under uniform polo shirt.
- Undershirts in white only (may be long sleeve or tank top, cannot show out bottom of shirt)

**Bottoms:** All bottoms should be properly hemmed without torn knees, rips or holes. **Please make sure that pants are not too tight. You must be able to “pinch an inch” on each side of the pant leg. No legging, jegging, yoga, workout or skin tight pants are allowed.**

- Girls long pants and capris in khaki and navy; shorts, jumpers, pleated skirts and stitched-down pleated skirt in khaki and navy; and (pleated plaid skirts from Nunes).
- Girls skirts may be no shorter than three inches above the knee. Shorts, bike shorts or leggings must be worn under skirts for modesty.
- **Leggings and tights must be one color and compatible with uniform color scheme and shoes and worn under skirts or jumpers.**
- Middle School students may wear uniform pants in khaki, navy and black.
- Boys long pants or shorts in khaki and navy.

**Outerwear:** All navy blue outerwear must be purchased through Nunes Apparel or Mario's with the new TCS logo. **Please label with students name** so the item can be returned when left outside or lost.

- Cardigan Button Sweater, Artic Fleece Jacket, Rain Resistant Jacket, Hooded pullover, Full-Zip Hooded Sweat Shirt, and Warm-up Jacket in blue for K – 8<sup>th</sup>.

**Footwear: Socks, tights or leggings must be in shoe colors and compatible with the uniform color scheme.** Shoes must be closed toe and heel, NO SANDALS. For the safety of our students, shoes must stay on their feet at all times. Shoes that easily slip off when running or playing are strongly discouraged. Boots can be worn on rainy days only. All shoes must be 80% black, white, grey, navy, and brown including athletic shoes and dress shoes. No sparkles or patterns on dress shoes. Shoes must be free from inappropriate logos such as skulls and crossbones or other inappropriate designs. Heels should be no higher than one inch or exceed ankle height.

**Accessories:** Jewelry is permitted as long as it does not become a distraction or a safety issue. No body piercing or tattoos allowed. Appropriate caps or hats with no logos may be worn outside for sun protection. All jewelry and hair accessories are to be in good taste and match the uniform colors. Belts are to be brown, black or navy and free from studs and chains. No other accessories are allowed such as gloves, scarves, etc.

**Grooming Boys:** Hair should be clean and neatly trimmed, well kept and out of the eyes. No extreme hair styles are permitted. **Natural color highlights are allowed for 6<sup>th</sup>-8<sup>th</sup> grades (no blues, green, brilliant red or purple, etc).** Cologne or after-shave products are allowed at teacher's discretion, but in moderation. Please be considerate of those who have allergies.

**Grooming Girls:** Hair should be clean and neat, out of the eyes and well kept. Extreme hairstyles are not permitted. **Natural color highlights are allowed for 6<sup>th</sup>-8<sup>th</sup> grades (no blues, green, brilliant red or purple, etc).**

**Makeup is not permitted for K – 5<sup>th</sup> grade,** this includes glitter.

**Make-up for 6<sup>th</sup>-8<sup>th</sup> grade can be light foundation, light eye shadow and clear lip gloss.** Nail polish can be worn in any color **except black.** Hair spray, cologne or perfume products are allowed but in moderation. Please be considerate of those who have allergies.

### **Dress Code Violations**

Trinity Christian School would prefer to never have to deal with dress code violations. This would give the teachers and administration more time to work on providing an excellent education to all our students. However, we do feel that the way in which students present themselves to one another, their teachers and to the community is very important. Therefore, we will be firm in the enforcement of our dress code standards. Records are kept regarding dress code violations for each student.

**Routine uniform checks will be done to insure that proper uniforms are being worn and are in good condition. The procedures below will be followed in handling dress code violations.**

- First Violation: Dress Code Reminder will be sent home.
- Second Violation: Dress Code Reminder will be sent home and the parent will be called.
- Third Violation: The parent will be called to bring the correct uniform item to school while the student waits in the office.

### **Dollar Dress Days**

Dollar Dress days will be announced in advance. Dollar Dress days attire must conform to our dress code standards of modesty. No spaghetti strap, tank, midriff, tube tops, short shorts, mini skirts, leggings, jeggings, yoga, workout or tight pants are allowed. T-shirts and sweatshirts with appropriate Christian sayings are OK. No tears, rips or holes are allowed on pants or shorts.

