

# TRINITY CHRISTIAN SCHOOL PARENT-STUDENT HANDBOOK

2011-2012



*“But I have raised you up for this very purpose, that I might show you my power and that my name might be proclaimed in all the earth.”*

*Exodus 9:16*

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**The School Board and Administration of Trinity Christian School reserve the right to change any policy herein at any time at the school’s sole discretion should it be determined that such changes are in the best interest of the school. Changes will be communicated to affected groups and individuals.**

## **HISTORY OF TRINITY CHRISTIAN SCHOOL**

Is there enough local interest to establish a non-denominational Christian School? What would a Christian school's goals be? Why should we send our children to a "Christian" school?

These were only a few of the questions that drew a small group of people together to begin discussion of establishing a Christian school on the West side of Joliet. Thus a vision was born, and our founders prayerfully sought God's will in pursuing it. A steering committee was formed and first called to order on May 4, 1992. Much planning and work was done. A school board arose out of a steering committee, and the vision became a reality.

The Shorewood Church of God opened its doors for Joliet Christian School ("JCS") to use and the facility was prepared. Pastor Eric Livingston agreed to act as our first administrator. With much joy and excitement, 57 students from Kindergarten through 8th grade were welcomed to JCS on August 23, 1993! In November 1994, Grace Baptist Church completed its educational wing, and we moved there to accommodate the growing student body. After a name change to Trinity Christian School ("Trinity"), on December 27, 2003, we moved to our own facility in Shorewood

The current Trinity Preschool also opened its doors on August 1994. First meetings took place at Westview Baptist Church in Shorewood and Judson Memorial Baptist Church in Joliet. Currently the preschool has expanded to over 200 students with locations in Joliet, Shorewood and North Plainfield.

Today, God is calling Trinity to once again expand our territory for Him. By the Fall of 2010, a new building, housing our Middle School and customized rooms for Art, Music and Science for all students, will be completed. Long term plans, under God's guidance, include a high school. We praise God for His faithfulness in establishing Trinity and growing His Kingdom here, one student at a time.

## **MISSION STATEMENT**

The goal of Trinity is to provide a personalized, goal-directed approach to education and to equip children with the desire, discipline and skills to pursue excellence in all that they do "heartily as unto the Lord." We seek to equip students to be Disciples of Christ, applying their knowledge in creative and responsive ways to life and the world around them.

## **STATEMENT OF PURPOSE**

Trinity seeks:

1. To guide each student toward a personal relationship with our Lord and Savior, Jesus Christ.
2. To instill in students a desire to know God and develop respect for all mankind.
3. To offer a quality co-educational program in grades K-8 that is both God-centered and educationally sound.
4. To provide learning experiences which develop each child's unique God-given gifts (spiritual, intellectual, social, physical and emotional) to his/her maximum potential as an "image-bearer of Almighty God."
5. To prepare students for a life of commitment to living as salt in this world, and to prepare them for life as servants to the Most High God.
6. To meet the individual needs of the student through utilization of proper placement, ability grouping where appropriate, and continuing guidance regarding the ongoing selection of a student's course of study.
7. To foster an attitude of personal responsibility for one's actions.
8. To provide meaningful opportunities to practice making sound decisions based on high moral and Biblical standards.
9. To develop within each child a healthy, godly self-image.

10. To encourage a discipline of daily devotions (prayer and personal Bible study) that will produce a joyful and victorious Christian life.

## **STATEMENT OF FAITH**

WE BELIEVE that the Old and New Testament are the only infallible and authoritative Word of God inerrant in the original writings, and that they are the supreme and final authority in faith and practice. (II Timothy 3:16-17)

WE BELIEVE in one God, existing in three persons, co-equal and co-eternal: Father, Son and Holy Spirit. (Matthew 3:16, 17; 28:19, 20)

WE BELIEVE in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, visible and imminent return in power and glory. (I Cor. 15: 3, 4; Acts 1:11; I Peter 2:21-24; John 3:16)

WE BELIEVE that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is eternal separation from God. (Genesis 1:27; 2:15-17; Romans 5:12; 6:23)

WE BELIEVE that for lost and sinful man, regeneration by the Holy Spirit is absolutely essential; that all who believe by faith in the Lord Jesus Christ are born again of the Holy Spirit and thereby become the children of God. (John 1:12; 3: 1-8; Gal. 4:4-7; Titus 3:4-7)

WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Gal. 5:22-25; I Cor. 6:19, 20)

WE BELIEVE in the bodily resurrection of both the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (John 5:25, 28, 29; I Thes. 4:13-18)

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ. We believe that this unity and purpose is manifested through the body of Christ, His Church, and that each believer is a member of that body, called to minister as a faithful steward in a manner which brings glory to God. (John 17:21-23 ;Cor. 4:1-2; 12:12-27; Eph. 4:4-6)

## **ATTENDANCE POLICIES**

### **School Hours**

Trinity's hours are:

Elementary – 8:30 a.m. to 3:15 p.m.

Middle School – 8:30 a.m. to 3:15 p.m.

### **Attendance Requirements**

Trinity has a responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school. It is important that a student be at school every day, however, circumstances occasionally prevent this, and students do miss school from time to time.

If the child is going to be absent, please notify the school office via phone, fax, or e-mail by 9:00 a.m. on the day of the absence (unless absence was previously arranged).

Please state the child's name, classroom teacher and reason for the absence. Excused absences are: illness, bereavement, dental, medical or optometrist appointments. Absences from school for reasons other than those listed may be considered unexcused unless approved by the principal.

- If a student is absent for an extended period due to illness, the school needs a written excuse from a doctor. If a student does not arrive at school before 10:30 am or leaves school before 1:15 pm, they will be marked one half day absent. (Half day Kindergarten students who do not arrive before 9:15 and/or leaves before 10:45 am will be counted absent.)
- Upon return to school, all students should submit a written note, fax or email which includes the following:
  - ✓ Date of note
  - ✓ Date(s) of absence(s)
  - ✓ Reason for absence(s)
  - ✓ Parent and/or doctor signature
- This note will be used to determine whether the student receives an excused or an unexcused absence. Failure to present this note promptly upon return to school may result in an unexcused absence.
- If your child is absent and you would like their work for the day, PLEASE CALL the office by 9:30 am. Work may be picked up in the school office between 3:30 and 4:00 pm. Students who are absent will receive two days for each one day absent to complete missing assignments.

For the protection of students, TRINITY policy is to release students only to their parents, guardians, or previously designated individuals. Any deviation from this policy will be made only by written notification.

### **Attendance Requirements for Middle School Students in Extracurricular Activities**

Middle School students must be in school by 9:00 a.m. and remain for the entire day to participate in any extracurricular competitions and performances scheduled for that day. Students must be in school by 9:00 a.m. and remain for the entire day on Friday to participate in any extracurricular competitions and performances over the weekend. Any exception must be approved by the Athletic Director or the Principal.

### **Unexcused Absences**

Middle school students may not be able to make up work, and zeros may be given in each subject for any absence that does not follow guidelines for excused absences.

### **Prearranged Absences**

Prearranged vacations or absences during the school year are discouraged. Prior to making travel arrangements, the student must obtain permission from the principal. Prearranged absences exceeding five (5) days per semester may be unexcused.

- A signed note from the parent explaining the absence is required at least two weeks prior to the day(s) missed.
- If you verbally arrange your child's absence with the teacher or office, a written note is required

for the absence to be excused.

- Parents/Guardians should request any schoolwork for prearranged absences **IN WRITING AT LEAST ONE WEEK PRIOR TO THE ABSENCE**. The teacher may determine if it is best to provide schoolwork ahead of the absence.
- Prior to the prearranged absence, middle school students are responsible for making arrangements for any homework or taking any tests they may miss; however, prearranged absences will not be granted during exam time or special school activities.

### **Excessive Absences**

When a student is absent 13 days during a school calendar year, a letter will be sent home notifying the Parents/Guardians. Once a student is absent 17 days, Parents/Guardians will need to submit a written history of the student's absences to the Principal. More than 17 absences in a year may result in retention and/or failure of class.