### **Field Trip and Performance Shirts**

Port Authority Royal Blue shirts are designated to be worn for all performances (except Christmas) and on field trips. If a child comes without a Royal Blue shirt for a field trip or performance the parent will be called to bring the shirt or a shirt will be provided (as available) at a cost of \$5 to your FACTS account and/or the child will not be able to participate.

### **Special Dress for Special Occasions**

Periodically, there will be free dress days where no uniform is required. An individual class may have a project, field trip or activity that is enhanced by wearing clothing or costumes to participate and/or give a presentation. Uniforms should be brought to change into after the presentation.

### **Trinity Spirit Days**

Students are allowed to wear designated Trinity Spirit T-Shirt and blue jeans (free from fading, holes, rips and tears) no leggings, jeggings, yoga, workout or tight pants, short shorts or mini-skirts are allowed on Mondays. If a student does not have a spirit shirt they may wear their uniform shirt and jeans.

## **ELECTRONICS AT SCHOOL**

It is our desire to maintain a school environment that will be as free from distractions as possible. The classroom is to be conducive to education, study, and learning. Therefore the following guidelines will be for cell phones and all other electronic devices:

- **Cell phones** are for emergency use after school hours. The phones are to be kept in backpacks. All cell phones should be turned off during school hours. If a cell phone is seen it will be confiscated and parent must pick up the phone from the office.
- Messages that a student needs to send or receive during the school day should come from the office, not a student cell phone. The office staff will make sure that students receive any message.
- If you receive a phone call from your child who has used either their cell phone or the classroom phone, the office is unaware that there is a need.

## STUDENT ACTIVITIES

### Opportunities for Student Involvement

Statistics show that overall student success in school is closely related to student's involvement in school activities. TCS is deeply committed to morals, ethics and character building. It involves precepts, instruction, exhortation, and training.

There are eight basic character traits that we have identified that are systematically taught throughout the grades:

- **compassion** (love, joy, kindness, obedience, gentleness, and empathy)
- **responsibility** (discipline, self-control, and dependability)
- **forgiveness** (humility, peace, mercy, thankfulness, and gratefulness)
- **initiative** (generosity, courage, motivation, and boldness)
- **integrity** (truth, honesty, discernment, faithfulness, and wisdom)
- **cooperation** (authority, generosity, goodness, and humor)
- **respect** (obedience, patience, tolerance, and courtesy)
- **perseverance** (endurance, diligence, dependability, and loyalty)

**Opportunities** for students to participate in extra-curricular activities are outlined below:

- **ACSI Activities-** TCS participates in the following ACSI activities: 1<sup>st</sup> - 5<sup>th</sup> grade Speech Meet, 3<sup>rd</sup> – 8<sup>th</sup> grade Math Olympics and 7<sup>th</sup> - 8<sup>th</sup> grade Science Fair.
- **After-school Clubs-** there will be after school clubs offered. The types of clubs will depend on the resources available for the school.
- **Leadership-** students in our middle school are eligible to run for student council. The positions are president, vice-president, secretary, treasurer and chaplain. Grades 4-8 will select classroom representatives to meet on a monthly basis. Elected student council officers and representatives must maintain good citizenship. Students who do not maintain good citizenship will not be allowed to be active in student council.
- **Kids Kingdom-** intergenerational program sponsored by Trinity Church that includes music, art, bible study, games and family style dinner available for students PS4 through 5<sup>th</sup> grade.
- **Music and Drama-** students are encouraged to participate in worship during chapel times. The students will participate in various programs. Instrumental music lessons are offered upon availability of the instructors.
- **Service-** each class will have an opportunity throughout the year to do a special service project. You can serve your fellow students by picking up trash, wiping off the lunch tables, doing kind deeds and works of the heart to bless others through your manners and courtesy. There will opportunities in our community to reach others for Christ.
- **Youth Group** – 6<sup>th</sup> – 8<sup>th</sup> grade students may participate in the mid-week program providing worship, Bible study and fellowship.

### **Eligibility for Extra-Curricular Activities**

In order for students to participate in extra curricular activities they must be eligible academically with a grade point average of “C” or above with no “I’s”, “N’s” or “U’s” in their conduct. Child can not attend any function if account is in arrears. Account must be kept current within 30 days.

## GENERAL INFORMATION

### **Accidents**

It is the policy of the school to treat minor injuries (scrapes, insect bites, bruises, bumps, etc.) with cold compresses, ice, or Band-Aids as the need arises. Staff members are trained in First Aid and CPR.

In the case of an emergency or accident, the school staff will assess the student's needs, contact parents, and if required call 911 to transport the student to the nearest hospital emergency department. All parent contact emergency numbers **must be kept current**.

### **Bible**

The use of Scripture in the classroom is fundamental and an integral part of the educational process. For this reason, it is important that we select a version of Scriptures that has sound writings. The New International Version will be used in the classroom for study, quotation, and memorization. The strengths of the NIV are the use of modern language, grammar, syntax, and style, the ease of reading, and the translation philosophy.

### **Calendar**

A school calendar is issued at the beginning of the school year. The school asks that this calendar be posted in a prominent place in the home for easy reference. Parents will be notified of changes in the calendar. There will be updates regularly on Renweb and our website, [www.trinity-cs.org](http://www.trinity-cs.org).

### **Change of address, cell and home phone numbers, or email**

Current numbers and information is vital when trying to contact parents in case of an emergency, sickness or injury.

Please call the office as soon as you have a change of address, phone number, or any other changes regarding your student. You are required to make the changes in Renweb.

### **Classroom Disruptions**

We are making every effort not to interrupt instructional time. Therefore, parents or other visitors are asked to make appointments to see teachers with the office. Also we are asking that items are to be left in the office for your children. The principal or staff member will deliver them to the classrooms.

We ask that parents contact the office with messages for students prior to 11:00 so that we can ensure that the teachers get the message during their lunch break. We hope to honor students' instructional time by having less classroom interruptions.

If your child needs an early dismissal please come to the office to sign your child out and we will call the student out of class. Please plan ahead to allow enough time for us to get your child ready for an early dismissal.

## **Communications**

It is imperative to have good communications between the parents, teachers and the school. Our number one communication is through our school email directly to your home. Frequently throughout the school year forms, flyers, requests, surveys, and updates are sent home which need parental attention. We ask that these be read and returned promptly.

Ways to contact us are:

- Telephone us at 619-462-6440. You may leave a message for staff members with Office Manager during school hours or on the answering machine after office hours.
- Visit our website at [www.trinity-cs.org](http://www.trinity-cs.org) for an up-to-date calendar with school activities, and special events.
- Email- we strongly encourage staff and parents to discuss emotional issues at a face to face meeting or by phone and not over email.
- Email communication about emotional issues can lead to misunderstandings and misinterpretations.

If you have a *time-sensitive* matter, please contact the office immediately.

Weekly newsletters from the teacher will be posted on the website.

## **Cumulative Records**

Accurate records are kept of student attendance, academic progress, parent-teacher conferences, school achievements, citizenship, standardized test results, health information, discipline reports, and personal data.

The California Education Code, through the Family Educational Rights and Privacy Act, allows parents, in consultation with school personnel to inspect the school records of their student upon request. This was established to protect parents' rights by restricting the release of information from student records.

These records are kept in a fire resistant filing cabinet. Records are established when students enroll at TCS. Records are requested from other schools when a student transfers. We send records to the school that the child will attend next upon a written or faxed request by the school or school district.

## **Curriculum**

The purpose of TCS's curriculum is to communicate God's truth by educating, encouraging, and building a solid foundation for learning from a biblical perspective. The teacher is the key in successfully teaching the curriculum by modeling the instruction from a Christian worldview. Curriculum is selected, reviewed, and updated on a regular basis to reflect the best current educational practices and spiritual perspectives. A scope and sequence has been developed for each grade level to set learning objectives.

## **Emergencies**

Fire and earthquake drills are carried out on a regular basis. K – 4<sup>th</sup> grade classes, exit their classrooms and line up on the lower playground. 6<sup>th</sup> – 8<sup>th</sup> grade exit their classes then line up

behind their classrooms. If you arrive when a drill is in progress, follow your student's class to the designated area.