Prearranged and any other pre-approved absences count toward a maximum allowable absences of 17 days (excused or unexcused) per school calendar year. Students may not exceed this number and still receive credit. The board may exempt exceptional cases, such as extended illness; however, doctors' notes or other supporting evidence must be submitted.

### **Tardy Policy**

Any student not in their classroom by 8:30 am is considered tardy. Students unable to arrive in their classroom by 8:30 am must report to the office to receive a tardy slip. They will not be admitted to class without one.

**Excused Tardies** may include the following:

- Illness or injury
- Death in family
- Medical or dental appointments
- Unexpected or beyond control traffic situations
- Inclement weather
- Special situations approved by administration

The student may be excused when he/she brings a note *to the office that morning* that includes:

- ✓ Date of note
- ✓ his/her name
- ✓ Excusable Reason
- ✓ Parent signature

A note is not necessary if the parent comes to the office with the student and provides the above mentioned information.

**Unexcused Tardies** Students that do not bring a note to the office (see excused tardy) will be marked unexcused. Unexcused tardies include running late, typical traffic etc.

The following consequences will be in place for unexcused tardies:

- When three unexcused tardies are received in a single quarter, a letter is sent home from the office notifying Parents/Guardians of the tardies. If two additional unexcused tardies are received in the quarter a detention will be issued by the office. Each additional unexcused tardy will result in another detention. Tardies will clear at the beginning of each new academic quarter.
- Detention times are from 7:30-8:15 am and dates will be determined by the teacher and/or Dean of Students.
- An accumulation of three or more unexcused tardies will prevent a student from receiving perfect attendance recognition.

### **Middle School Tardiness.**

- Middle school students will be counted tardy in **each** class for which they do not arrive on time.
- If a student receives three unexcused tardies in a class in **one nine week quarter**, the Dean of Students will send home a letter notifying the Parents/Guardians. If the student receives five unexcused tardies in **one nine week quarter**, the student will serve a detention. For each unexcused tardy thereafter, another detention will be served. A record of this action will be placed in the student's file. Students who arrive fifteen (15) minutes or more after the start of class will be considered absent for that class period, not tardy. The teacher will determine whether the absence is excused or unexcused.

## **EARLY STUDENT DISMISSAL**

A student may not leave the school grounds without being escorted by a parent, guardian or another adult designated by the parent/guardian. The parent/guardian should notify the school in writing whenever possible. If a student is to leave the school during school hours, the parent/guardian must pick up the student at the school office and sign him/her out. If returning on the same day, the parent must sign in at the school office. **Parents should not go to the classroom. Carpool students aren't allowed to leave early without their parent's permission.** Please note that students should not be picked up early just to avoid the dismissal line.

### **Sign-In/Sign-Out Procedures**

#### Elementary School

Before leaving school during the school day, a student's parent must sign the student out at the office. Upon returning to school during the school day, the parent must also sign the student in at the school main office.

#### Middle School

A student leaving school during the course of the school day must be signed out in the school office by the parent/guardian, or the student must present a note, signed by the parent/guardian, stating the reason for leaving early. A student arriving late to school or returning from an appointment must sign in at the school main office and receive a pass to return to class.

**Administration has the authority to make exceptions to the attendance policy based on individual circumstances.**

Revised 10/2011

## **ADMISSIONS**

### **Admission Process**

Admissions at Trinity are not automatic. Certain requirements have been established based on our founding principles to protect the investment made by our Parents/Guardians/Guardians in a Trinity education.

**Step 1 – Apply.** To begin the Admission process at Trinity, a new student must complete and submit to the Director of Admissions the following documents for the school year for which they are applying:

- Completed Family Application;
- Completed Registration Form;
- Payment of the non-refundable Registration Fee;
- Parent/Guardian Agreement signed;
- Student's most recent report card;
- Completed Pastor's Recommendation Form;
- Teacher Report; and

- Statement of Purpose and Statement of Belief signed.

**Step 2 – Teacher Evaluation.** Once all of the documents in Step 1 are fully completed and returned to Trinity, a Teacher Evaluation will be scheduled for the incoming student. During the Teacher Evaluation, a teacher may inquire as to a student’s spiritual and social maturity as well as administer academic testing. The purpose of the Teacher Evaluation is for placement purposes as well as to identify any grade level differentiations with the current Trinity standards of excellence.

**Step 3 – Family Interview.** Upon completion of the Teacher Evaluation, a Family Interview will be scheduled. The purpose of the Family Interview is to determine if the student and Parents meet Trinity Admissions Requirements. All new students applying and both Parents/Guardians must attend the Family Interview with the Director of Admissions and another staff member.

**Step 4 – Submission to Board of Directors.** Upon completion of the Teacher Evaluation, the entire Admission package for the incoming student will be submitted to the Board of Directors for a determination regarding admission.

#### **4<sup>th</sup> Quarter Admissions**

No admissions will be made once the 4<sup>th</sup> quarter of the current school year has begun.

#### **Admission Requirements for Students**

1. Students entering Kindergarten must be five (5) years old by September 1, of the school year for which they are seeking admission and be developmentally ready for the program offered. A teacher evaluation and testing may be necessary to determine if the student is ready.
2. A child entering first grade must have reached the age of six (6) years by September 1, of the school year for which they are seeking admission and be developmentally ready for the program offered. A teacher evaluation and testing may be necessary to determine if the student is ready
3. If a child has successfully completed the previous year, the student will proceed to the next grade level. New students will be assessed individually so that they can be challenged with curriculum appropriate to their needs and abilities.
4. The child must understand that his Parents/Guardians have delegated their authority to Trinity while the child is in school. He is therefore subject to the instruction and discipline of the teachers and staff while at school.
5. Students must demonstrate a grade level capability of academic subjects at Trinity as indicated by school records, standardized tests and Teacher Evaluation.
6. Student’s family must regularly attend a local Bible-believing church.
7. Students must give evidence of a desire for a Christian education and be willing to submit to the standards and regulations of the school.
8. Students must be in good standing with their previous school in conduct and academics.
9. For middle school students, the student must clearly articulate their belief in God and foundationally understand biblical principles.
10. Medical requirements for students must be met according to the standards set forth by the State of Illinois including all immunizations & TB tests.
11. Students must take an academic examination prior to acceptance and score a minimum percentage on this exam to be eligible for admission.

## **Admission Requirements for Parents/Guardians**

1. Parents/Guardians must sign and thereby agree to abide by the Parent Agreement.
2. Parents/Guardians must sign and thereby commit to living out the Statement of Belief and Statement of Purpose and understand that it constitutes the doctrinal beliefs of the school and that its truths will be purposefully and clearly taught to their children who are enrolled at Trinity.
3. During the Family Interview (Step 3 of the Admission Process), at least one Parent/Guardian must clearly articulate a personal and saving relationship with Jesus Christ. Both Parents/Guardians should have a clear understanding of the biblical philosophy and functioning of Trinity. These matters will be reviewed in the Family Interview.
4. Parents/Guardians must be willing to cooperate with the policies of the Trinity Board of Directors. This is most important in the areas of discipline, spiritual maturity and academics. Parental non-compliance or interference with school policy is grounds for student expulsion.

Trinity reserves the right to refuse admission to any student whose educational needs cannot be met by Trinity. We reserve the right to deny admission to any individual/family who we feel will not benefit from our educational program based on past academic achievement, who does not support the Statement of Faith or whose lifestyle is not in harmony with the stated Christian philosophy and purpose of Trinity.

## **Middle School – New Student Probation**

Middle School at Trinity is Sixth, Seventh, and Eighth grades. It is Trinity's policy that all new Middle School students admitted to Trinity will be automatically placed on Academic and Character probation as defined herein this Handbook. This probation period will initially apply for the first two consecutive quarters. A decision will be made by the Director of Admissions and middle school teachers whether the probation will be lifted, or whether the student will be dismissed from Trinity.

## **ARRIVAL PROCEDURES**

Students arriving must be dropped off at the Front (South) Entrance between 8:15 and 8:27am. Please understand that there is no "express" lane. Please stay in line with the other Parents/Guardians. If you arrive after 8:27 am, in order to avoid confusion with the preschool line, please park your car and escort the student to the office for a late pass. Please do not let students walk from the parking lot unescorted.

## **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL**

Trinity is a member of Association of Christian Schools International (ACSI). ACSI is the largest, most influential Christian school association in the world. They offer Christian schools valuable assistance and accreditation. Trinity is currently in the process of obtaining ACSI accreditation.

## **ATHLETICS**

**Athletic Standards.** Athletics is an earned privilege and not a right. In addition to meeting a certain level of skill achievement and team play, student athletes must meet and maintain the following levels of character and academic achievement.

- All students at Trinity will be classified as either eligible or ineligible for athletics and activities each quarter. To be eligible, a student must maintain a 78 % or a 2.0 G.P.A. and maintain a "C" in Bible on his/her report card.
- In addition to grades, character marks will be used in determining eligibility status. Any student who is on Character Probation will be ineligible for athletics until such time as they are taken off of Character Probation. If an athlete gets placed on Character Probation while playing a sport, they will immediately lose their eligibility status. Please refer to the Character Probation section under Discipline in this handbook.

- All students must have a physical examination by his/her personal physician, at his/her expense, before participation in any practice session sponsored by the school.
- If a student is classified as eligible, he/she is allowed to try out, practice and participate during the entire week. Any student who fails to maintain grade eligibility for any weekly grading period will be placed on probation for a period of one week.
- All athletes are responsible to communicate with their teachers for class work missed during a game or ride to a game. Missing class because the team is leaving early for a game is not considered an absence or an excuse to not do the required work. Athletes must remember that they take on a difficult academic challenge simply because of the many hours involved with the team. They must plan accordingly, take initiative and be personally responsible. The Athletic Director will check eligibility every week. Students who have academic or disciplinary obligations must fulfill them before attending practices. Detentions or suspensions conflicting with games/practices take precedence over athletic/extracurricular events. A discipline report may result in ineligibility for the week.
- Generally, a student who does not attend school the day of the extracurricular activity will not participate in the activity that day.
- **Should a student not meet the above "Standards", he/she will be classified as ineligible. Ineligible students may participate in workouts if approved by the Athletic Director, but will be ineligible to participate in games. A student must wait one weekly grading period to become eligible (see standard above)**

**Athletics Offered.** Trinity offers the following athletics for students in 5<sup>th</sup> through 8<sup>th</sup> grade:

**GIRLS**

Volleyball  
Basketball  
Soccer (Co-Ed)  
Cheerleading

**BOYS**

Volleyball  
Basketball  
Soccer (Co-Ed)

**Event Supervision and Sportsmanship.** Home volleyball and basketball games are held in the Trinity Sharp Gymnasium, on campus. Home soccer games are held at the Trinity soccer field. Parents/Guardians, or a consenting adult, must supervise K-8 children who are attending games. Students must stay in the gymnasium area except to use restrooms/water fountain. For the safety of the students in lower grades, if they leave the gymnasium or soccer field area, they should be supervised by an adult. Courteous, respectful behavior is expected of all Trinity students, and the discipline policy is still in effect during school sponsored events. Trinity reserves the right to ask those who do not comply with these guidelines to leave the premises.

**Insurance.** It is mandatory for all students who participate in a conference sport (basketball, soccer, volleyball and cheerleading) to provide proof of health insurance coverage. A copy of current health insurance coverage is to be kept on file in the school office.

**Coaching Staff.** For the safety and welfare of our students, it is mandatory that any and all coaches at Trinity are an employee of Trinity and are thereby required to undergo a background check, interview and to enter into and comply with an Employment Agreement.

**BEFORE AND AFTER SCHOOL KARE (BASK)**

BASK is offered only to Trinity families and their students. In order to have a successful BASK program we have certain minimal behavior requirements that need to be met. We ask that Parents/Guardians be cooperative with Staff and Administration in this regard.

We have a "three (3) strikes you're out" policy in BASK. Specific incidents constituting a strike will be determined by the BASK Coordinator, BASK Supervisor and/or Trinity Administration. When a student receives their 3<sup>rd</sup> strike they will be expelled from the BASK program.

All grades are eligible however half-day Kindergarten may attend before school care only. BASK hours are from 7:00 to 8:15 am and 3:30 to 6:00 pm. BASK follows the current school calendar. For early dismissal days, BASK is only available in the morning. The following are the current rates for BASK:

	<b>Defined</b>	<b>First Child</b>	<b>Per Child after First</b>
<b>Full Time</b>	Both am and pm care provided more than 3 days a week.	\$66.00 per week	\$33.00 per week, per child
<b>Part Time</b>	AM only care provided more than 3 days a week.	\$28.00 per week	\$14.00 per week, per child
	PM only care provided more than 3 days a week.	\$41.00 per week	\$20.50 per week, per child
<b>Daily Cost</b>	Both AM and PM	\$23.00 per day	\$11.50 per child, per day
	AM only	\$9.50 per AM	\$4.75 per child, per AM
	PM only	\$14.00 per PM	\$7.00 per child, per PM

Note: If a student who is in after school care has a cell phone in order to "touch base" with their Parent/Guardian, please do not call your child before 4:00 pm.

**BASK Payments** are due on the 20<sup>th</sup> of the following month. If payment is not received, the student will not be allowed into BASK until payment is made and it will be considered an unsettled indebtedness as defined herein which is subject to a \$25.00 late fee. There is also a \$15.00 late fee, starting at 6:01pm and for every 15 minutes thereafter.

**BOARD OF DIRECTORS**

**Governance.** Pursuant to the Trinity governing By-Laws and Constitution, the governing body of Trinity is the Board of Directors ("Board"). A copy of the Trinity Organizational Chart is attached here to as Appendix A. The Board is autonomous and self-perpetuating. Board member qualifications include spiritual qualities set forth in I Timothy 3. The School Administrator, falls under Board authority as well as all staff and volunteers.

**CHAPEL**

Chapel services are on Wednesday mornings each week for all students from 8:35-9:15 AM. Parents/Guardians and families are welcome and encouraged to attend.

## **CHILD ABUSE POLICY**

The State of Illinois requires Trinity to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with Parents/Guardians regarding the wellbeing of their children, the Administration is placed between the Parent/Guardian and the state, acting on behalf of the Parent/Guardian and in accordance with state law. It is the school's policy not to contact Parents/Guardians in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

## **COMMUNICATION**

Trinity believes that the Bible teaches that Parents/Guardians have the ultimate responsibility of educating their children. Parents/Guardians are requested to address concerns by **written communication, including email, to the teacher or scheduled teacher's appointments.** Pre-arranged Parental visits are encouraged and should be arranged through the school office. Trinity seeks to keep Parents/Guardians informed through: Parent Teacher Ministry (PTM), regular teacher newsletters (K-5), weekly school newsletters, Parent Teacher Conferences, correspondence, Mid-term Reports, Quarterly Report Cards and Parental contacts by teachers if problems need to be addressed.