For all other emergencies the school has a code for any time we need to clear the playground, campus or assembly areas for lock down. Each classroom has an intercom and phone for communications. Teachers are instructed in safety precautions and procedures. In the event of an electrical outage, gas leak or other emergency that lasts more than 2 hours the school will make every attempt to contact you to pick up your child.

In the event of a disaster, children will be released to designated persons only. Please be sure ALL information on emergency cards is up-to-date. If there are any changes during the year please contact the office immediately.

### **Emergencies (Community Wide)**

The safety and security of students, faculty, and staff is of the upmost importance. When a major community emergency such as an earthquake or wild fires occurs both during school hours and after school hours Trinity Christian School will follow the school closure policy of the La Mesa Spring Valley School District. In the event of a major community emergency please watch media reports of school closures. If the La Mesa Spring Valley School District officials, who are able to confer with county emergency personnel, make the decision to close their schools we will close also.

### **Evangelism**

We accept students from non-Christian families provided that the families are in agreement with the mission and core values of TCS. Since over thirty-five churches are represented at TCS we focus on the Word of God and not doctrine.

The Gospel will be presented during the course of the year in the classroom, at chapels and through special events. It is the desire of TCS that every student comes to a personal relationship with Jesus Christ as Lord and Savior.

### **Extended Care**

Care is provided before and after school to all students who are currently enrolled in the school. The hours are from 7:00 to 8:15 a.m. and from 12:15 to 5:30 p.m. for a cost of \$4.50 per hour for the first child and \$3.75 for additional. Extended Care ends promptly at 5:30 p.m. If your student is not picked up by 5:30 p.m. a late fee of \$1.00 per minute will be charged. After three late pick-ups you will be asked to seek another alternative for after school childcare and will not be able to use Extended Care for the remainder of the month or the year. You are billed at the end of each month. Your account must be current in order to use extended care.

### **Fees**

Parents are responsible for all the fees, fines, funds, and charges incurred during the school year. Late charges are incurred for late payments. A fee is charged for returned checks. Throughout the year fees will be charged for any damage done to school property or equipment such as desks, damaged or lost library or textbooks and broken windows.

## Field Trips

A variety of age appropriate, educational field trips/special events are planned throughout the year. \$40 of the registration fee is used to cover the cost of field trips/special events throughout the year. (additional monies may be necessary if the total amount of field trips/special events exceed \$40)

Only students registered at TCS are allowed to go on field trips because of insurance and liability concerns. Siblings that are not enrolled at TCS are NOT allowed on field trips.

Field trips are a privilege, not a right. Students may lose that privilege for disruptive or unsafe behavior prior to or during a field trip. Parents will be called to pick up a disruptive student. Students may then be denied future field trip or study privileges.

We ask that parents help drive and supervise students assigned to them. Parents must carry insurance and valid drivers license when driving. Parents agree to come ready to drive assigned student straight to the designated field trip and back. Students will be released to the teacher in the classroom and **must not** be dropped off on the playground or in the parking lot.

The following Field Trip Guidelines must be followed at all times:

- Royal Blue shirt must be worn by student
- Please make sure all students have seat belt and/or proper car seat if necessary
- Car seat/booster seat is needed for 8 year old or 80lb students
- Follow the route designated by the teacher to stay together as a group
- Meet the class at the designated location **on time** and return to school **on time**
- As a chaperone you are expected to stay with students at all times, insuring their best behavior
- Please do not use your cell phone while driving or on the field trip unless it is an emergency
- Please do not use portable DVD players for students to watch
- Do not stop to make personal purchases (i.e. Starbucks, fast food, etc.)
- Do not allow students/parents to change vehicles without permission from the teacher
- Teacher must notify the office of any student or parent vehicle changes
- No siblings allowed unless specified by classroom teacher

### IN CASE OF EMERGENCY

1. CALL 911
2. NOTIFY THE SCHOOL
3. DO NOT TALK TO MEDIA

Parents who go on trips that are overnight must have a background check (cost is \$20) and be cleared from the State of California and be fully aware of their chaperone responsibilities. Children will not be able to attend these trips if your account is not kept up current. Meetings that will outline the responsibilities will take place prior to the trips.

## **Fund Raising**

Fund raisers are a necessary part of our Sustainable Funding. They are one way we are able to keep our tuition affordable. Major fund raisers are planned and coordinated through the Sustainable Funding committee of the School Board/Principal.

There are optional fund raisers that take place through the PTF and classroom events. These are established at the beginning of each year. We encourage you to support them if possible.

## **Holidays**

We observe all major holidays. A schedule of holidays and days off are listed on the School Calendar that is sent home at the beginning of the school year as well as posted on our website. There is not an adjustment to tuition when a break in school occurs. For instance, when there is a two week break for Christmas, the monthly tuition payment remains the same. Tuition is a yearly charge that is broken down in to 10 monthly payments for your convenience.

## **Instruction Time**

All parents must check into the office before entering classrooms after school has begun. We ask that you do not disturb the teacher or class during the instruction time. You can leave a note in the office for the teacher and they will contact as soon as possible regarding your matter. If you need to get a message to your child you may do so and we will be sure they get it.

## **Library**

The purpose of our library is to uphold the Word of God, to encourage spiritual learning and growth of students, to provide Christian and secular literature and materials appropriate to the mental, emotional and social interest of the students.

There will be resources for students to fulfill classroom assignments, to supplement classroom instruction, to improve skills to assist in the molding of character and inspire students to lead more Godly lives. We will teach library skills and provide a quiet, enjoyable atmosphere where students may read and study.

The library will contain books, magazines, and other materials that will:

- Model positive character traits.
- Emulate wholesome values.
- Show conclusive results of actions, whether positive or negative.
- Clearly draw the line between good and evil.
- Not contain blatant and excessive objectionable language.
- Be information on relevant topics for teenagers from a Christian point of view.
- Be information about cults and the occult from a Christian point of view.
- Be information with secular points of view that can be used for debates and other classroom assignments.

Students are encouraged to get a library card through their local library. Students will have a weekly time scheduled in our school library in which their class visits our library and can check out books.

Students 6<sup>th</sup> – 8<sup>th</sup> may check out 2 books at a time for 10 days with 1 renewal.

Parents may check out 1 book at a time for 10 days with 1 renewal from our parent portion of the library. There are books available on parenting, Biblical topics and life issues.

### **Lost and Found**

Please **LABEL all jackets, sweatshirts and vests on the inside tag of the garment.** This is especially important with the school uniforms since they all look alike.

Please make sure that all clothing items and lunch boxes are picked up after sports, drama or other after school activities.

All lost clothing, articles or items left in the classroom will be put outside Room 12. Please check for lost items on a regular basis. Items not picked up by the first day of each month will be donated to a charity.

### **Lunches and Snacks**

Our goal is to have students make healthy food choices by developing positive attitudes about food and nutrition.

Our objective is to have students:

- Eat from two or more food groups on the food pyramid guide
- Add more fruits, vegetables, and greens to their lunches
- Lower the intake of high fat and sugar foods

Snacks make up 20% of students daily caloric intake. Snacks can be fruit, nuts, vegetables, granola bars, cheese or crackers.

Please do not send **CANDY, GUM or SODAS. If candy is included in a pre-packaged lunch, please remove it and keep it at home.** No knives or glass containers of any kind are allowed at school. Students need to provide their own plastic utensils. **We do not have the use of a microwave to heat or cook lunches.**

Parents may not bring fast food lunches to the lunch area. If you would like to take your student and have lunch with them, you may sign them out in the office. You may eat on the rocks, the benches by the church offices or in your car. If a student forgets their lunch, it is to be dropped off in the office and not taken directly to class.

Hot lunches, will be provided Monday – Friday (exception of minimum day or special event). Parent volunteers are needed. A monthly calendar will go home as to what will be available. The cost at this time is \$4.00 per meal (cost is subject to change).

A monthly flyer with the due date will be sent home with your student. You will need to circle the days you want hot lunch and pay for them. You may pay by check for the entire month. If

you are absent the day the lunch is served, no credit can be given because the lunch is ordered in advance.

### **Media**

All audio-visual materials are pre-approved by the principal/teacher before being shown to students. We adhere to a strict “G” or “Y” (documentaries) rating policy. Videos/CDs are shown for educational purposes that complement our curriculum. If you would like a special video or CD shown please contact the teacher prior to sending it to school.

### **Parties**

Simple birthday celebrations for the student should be arranged in advance with the classroom teacher. Simple treats such as cupcakes, cookies, or ice cream will be dispensed at lunch or the end of the day.