## **INSTRUCTIONAL STAFF**

Mrs. Arnold – Kindergarten All Day - [darnold@trinitychristian.info](mailto:darnold@trinitychristian.info)  
Mrs. Kiefer – Kindergarten ½ Day – [lkiefer@trinitychristian.info](mailto:lkiefer@trinitychristian.info)  
Miss Masterson -1<sup>st</sup> Grade – [lmasterson@trinitychristian.info](mailto:lmasterson@trinitychristian.info)  
Mrs. Chase – 1<sup>st</sup> Grade - [lchase@trinitychristian.info](mailto:lchase@trinitychristian.info)  
Mrs. Kraker – 2<sup>nd</sup> Grade- [kkraker@trinitychristian.info](mailto:kkraker@trinitychristian.info)  
Mrs. Van Wyk – 2<sup>nd</sup> Grade – [mvanwyk@trinitychristian.info](mailto:mvanwyk@trinitychristian.info)  
Mrs. Woodford – 3<sup>rd</sup> Grade- [rwoodford@trinitychristian.info](mailto:rwoodford@trinitychristian.info)  
Miss. Schmelzel – 3<sup>rd</sup> Grade – [jschmelzel@trinitychristian.info](mailto:jschmelzel@trinitychristian.info)  
Mrs. Laning – 4<sup>th</sup> Grade – [alaning@trinitychristian.info](mailto:alaning@trinitychristian.info)  
Mrs. Bergstrand – 4<sup>th</sup> Grade- [gbergstrand@trinitychristian.info](mailto:gbergstrand@trinitychristian.info)  
Mrs. Elechicon -5<sup>th</sup> Grade – [celechicon@trinitychristian.info](mailto:celechicon@trinitychristian.info)  
Mrs. Allen -5<sup>th</sup> Grade - [callen@trinitychristian.info](mailto:callen@trinitychristian.info)  
Mrs. Duda – Middle School [cduda@trinitychristian.info](mailto:cduda@trinitychristian.info)  
Mrs. Grant – Middle School [kgrant@trinitychristian.info](mailto:kgrant@trinitychristian.info)  
Mr. Johnson – Middle School – [mjohnson@trinitychristian.info](mailto:mjohnson@trinitychristian.info)  
Mr. Vugteveen -Middle School [jvugteveen@trinitychristian.info](mailto:jvugteveen@trinitychristian.info)  
Mr. Elechicon – Middle School –[lelechicon@trinitychristian.info](mailto:lelechicon@trinitychristian.info)  
Mrs. Gill – Middle School – [kgill@trinitychristian.info](mailto:kgill@trinitychristian.info)  
Mrs. DePhillips – Middle School – [wdephillips@trinitychristian.info](mailto:wdephillips@trinitychristian.info)  
Mrs. Lapp – Director of Curriculum – [blapp@trinitychristian.info](mailto:blapp@trinitychristian.info)  
Mrs. Tanka – Music – [vtanka@trinitychristian.info](mailto:vtanka@trinitychristian.info)  
Mrs. Liscomb– Art/Media Center – [hlistcomb@trinitychristian.info](mailto:hlistcomb@trinitychristian.info)  
Miss Damiani – Physical Education – [jdamiiani@trinitychristian.info](mailto:jdamiiani@trinitychristian.info)  
Mrs. Mailhot – Technology Director – [mmailhot@trinitychristian.info](mailto:mmailhot@trinitychristian.info)

## **NON INSTRUCTIONAL STAFF**

Dr. Lones – School Administrator – [mrones@trinitychristian.info](mailto:mrones@trinitychristian.info)

Mrs. Bachtler – Preschool Director – [mbachtler@trinitychristian.info](mailto:mbachtler@trinitychristian.info) Mrs. Gianakopoulos  
– Director of Admissions/Special Event/Volunteer Resources –  
[melissag@trinitychristian.info](mailto:melissag@trinitychristian.info)

Mrs. Eskew – Administrative Assistant – [teskew@trinitychristian.info](mailto:teskew@trinitychristian.info)

Mrs. Erickson – Business Services – [verickson@trinitychristian.info](mailto:verickson@trinitychristian.info)

Mrs. Lloyd – Business Services – [clloyd@trinitychristian.info](mailto:clloyd@trinitychristian.info)

Mr. Bradley – Business Manager – [kbradley@trinitychristian.info](mailto:kbradley@trinitychristian.info)

Mrs. McGrew – Tutor – [dmcgrew@trinitychristian.info](mailto:dmcgrew@trinitychristian.info)

Mrs. Meier – Office Manager – [tmeier@trinitychristian.info](mailto:tmeier@trinitychristian.info)

## **COMPUTER, TECHNOLOGY AND INTERNET ACCEPTABLE USE GUIDELINES**

The availability of computers and the Internet at Trinity offers our students a wealth of educational opportunities. While we realize that computer technology and the Internet play important roles as tools in today's society, we are also aware that this availability raises issues of safety and appropriate use. While it is important that students know of the Internet's capabilities, they must also know how to use it as responsible Christians. Using technology at Trinity, including the Internet, is a privilege, not a right and inappropriate use will result in cancelation of those privileges. The guidelines below recognize the need to safeguard our students and school while enriching our curriculum and protecting our equipment. All rules are applicable to all uses of computers and related technologies. With this in mind, all students of Trinity must abide by and act responsibility concerning the following Computer Technology/Internet issues:

1. The Internet may be used for educational purposes only.
2. Students may not use e-mail, instant messaging, blogs or other social networking applications at school unless specifically approved by a teacher.
3. Students may not give out any personal information while operating technology including: name, home address, phone number, age, race, family income, school name/location, friends' names or credit card information.
4. Students may not share passwords with anyone except a Parent/Guardian/teacher.
5. Students may not use the school's computer system to engage in any illegal act.
6. Students may not access inappropriate material on the Internet. If any such sites are accessed, they are to immediately use the "Back button" to escape the site or turn-off the monitor. Students should then inform their teacher so they can handle the situation appropriately.
7. Students may not access or tamper with other people's computer work or present themselves as someone other than who they are.
8. Students must obey copyright laws and not download or plagiarize any information found on the Internet.
9. Students may not use any school computer to create a CD or DVD other than for educational purposes and not without permission by a teacher or staff member.
10. When using school computers, students may not modify components, attempt to bypass security, change settings, install or download programs, software or files, or attempt to impair it in any way.
11. Students may not print personal documents at school without the prior consent of the teacher. "Personal documents" do include documents created for school purposes other than those created in a computer class as part of an assignment for that class.

12. Students are to act as responsible, considerate, respectable citizens and Christians when on-line, and adhere to the same Christian ethics that govern all other aspects of life at Trinity when facing issues not specifically addressed above. In addition, students must also treat the equipment with the utmost care and respect. Should a student be deemed to have caused damage to school equipment, they may be required to pay for the replacement of that equipment.

## **CURRICULUM**

The curriculum used at Trinity is carefully selected from a variety of Christian and secular publishers including A BEKA Books, Bob Jones University Press, Positive Action For Christ, Harcourt Brace, Shurley English and Association of Christian Schools International (ACSI). We believe academic excellence is a worthy goal. The traditional classroom approach will be followed in the elementary grades, (K – 5<sup>th</sup> grades) with a maximum of 24 students per teacher; great emphasis is placed on the basic fundamentals of education. A strong, phonics-based reading program and a solid, traditional mathematics program provide an excellent foundation for advanced work.

### **Algebra Readiness and Proficiency Requirement**

Research tells us that Algebra is the language of mathematics and sciences, thus it is vitally important that all students master its logical structure. Mastery of Algebra I concepts is considered crucial for success on the SAT (Scholastic Assessment Test) and in subsequent higher level math, science and computer courses. The state of Illinois and colleges are placing a greater emphasis upon math proficiency and the understanding of the basic underlying concepts.

#### Algebra I Readiness Requirement.

- All students desiring to take Algebra I during the eighth grade year must meet or exceed the following requirements:
  - Demonstrate mastery of key math competencies identified for 7th Grade Math.
  - Score at the 80th percentile or higher on the Orleans-Hanna Algebra Prognosis Test.
  - Recommended by 7th grade teachers for Algebra I in grade 8 based on:
    - Grade of A in 7th Grade Math.
    - Demonstrate maturity and study habits necessary for work load required by Algebra I. This is a high school course and will be taught as such.

#### Algebra I Proficiency Requirement.

- All students must meet the following Algebra I proficiency requirements to successfully pass Algebra I for high school credit:
  - Demonstrate mastery of key competencies identified for Algebra I.
  - Score at the 80th percentile or higher on the Algebra I Proficiency Exam given at the end of the course.
  - Must receive an average semester grade of B or higher in each semester of Algebra I.

### **Calculator Usage:**

Because Trinity believes that the use of calculators:

- prevents students from seeing the underlying structure and beauty in math;
  - produces students who can not perform basic tasks;
  - prevents students from discovering and understanding underlying mathematical concepts;
  - keeps students from benefiting from one of the most important reasons for learning math -- to train and discipline the mind and to promote logical reasoning;
  - inhibits students from seeing the inherent structure in mathematical relationships;
  - Give students a false sense of confidence about their math ability.

The following policy will be strictly enforced:

- Calculators may **not** be used in any elementary grade (K – 5<sup>th</sup> grades).
- In the Middle School grades, calculators may only be used with teacher permission in Pre-Algebra and Algebra classes.
- Any exception to this policy must be made by the Principal on a case by case decision.

## **DISCIPLINE POLICY**

**Purpose.** One of the most important lessons a Christian can learn is self-discipline. While it does not appear as a subject, it is the foundation of our whole educational structure. It is the key to good conduct and proper consideration for other people and the training develops self-control, character, orderliness and efficiency. Perhaps the most important aspect to our discipline system is the partnership between home and school. Mutual support is crucial. Therefore, the Trinity Board and Administration stand ready to assist in the achievement of these goals establishing a variety of rules, procedures and expectations.

**Goals.** Goals of the Trinity Discipline Policy include the five (5) "R's":

**Respect for God and His Word:** Students are expected to follow the modeling of Christ.

**Respect for Authority:** Students are expected to communicate and respond with courtesy to teachers, other staff, volunteers, guests and adults in word, deed and gesture. Students are expected to obey teachers and staff.

**Respect for Others:** Students are expected to communicate and respond with courtesy in both word and actions to each other. They are expected to respect the learning environment of others.

**Respect for Property:** Students are expected to properly use and care for the property of Trinity, all school facilities, other classmates and their own property.

**Respect for Learning:** Students are expected to follow the school-wide/classroom rules as designated by the classroom teacher.

**Classroom Discipline and Management of Students.** The primary responsibility of every teacher is to develop an atmosphere which is conducive to good behavior. Discipline that is both fair and firm is a reasonable expectation of both students and Parents/Guardians. In dealing with the conduct of the students, the teacher will:

- Establish classroom rules by which the students will abide
- Be consistent in enforcing the rules daily
- Expect the same adherence to the rules by all students showing no favoritism
- Establish consequences for students that break the rules
- Establish that every student is responsible to the class for his/her behavior
- Promote entering and leaving the school building in a quiet, orderly fashion at all times
- Require submission to authority and fostering the understanding in each student that any adult in charge has the responsibility to correct them.

**K-5 Grade Discipline Policy.** Each teacher will establish their classroom discipline policy at the beginning of the school year. Depending on the infraction, the 5th grade teacher has the authorization to implement middle school discipline policy, when appropriate. Severe discipline infractions will be brought before the Dean of Students, who will work along side the teacher to enforce proper consequences.

## **DISCIPLINE POLICY- MIDDLE SCHOOL**

**Demerits.** Middle School students that break the general school rules or ignore classroom expectations, at school or at a school-sponsored activity or event, may receive a demerit. Students exhibiting inappropriate behavior or attitudes may receive a demerit from **ANY** employee of Trinity. Sixth grade students will be given a 1 week probation period to allow them the responsibility to correct their behavior on their own. Demerits must be signed by the Parents/Guardians and returned the next day. Any

unsigned or unreturned slip will result in an additional demerit given. If a student receives one (1) or two (2) demerits in one week they will be dismissed at the end of the week and the student will start over the next week. However, students receiving three (3) demerits, in a **week**, will receive a detention. Each subsequent demerit in the same week will result in an additional detention. Parents/Guardians please encourage your child to make it right after you sign the demerit (i.e. apology etc).

**Detentions.** Students may receive a detention, at a school or school-sponsored activity or event, from any employee of Trinity directly involved with the attitude or behavior. Compiled detentions throughout the school year will result in the following consequences:

- Three detentions: staff meeting with the student's Parents/Guardians, Teachers and Dean of Students
- Fourth detention: 1-3 day In School Suspension
- Fifth detention: 1-3 day In School Suspension and Character Probation
- Sixth detention: 1-3 day Out of School Suspension and/or Character Probation and the student is referred to Trinity Board
- Seventh detention: 3-5 day Out of School Suspension and the student is referred to Trinity

Detention dates will be determined by the Middle School teachers. Detentions will be served from 7:30-8:15am. Tardiness or not reporting for detention will result in an additional detention. Upon receiving a detention, the student will be given a Discipline Action Form to take home and have his/her Parent/Guardian sign. The student will then return the signed form to the teacher the following day. To have a detention postponed without penalty, the Parent/Guardian must send a written note asking that the detention be postponed. This written note must state the reason for needing the detention postponed. It must be dated and signed by the Parent/Guardian. Only one detention can be postponed due to medical reasons during a semester period. The Dean of Students will be the final authority in granting the request. If a student fails to serve the detention, the student will serve the original detention and a detention of equal value. Siblings of detention students may not be dropped off and left unsupervised during the detention.

**In-School Suspension (ISS).** During an ISS, the student will be isolated from the student body for the assigned number of school days. The student will do the required assignments and will receive full credit. The student may not represent Trinity in any extra-curricular activity/athletics during the week period in which he/she is serving an ISS.

**Out of School Suspension (OSS).** During an OSS, the student will not be allowed to attend school or any after-school activities during this period. The student may not represent Trinity in any extra curricular activity/athletics until cleared and approved by the Dean of Students. A student may obtain assignments and other work missed during this period, however, credit will not be given for any work assigned during this period. When a student receives an OSS, a Behavioral Contract will be drawn up. The student's Parents/Guardians, teachers and Dean of Students must agree upon this contract before the student is able to return to class. Students who are suspended will not be eligible for the honor roll during the nine-week period in which this occurred.

**Expulsion.** Expulsion is defined as denying a student attendance at school, access to school property and attendance at all school functions for the remainder of the school year. Expulsion may occur as a result of a serious infraction, possession/use of drugs, alcohol, and gang related activity, or it may be necessary if a behavior, which caused a suspension, persists after the suspension period is over. The following procedures will be followed if a student faces possible expulsion:

1. In the case of such an offense, the matter will be referred by the Dean of Students to the Board concerning expulsion.
2. The Board has the authority to dismiss any student for non-compliance with the rules and regulations of the school.
3. If a student is expelled from Trinity, the Parents/Guardians forfeit their full year's tuition.

**Character Probation.** There are times in which verbal reminders and initial consequences do not significantly change a student's behavior and/or attitude. Persistent negative or disruptive attitudes are usually evidence of a lack of character development in a given area, and a student may be placed on character probation as a result. The probationary period will depend upon the circumstances. During that time a student must demonstrate significant improvement in the character qualities in question in order to continue as a student at Trinity.

A written contract will be drawn up detailing the expectations of the probation. If a student receives an OSS for major disciplinary infractions, it will result in character probation. The student may be ineligible for extra curricular activities as determined by the Dean of Students. If the student fails to demonstrate satisfactory improvements, the Dean of Students may recommend to the Board that the student be asked to withdraw from the school.

**Academic Probation.** Should a student be placed on Academic Probation, the terms of that probation will be determined and written by the Administration and the appropriate instructional staff. Times when a student may be placed on Academic Probation include but are not limited to:

- All new students entering sixth, seventh or eighth grades automatically will be placed on Academic Probation for the first two full quarters and;
- Any student, who does not receive a grade point average of a 76% on their report card, may be placed on Academic Probation.

Typically Academic Probation will remain in effect for at least one quarter. Should a student fail to meet the terms of their Academic Probation, it may result in mandatory tutoring, class schedule changes or retention.