When scheduling out-of school birthday parties, parents should be sensitive toward all the students in the class. Please do not pass out invitations on school property unless the entire class is invited (all boys **or** all girls). To avoid hurt feelings please do not pick up students from school to go to a party unless all boys **or** all girls have been invited.

### **Personal Belongings**

Items not permitted at school include game boys, electronic games, iPods, CD players, radios, video games, gum, squirt guns, toy weapons, knives or other sharp objects, magazines and comic books, shoe skates, skateboards, stuffed animals, trading or playing cards, and any other personal items not requested for classroom use by the teacher.

All inappropriate items will be confiscated. These items will be held in the office. Only the parents will be allowed to pick up confiscated items. Repeat offenders will be subject to disciplinary action.

### **Policy Changes**

In order to manage its ministry effectively, TCS reserves the right to change or revise policies and procedures at any time for any reason with or without advance notice. Changes are communicated through meetings, memos, bulletin board postings, website or other methods.

### **Refunds**

A two-week notice must be received in order to be eligible for a tuition refund. If a student withdraws anytime after the school year starts, tuition will be prorated to two weeks. No refunds will be made for tuition for absence during the school year regardless of the cause of such absence. All registration fees are non-refundable.

### **Safety/Security**

You will notice cameras installed around the campus for added security. The cameras have the capability of night vision also. This will help to keep our facilities safe at all times.

The school has also implemented the national Watch D.O.G.S. (Dads of Great Students) program which is a further step in keeping our school safe. It gives fathers a chance to be involved on the campus and to patrol the school grounds on daily basis.

### **School Board**

The Trinity Christian School Board is the policy making body of the school. The five members of the board are Trinity Church members, approved by session and elected by the congregation.

Communication is one of the main goals of the School Board. The monthly meeting is held on a Wednesday. Check with the office for the specific date. There is “Opportunity for Public Input” in which any interested person may speak on any item on the agenda. You are allowed 3 minutes to address the Board. Please let them know before the meeting begins if you plan to speak and follow the *Matthew 18* principle regarding complaints.

When a grievance exists with a student and another student, family or teachers, that person is to go directly to the individual involved. This follows the Matthew 18:7b principle in trying to resolve conflict. If it is still unresolved it is to go the administration, and then when all avenues have been explored it goes finally to the Board. The School Board will hear all grievances, consult the Pastor and make decisions in the best interest of the child, the parent, the teacher and the school. All decision are made in Executive Session and are final.

### **Scrip**

Scrip is “substitute money” in the form of gift cards that can be used like cash, to purchase products or services from a large variety of merchants. Scrip can be used to purchase anything from gas, groceries, clothing, toys, entertainment, electronics, home improvements, or household services. The individual merchants then give back to the school a percentage of the total cost of the gift card.

Scrip purchase is no longer required, but strongly encouraged. This is our main source of sustainable funding. REMEMBER, you are not spending any extra money, you are simply purchasing a gift card to use when shopping and TCS will benefit!

### **Service Point System**

The Service Point System (SPS) was established to help keep school tuition lower. The minimum requirement is 30 hours per year (15 hours per single parent or a preschool family). Ten hours per trimester (5 hours per single parent or preschool family) need to be reported each trimester. The 1<sup>st</sup> trimester ends in November, the 2<sup>nd</sup> trimester ends in February, and the 3<sup>rd</sup> in June.

Parents are responsible to report hours on the pink SPS forms available in the office and in the Back to School Packet. A record is kept in the office of reported hours. Hours must be turned in by the last day of each trimester. Hours that are not turned in will automatically be billed to your account. A \$10.00 late fee will be charged for SPS hours turned in after the due date.

It is the goal of TCS to have parents, grandparents, church members, and the community involved with our student’s education.

## **Technology**

We have a computer lab that provides individual and group instruction for students. Each student will learn about the computer, its use, including spreadsheet, and word-processing. The students will have Internet access for research (if an access form has been completed and returned). Each teacher may take their class into the lab during the week.

Each classroom will have computers that will be used for reinforcing basic skills, and completing projects. The library has a computer for students to do research on the Internet that is available during library time.

A technology plan has been developed to update and ensure the best equipment, instruction and development in this rapidly growing field.

Untangle NG Network Firewall has been installed and is an internet filtering system that is a further safe guard for our students.