## **DISCIPLINE PROCEDURES**

**Purpose.** All sin seriously affects one's spiritual relationship to God as well as relationships with other people and institutions. Different offenses therefore, carry different penalties with an emphasis on justice. In assigning consequences, we will be as wise as possible in differentiating between childish irresponsibility and direct disobedience and/or defiance. The following levels of disciplinary action have been established by the Administration and the Board:

**Level One.** The Trinity employee directly involved with the attitude or behavior is responsible for handling the discipline. Possible disciplinary consequences include, but are not limited to:

- Verbal reprimand or warning
- Demerits
- Loss of privilege
- Writing assignments
- After school/before school detention
- Parents/Guardians contacted

***A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE***

**Level Two.** This offense in and of itself may be considered major or may involve a rather minor issue which has become a major one due to its expanding repeated occurrence, thus giving evidence of defiance or unmanageable behavior. This offense will be referred to the Dean of Students. Possible disciplinary consequences include, but are not limited to:

- After school/before school detention
- Parent/Guardian conference
- Work detail at school
- In School Suspension
- Out of School Suspension
- Character Probation

***A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE***

**Level Three.** Repeat offenses will be referred to the Board. Possible disciplinary consequences include, but are not limited to the following:

- Suspension from extra curricular activities
- Character Probation
- In School/Out of School Suspension
- Recommendation for expulsion from school

***A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE***

**Level Four.** A major offense as determined by the Dean of Students may result in expulsion.

- Defiance or unmanageable behavior
- Scornful/mocking behavior
- Stealing/destruction of property
- Physical or verbal assault

Each of the above will be dealt with strongly and may result in expulsion. Some offenses due to their tremendous destructiveness must be handled with extreme measures. Therefore, the following shall result in automatic and immediate expulsion by the administrator.

- Gang involvement, possession of any firearms/weapons;
- Threatened use or threatened possession of firearms/weapons, at school or school sponsored activities and events.
- Wearing gang colors or using gang symbols at school or school sponsored activities and events.
- The consumption, possession or sale of alcohol, tobacco products, or drugs at school or school sponsored activities and events.
- ***A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE***

## **DISMISSAL PROCEDURES**

**Time of Dismissal.** Trinity dismissal will be from **3:15- 3:30pm**.

**Dismissal Pick-Up Locations.** To make dismissal as efficient as possible, Parents/Guardians are required to use the following locations for pick-up of students:

**K – 8:** Parents/Guardians are to pickup students by the Front (South) Entrance. Students will be escorted to the vehicle by staff.

**Dismissal Procedures.** For the safety of Trinity students, we require Parents/Guardians to follow the Dismissal Procedures outlines below:

- Please do not enter the building. Stay in your car and use the pickup line.
- Parents/Guardians will enter the parking lot and display their family name in the car window each day for student pickup.
- Parents/Guardians conducting school business or making teacher contacts need to pick up their students prior to contacting staff.
- Parents/Guardians picking up students after 3:30pm must come into the building for their child(ren).
- Students not picked up by 3:30pm will automatically be escorted to the after school care room where the appropriate fee will be charged.
- Students can only be dismissed to their Parents/Guardians or people listed on the emergency card. You **MUST** call the office if your child is going home with someone else.

**Early Student Dismissal.** A student may not leave the school grounds without being escorted by a Parent/Guardian or another adult designated by the Parent/Guardian. The Parent/Guardian should notify the school in writing whenever possible. If a student is to leave the school during school hours, the Parent/Guardian must pick up the student at the school office and sign him/her out. If returning on the same day, the Parent/Guardian must sign in at the school office. **Parents/ Guardians should not go to the classroom. Carpool students are not allowed to leave early without their Parent's/Guardian's permission.**

## DISRIBUTION OF NON-TRINITY MATERIALS

Any distribution of non-Trinity materials such as invitations, brochures, etc. must be approved by the Principal prior to distribution.

## DRESS CODE

### DRESS CODE:

Trinity Christian School believes that neatness in clothing and appearance of a student is important to promote an atmosphere of learning as well as personal dignity and respect. The dress code is intended to promote a sense of unity among the students and keep clothes, shoes and other aspects of appearance from being distractions. The uniqueness of each person is seen and valued by others in the Trinity community without it being displayed through clothing.

Trinity requires attire to conform to the written guidelines in this section. These guidelines are designed to be flexible enough to accommodate fit, affordability and access, while still maintaining an acceptable level of consistency and ease of enforcement.

The dress code will be adhered to during school hours, including field trips and school functions, except under special circumstances or as announced. Specifics of the dress code are as follows:

### BOYS:

- **Navy blue uniform pants or shorts:** Pleated, flat front or elastic waist in dress pants style. NO cargo pockets, rear patch pockets or flares. Boot cut is acceptable. NO denim or knit fabric. Corduroys are **NOT** acceptable. Shorts can be **no shorter than 4"** above the floor when kneeling.
- **Polo uniform shirts** (long or short-sleeved) in red, white and light blue. No emblems, pockets or contrasting stitching. Shirts must be long enough to stay tucked in at all times. Polo shirts in hunter green (long or short-sleeved) from Dennis Uniform **ONLY**.
- **Turtleneck shirts** in white and red, and light blue only. (these may not be worn underneath short sleeved polos)
- **Navy blue sweater (cardigan or v-neck), Plain navy sweatshirt or Trinity sweatshirt** (available in office) – NO hoods or zippers. No vests. No contrast stitching or emblems other than approved Trinity sweatshirt. Sweatshirts and sweaters are to be worn over a uniform shirt. Spirit Gear sweatshirts **may not** be worn during school or on non-Spirit Gear days.
- Approved **uniform** pants, shorts and polo shirts may be purchased from the following companies: **Dennis Uniform, French Toast, Lands' End, JCPenney (Izod) & Walmart (Faded Glory) and Sears (French Toast). Name brands of Dockers and Dickies are also acceptable.**

### GIRLS:

- **Navy blue uniform pants or shorts:** Pleated, flat front or elastic waist in dress pants style. NO cargo pockets, rear patch pockets or flares. Boot cut is acceptable. NO denim or knit fabric. Corduroys are **NOT** acceptable. Shorts can be **no shorter than 4"** above the floor when kneeling.
- **Navy blue skirts, skorts, or jumpers:** Acceptable skirt and jumper styles: pleated and a-line. Acceptable skort style: mock-wrap and 2 and 3 tab pleated styles. Skirts, skorts and jumpers can be **no shorter than 4"** above the floor when kneeling. No calf-length skirts.



Jumper Styles



Skirt Styles



Skort Styles

- **Plaid uniform jumper, skirt, skort or shorts:** Belair pattern **from Dennis Uniform Company only**. Length can be **no shorter than 4"** above the floor when kneeling. No calf-length.

- **Polo uniform shirts** (long or short-sleeved) in red, white and light blue. **Sleeve length must be standard polo, no short, capped sleeves.** No emblems, pockets or contrasting stitching. Shirts must be long enough to stay tucked in at all times. Polo shirts in hunter green (long or short-sleeved) from Dennis Uniform ONLY.
- **Peter Pan collar blouse:** in white only, long or short sleeved. No contrasting detailing or stitching.
- **Turtleneck shirts** in white, red, and light blue only.
- **Navy blue sweater (cardigan or v-neck), plain navy sweatshirts or Trinity sweatshirt** (available in office). NO hoods, zippers, or belts. No vests. Sweaters must be at waist length, no shorter, no longer. No contrast stitching or emblems other than approved Trinity sweatshirt. Sweatshirts and sweaters are to be worn over a uniform shirt. Spirit Gear sweatshirts may not be worn during school or on non-Spirit Gear days.
- Approved **uniform** pants, shorts, skorts, jumpers and polo shirts may be purchased from the following companies: **Dennis Uniform, French Toast, Lands' End, JCPenney (Izod), Walmart (Faded Glory) and Sears (French Toast).** Name brands of Dockers and Dickies are **acceptable.**
- When girls wear skirts or jumpers, dark colored shorts also must be worn. Cheerleading briefs are not acceptable.
- Girls are allowed to wear sweatpants or windpants under a skirt during recess. No flannel pants or loud colors.

### **ADDITIONAL GUIDELINES:**

1. **Hair** - must be neatly groomed, combed, clean and a natural color. Unnatural hair dye colors (ie. pink, blue, etc.) will not be permitted. Hair **must not** be below the eyebrows in front. Boys – hair **must not** touch the collar in back and earlobes must be visible. Sideburns may not be below the ear. (all hair guidelines are under the discretion of administration).
2. **Undergarments** – Short sleeved undershirts may be worn in white only. No dark or visible undergarments.
3. **Piercing, jewelry and tattoos** - NO facial piercing or visible tattoos. Girls' earrings should be modest, no longer than 1 ½". Boys – no earrings.
4. **Boots** – Snow boots worn to school must be removed and replaced with acceptable shoes for class time. Boots may be worn for outdoor recess.
5. **Footwear** – Students must wear shoes that are safe and appropriate for the learning environment. Footwear commonly considered as beachwear is prohibited (i.e. flip flops, thongs, sandals, etc). No bold or loud colors (ie. Neon, light up shoes, all-red shoes). No backless shoes, fashion boots or 'heelies'. Clogs may be worn only by grades 6-8. Non-black soled shoes (scuff proof) are required for gym time (indoor recess and P.E. class). Crocs (and other look-alike brands) will NOT be allowed.
6. **Belts** – If a belt is worn, it must be a black, brown (not beige) or navy blue dress belt.
7. **Socks** – Red, white or navy blue only. Tights in these colors are also acceptable for girls. Socks or tights are to be visibly worn at all times. No leggings or footless tights. Low-cut white socks may have a sport emblem (Nike, Adidas) but should not have any other loud colors.
8. **Sweatbands** - May be worn only during athletic activities.
9. **Hats, scarves, bandanas** – Hats, scarves and bandanas are not to be worn during class time. Exceptions may be considered for religious or medical reasons. Headbands may not have attached scarf.
10. **Layered clothing** – Long sleeve shirts are not allowed under short sleeve shirts. Girls may wear socks over tights as long as they are the same color as the tights.

### **DRESS DOWN DAY ATTIRE:**

- All clothing should be in good repair, modest and suitable for a Christian school environment. (ie. excessively ripped jeans, improper emblems or writing)
- TCS Spirit Gear is highly recommended on dress down days
  - All shirts must have sleeves or caps at the shoulder and be long enough so that the top of the pant is covered (if shirt is not tucked in).
  - Shorts and skirts must not be more than 4" from the floor when kneeling.

- Excessively tight or baggy clothing is not acceptable.
- Writing on the back of pants is not allowed.
- **Items #1- #5 from “Additional Guidelines”** must be followed on ‘dress down days’.
- \*Adult Volunteers – Please abide by the guidelines stated in “Dress Down Day Attire” when coming to volunteer at the school.

### **ENFORCEMENT:**

Infractions will be given based on the three categories of clothing, physical appearance, and footwear.

1. 1<sup>st</sup> Infraction in a category: Warning notice sent home ( correction date given if needed)
2. 2<sup>nd</sup> Infraction in a category: Parent called to school to make change
3. 3<sup>rd</sup> Infraction in a category: Parent called to school to make changes and a detention is issued

Infraction notices that are sent home must be signed and returned by the parent/guardian on the next day.

Infractions will clear at the semester. If a student continues to receive multiple infractions further appropriate discipline can be taken to correct the problem.

**Trinity Administration and staff reserve the right to deem a students appearance as inappropriate for school.**

Suggested stores and websites from which to purchase approved uniform clothing items:

- Dennis: [www.dennisuniform.com](http://www.dennisuniform.com) School code: G4IGL
- Lands’ End: [www.landsend.com](http://www.landsend.com) School code: 9001-0192-4
- French Toast: [www.frenchtoast.com](http://www.frenchtoast.com) School code: QS5RQHR
- JCPenney: [www.jcpenney.com](http://www.jcpenney.com)
- Sears: [www.sears.com](http://www.sears.com)

*Uniform catalogs are available from these companies.*

\*Note: The listed companies carry many items that are **not** Trinity approved uniform pieces.  
**It is the parent’s responsibility to purchase only approved items.**

### **DRUG/ALCOHOL ABUSE**

Trinity is a drug free and alcohol free school. The use or possession of alcohol or any illegal and mind altering drug by any student at any school sponsored event including normal school hours, athletic events, social events, concerts or plays, will result in expulsion from Trinity. The use or possession of tobacco, weapons, fire arms, or gang related materials, in the above situations would also result in expulsion from Trinity.

### **FIRE, LOCKDOWN AND TORNADO DRILLS**

The Troy/Shorewood Fire Chief designated the first floor hallways as the safest place for our children during a tornado. Yearly fire, lockdown and tornado drills are conducted for the safety of our students.

### **EMERGENCY CLOSINGS**

For emergency closings, Parents/Guardians are urged to check the school’s website at [www.trinitychristian.info](http://www.trinitychristian.info) or call the school and access the school closings option. Parents/Guardians are encouraged to have their own “emergency” plan worked out ahead of time with their children in the event of an emergency or unscheduled early school dismissal.

## **FIELD TRIPS**

As part of the instructional program a field trip may be taken to enhance learning. A notice will be sent out prior to each field trip. Fees may be charged to cover expenses. No refunds will be given if student or Parent/Guardian/Chaperone does not attend the field trip. If Parents/Guardians do not want their child to participate in a field trip, the student will be provided with an alternative educational activity at school. For the safety of our children, all students participating on field trips must ride in a Parent/Guardian's, and be buckled into a seat belt. SEAT BELTS MUST BE WORN AT ALL TIMES BY VOLUNTEERS, TEACHERS AND STUDENTS. Children under the age of 8 and/or 80 pounds or less **MUST** be secured in a booster seat. Children 12 years old and younger must sit in the back of the vehicle. **CHILDREN WILL NOT BE DOUBLE BELTED IN CARS.** All drivers, even if only driving their own child, must fill out a Background Check and a Volunteer Driver Application with a copy of auto insurance coverage and a copy of their current driver's license prior to field trip departure. If you are chaperoning, please abide by the Trinity Chaperone Guidelines provided to you by the teacher.

### **FIELD TRIP CHAPERONE GUIDELINES**

1. Chaperones are to arrive 5-10 minutes before the scheduled departure time given to them by the teacher.
2. Chaperones are to follow the dress down attire guidelines as described in the Parent Student Handbook, which is one of neatness and modesty.
3. Students are to leave school and return to school with the same chaperone for safety reasons. No exceptions are to be made unless cleared by the teacher.
4. Students will be assigned to a particular car with a parent chaperone responsible during the trip for the head count and supervision of the students in his/her car.
5. Chaperones may not leave their location until all students are accounted for and the teacher gives permission to return to school.
6. Chaperones **may not** take side trips, do family or personal business en route, stop for food or deviate from the planned trip route.
7. Children and adults shall be transported in accordance with the manufactured rated seating capacity of each vehicle. Seat belts must be worn at all times by all volunteers, teachers and students. NO DOUBLE BUCKLING. Children under the age of 8 and/or 80 pounds or less **MUST** be secured in a booster seat. Children 12 years old and/or less than 100 pounds **MUST** sit in the back of the vehicle if the vehicle has passenger side air bags.
8. Chaperones are to call school @ (815) 577-9310 **immediately** if they have car trouble, are involved in an accident, become lost, or a student becomes ill or is hurt.
9. Chaperones must always escort, not send, a child to a public restroom. If enough adults are not available, an adult is to stay within a reasonable distance outside the door, carefully watching for the student's safe return. If a child has a prolonged stay in the restroom, the adult should investigate immediately.
10. Students will use the "Buddy System" on field trips. This includes all restroom breaks.
11. Teachers will not be assigned to a specific group of students so he/she can be available and responsible for any discipline problems that may come up during the trip.
12. If a chaperone returns to school before the teacher, he/she is to stay with the students until the teacher arrives.
13. Since the students are the primary responsibility of the chaperones, younger siblings **must** remain at home.
14. There shall be no smoking at any time during a field trip, or while transporting students to school sports events.
15. In order to allow chaperones to give students your full attention while driving, we ask that any music played be only Christian music and volume kept to a minimum. No movies please.
16. Chaperones should refrain from using cell phones while driving students. Please use your cell phone for emergencies only.