## **Telephone use by students**

One of the values the school seeks to foster in students is responsibility. Therefore, only in the event of an emergency will students be permitted to call home during the school day. We encourage students to plan ahead. The classroom telephone is not to be used by students. If a student needs to phone home to get permission to go to other student's homes after school, to bring forgotten lunches and/or homework assignments, or for any other purpose they must go to school office.

## **Tuition Assistance**

It is the desire of TCS to maintain a fund "Tuition Assistance" to be available for financial aid. Tuition Assistance is limited and comes from donations and fundraisers.

The criteria for receiving Tuition Assistance is as follows:

- Registered at Trinity Christian School.
- A fee must be submitted with application and current or prior year taxes to FACTS grant & aid assessment.
- Write a letter to the Tuition Assistance Committee explaining why you want your child/children to attend TCS and your current need for financial assistance. If you received assistance in the previous year please include the ways you have volunteered.
- TCS Tuition Assistance Committee will review application and give approval.
- Assistance is based on need and availability of funds.

## **Tuition/FACTS Management**

Your tuition is managed through the FACTS Tuition Management Company. Your accounts will be set up RENWEB and this is where you will manage all your payments. There is a yearly fee that is paid per family.

The tuition for TCS is figured on a yearly basis, paid in ten installments due on the 5<sup>th</sup> or 20<sup>th</sup> of each month, beginning in August and ending in May. A late fee is added to payments received 5 days after your due date.

Tuition must remain current. Payments that are one month behind require the parent be in contact with the bookkeeper. When you fall one month behind your student will not be allowed to attend any extra curricular activities if you become two months behind your student will not be allowed to continue at TCS. No reductions in tuition can be made for vacations, disasters, emergencies, holidays or illness.

All financial communications and considerations must go through the Bookkeeper who reports to the School Board.

Students registering after September 1st will be charged a tuition payment for the month entered (prorated at a weekly rate for the current month) as well as another payment for the month that follows.

Payment of tuition is divided into ten (10) equal monthly installments. You may pay the amount in full by August 15 and receive a 2% discount. Payments are due regardless of illnesses, holidays and vacations. Tuition payments should be made using one of the following methods:

- Payment to FACTS by Check, Credit Card or ACH
- Cash payments can be made to the school

Non-sufficient Funds (NSF) checks will result in a \$25.00 charge (and an additional late charge if applicable). Replacement must be in the form of cash, money order or cashier's check. After a second returned check, all future payments must be made using cash or money order.

Discounts are offered to siblings, the military, ministerial, full time Ordained Pastor and to Trinity Church members. A 2% discount will be given to those who pay for the entire upcoming school year by August 15<sup>th</sup>.

Withdrawal from school requires a written notice to be given to the office two weeks in advance of the planned departure. Tuition will be due for those two weeks regardless of the student attendance. Annual registration fees are non-refundable.

Additional hours of care are available before school beginning at 7:00a.m. until school begins and until 5:30p.m. This care is arranged by signing in on the extended care sheets in the morning when you arrive indicating the time you will be picking up your child. The cost is \$4.50 an hour for the first child \$4.00 for the second child.

No partial hours are available. Parents who pick-up their child after the pick-up time of 5:30 pm will be assessed after-hours charges at the rate of \$1.00 for each minute. The amount will be billed on your monthly billing. Children picked up late habitually may be excluded from the after school extended care program.

Some parents need a receipt for payment of child care costs for tax purposes or dependent daycare expense accounts. Your monthly invoice from FACTS contains information that you will need and it also serves as a receipt. We strongly recommend that you keep your billing statement to demonstrate proof of payment for child care costs for either tax or reimbursement purposes.

We strive to be fair and consistent with each family while at the same time being good stewards of the resources God has given us.

### **Visitor**

The school promotes an “open door” policy. We welcome those currently involved in the school and others seeking to place their students here to observe in the classrooms. You must call the office to set up an observation time. Observations are limited to 20 minutes.

Please do not disturb the class teaching or activities. Please do not talk to the teacher at this time. A time can be set up for you to conference with the principal after the visitation.

### **Withdrawing a Student**

A two-week, written notice is required when withdrawing a student from the school. The withdrawal letter should be addressed to the school board stating the reason for the withdrawal and the last day the student will be attending.

### **Zero Tolerance Statement**

No verbal or physical threats are allowed toward any student or teacher. No illegal drugs, weapons or explosives (gunpowder, caps, fireworks) of any kind are allowed on campus. TCS agrees with the education code of zero tolerance for the first offense. Offenders will be dealt with in a direct manner including suspension, expulsion and criminal action if necessary.

## OPPORTUNITIES FOR PARENT INVOLVEMENT

Parent involvement is critical to TCS's overall effectiveness. Parents can get involved by....

- School Activities: Hot lunch, Picture Day, Back to School, Graduation, Yearbook, after school activities and clubs, etc.
- Scrip, Fall Festival, Mother/Son Event, Christmas Store and Father/Daughter Dance.
- Classroom: room parent, grading papers, art, field trips, etc.
- PTF: officer, committee chair, volunteers, etc.
- Maintenance: repairs, painting, gardening, or carpentry.
- Athletics: PE, coaching, after school sports.
- Office: collating, stapling, copying, etc.

### **Parent Teacher Fellowship**

The Parent Teacher Fellowship (PTF) is an essential part of our school, coordinated by parents and administration to lend assistance, build partnerships with families, students, faculty and the community. A 1% tuition discount is offered to PTF Officers.

PTF activities can include such activities as Fall Festival, Secret Pals, Moms In Prayer, Teacher Luncheons, Appreciation Days, and Family Dinner Nights.

Classroom activities, minor fund-raisers, student programs, and events of the individual classes are planned and coordinated through the teacher/principal. Success of these events depends on parent involvement.

### **Room Parents**

One or two parents in each class (usually decided on Back to School Night or before) who will oversee the classroom activities, events and parties under the teacher's supervision. Room Parents must attend all PTF meetings.

Such activities include:

- Calling for special classroom needs such as field trip drivers, special class projects help on special days or with special events.
- Setting up and serving for parties and events.
- Helping with clean up.
- Being the contact person for our phone tree when we need to contact parents in the case of an emergency of school closure or lock down.

Parties usually include Christmas, Valentines, Easter and end-of-the year. Special events could include the Fall Festival, Teacher birthdays, Teacher Appreciation lunches, and Grandparents Day.

Dear Parent or Guardian,

Trinity Christian School's goal in implementing an Integrated Pest Management (IPM) is to focus on long-term prevention through surveillance and maintenance. Making the habitat less conducive to pests by using sanitation, mechanical and physical controls is an ongoing priority. Pesticides will be used in a manner that minimizes risks to people, property and the environment, and only after other options have been shown ineffective.

The Healthy Schools Act requires all California schools to notify parents and guardians of pesticides they expect to apply during the year. Following monthly surveillance, any of the following products may be used on the first Saturday of each month as deemed necessary: First Strike, Prelude or Demand CS.

You can find more information regarding these products at the Department of Pesticide Regulation's Web site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

You may view a copy of Trinity Christian School's Integrated Pest Management plan and a list of additional products that may be used on occasion in the school office.

Trinity Christian School  
3902 Kenwood Dr. Spring Valley, CA, 91977

If you have any questions, please contact the TCS Office  
(Rhonda Rudolph, Sharon Axe or Jimmie Drummond)

The first of every month Harbor Pest Control inspects the church and school facility. A notification will be posted to remind parents of the on going surveillance and maintenance procedure 72 hours prior to the inspections and possible application of a product. Parents or guardians may register below if they wish to be notified personally.

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Request for Individual Pesticide Application Notification

I understand that, upon request, the school is required to supply information about individual pesticide applications at least 72 hours before application. I would like to be notified before each pesticide application at this school.

I would prefer to be contacted by (check one): U.S.Mail  E-mail  Phone

Name of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*Please mail to: Trinity Christian School  
3902 Kenwood Drive  
Spring Valley, CA, 91977

**Please sign and return the following to your child's Teacher:**

**Student:** My parent(s) have read the Elementary School Handbook to me. I understand it and will honor it.

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent:** I have read and discussed with my child the Elementary School Handbook. I understand it and will support it.

**Parent signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher:** I will be fair and consistent in following the guidelines set forth in the handbook.

**Teacher signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return to the office by September 13<sup>th</sup> and receive 1 hour credit on service points**