## **FINANCIAL AID**

**General.** The primary use of financial aid is to assist students who, without such aid, would be unable to attend Trinity. Financial aid may include scholarships, grants and/or loans, any of which may be awarded singly or in various combinations. The actual amount of financial aid awarded is determined by such circumstances as family income, total assets, number of dependents and whether the applicant practices good stewardship.

**Application.** Financial aid applications are available in the school office and must be submitted to the Dept. of Business Services by April 30 for the following school year. All applications are kept confidential except for our bookkeeper and our Board Financial Officer. A determination is then made regarding approval and you will be notified thereafter by mail. Financial aid funds are limited, and even though aid may be awarded, the student may still fall short of the total amount needed to attend Trinity. All applications are kept confidential except for our Bookkeeper and Board Financial Officer.

All new and continuing students must establish financial need annually in order to receive financial aid. Requests for information and awards should be directed to:

### **Financial Aid**

Trinity Christian School  
Attn: Bookkeeper  
901 Shorewood Drive  
Shorewood, Illinois 60404  
815-577-9310

**Probation and Suspension from Financial Aid.** All members of an applicant family receiving financial aid at Trinity are required to remain in good standing and meet all other obligations as required in the Student Handbook and Parent Agreement throughout the school year. Students are placed on probation from the financial aid program if these responsibilities are not met. Suspension of financial aid will occur if obligations are not met by the end of the probation period.

**In Good Standing:** To receive financial aid, a student must be in good standing and not receive academic, behavior or character probation or suspension of any kind.

**Special Circumstances.** If you have extenuating circumstances impacting your financial obligations to Trinity, please request a Financial Aid Special Circumstance form from the office.

## **FORM OF PAYMENT**

All payments sent to school such as milk, hot lunches, field trips, etc., must be paid for by check, money order or bank draft, unless otherwise stated. As a matter of policy, all cash payments will be returned unless it is explicitly stated cash payment will be accepted. All payments should be enclosed in an envelope for each of your child(ren) and not combined. The envelope should be addressed to the appropriate person and clearly marked with the child's name and the purpose of the payment.

## **FUNDRAISING**

As a private, non-denominational school, Trinity relies on only a few sources for income: tuition, building usage fees, donations and fundraising. We are not affiliated with nor subsidized by a church. From our beginnings, in order to keep tuition lower than the actual cost of educating a student at Trinity, our approach has been to give families the opportunity to subsidize the cost of education at Trinity by raising funds, other than from their own pockets, by sponsoring three major fundraisers:

1. Benefit Dinner;
2. Walk-a-thon; and
3. Scrip Gift Card program

Other minor fundraising may occur from time to time but these efforts are optional for families and must be approved by Administration.

### **Mandatory Three Major Fundraisers**

Trinity families are required by the Parent/Guardian Agreement to participate in the three major fundraisers as follows:

1. **Parents/Guardians are required** to participate in the Fall Benefit Banquet, by attending and purchasing a minimum of 2 tickets. All RSVP's and monies are due by October 28, 2011.
2. **Parents/Guardians are required** to participate in the Walk-A-Thon on September 24, 2011 by raising and submitting at least \$150.00 per family by October 14, 2011.
3. **Parents/Guardians are required** to participate in the Scrip Program throughout the school year resulting in \$200.00 earnings for Trinity. \$200 in earnings or \$200 by check per family is due May 22, 2012.

These are minimum requirements. Should a family fail to satisfy these requirements per event, they will be considered to have violated the Parent Agreement and the unmet amount will be considered an "Unsettled Indebtedness" (See Tuition, Fees & Policy Herein) and be processed accordingly.

### **Optional Fundraising**

From time to time, departments, classrooms or other Trinity groups will sponsor optional fundraising for specific projects such as mission opportunities, athletic uniforms, student council activities, etc. These fundraisers are optional for all families.

### **Fundraising Approval Policy**

It is the express intent of the Trinity Board to require Parents/Guardians to only participate in the three major fundraisers, which are designed so Parents/Guardians may raise funds from sources other than their own personal funds. The Board does not desire for families to feel "nickel and dimed" while they are a part of our Trinity Family. Therefore, all fundraising which solicits funds from Parents/Guardians must be submitted in writing to the Director of Business Services for approval prior to the first day of school. Requests will be reviewed by a committee and considered in light of other events and the overall financial and strategic goals of Trinity. If a fundraising opportunity is submitted after the start of the school year, other scheduled events will take priority and the event will likely be denied or scheduled for the following school year.

### **Type of Fundraising Permitted**

As a general guideline, any fundraising efforts at Trinity must directly benefit the school or an organized mission opportunity. Fundraising for individual people or families is not a permitted fundraising activity. This policy is consistent with the Trinity approach to fundraising. However, for a family body reaching over 200 families, there are many people in need and in these situations; Trinity provides the opportunity for such families to apply for financial aid.

## **GRADING SYSTEM**

**Report Cards.** Report cards are given out four times a year at nine-week intervals to Kindergarten through Eighth grade students.

**Midterm Progress Reports.** Progress reports will be sent home to the Parents/Guardians of each student in the middle of each quarter. Any Parent/Guardian of a student with a behavior or academic concern should be notified at midterm or sooner.

**Grading System.** Grades will be issued on report cards in percentages for grades two through eight based on the grading system below. (First grade will receive percentage grades beginning with the second semester.) The following is our current grading scale:

100-94%	A
93-85%	B
84-76%	C
75-70%	D
69-0%	F

### **GYMNASIUM RULES**

Trinity practices respect for its facility as it is considered a blessing from God. To insure the best practices of our facility as it is related to the gymnasium, the following rules shall apply:

1. Physical Education classes take precedent on the use of the gymnasium as well as Trinity athletic events;
2. Classes should be in different areas of the gymnasium when there is more than one class present;
3. All persons using the gymnasium for any reason should be certain to clean up any items from such use and no balls or other equipment should be left in the gymnasium;
4. All persons using the gymnasium are to wear athletic (non-marking) shoes only;
5. No food or drinks are allowed at any time in the gymnasium.

### **HEALTH AND WELLNESS**

Student's learning and ability to achieve excellence in all they do is impacted directly by their Health and Wellness. Trinity becomes the *loco Parent/Guardian* once a student enrolls which means we step into the shoes of the Parents/Guardians while the student is attending Trinity. Helping our students take care of themselves is consistent with scripture, which tells us that our bodies are "temples" for the Holy Spirit and we must honor God with them (1 Cor 6:19-20). Therefore, we have set forth the following guidelines to minimize unhealthy lifestyles and to promote and educate our students about healthy choices:

1. All students who have been diagnosed by a practicing physician with severe allergies, asthma, rare diseases, diabetes or other life threatening conditions will be required to submit an action plan with the office;
2. Food or candy is no longer permitted in the classrooms as incentives for good behavior or for meeting academic goals. Requests to use food for teaching purposes must be submitted for Administration approval.
3. Birthday celebrations in the classroom, including teachers, shall no longer involve food or candy. This policy has multi-purposes: (1) to prevent unnecessary contamination within the classroom; (2) to avoid students having no choice but to eat unhealthy foods during birthday celebrations; and (3) to eliminate the mess and inconvenience to the classroom typically caused by these treats.
4. When participating in field trips, a Parent/Guardian or their designated representative will accompany the high risk student as well as carry a first aid kit containing the medical supplies required for the high risk student. The teacher will not be specifically responsible for the high risk student as the teacher needs to manage the entire field trip nor will the teacher administer medications.

5. A first aid kit must be brought out during recess containing basic medical supplies and the office medicine cabinet must be consistently stocked with basic medical supplies. Any special medications will be properly labeled and supplied by the Parent/Guardian and given to the office. It is the Parent/Guardian's responsibility to supply the school with any medications as well as providing the office with a Medication Self Administration Consent before medications can be administered at school.

## **HOMEWORK ASSIGNMENT POLICY**

Trinity considers homework to be purposeful, directed and a reinforcement of classroom learning. Homework will not be assigned over these extended holidays: Christmas, Easter and Thanksgiving. For late assignments, faculty may take points off, give zeros, keep students in from recess, call Parents/Guardians or give detentions for chronic late, missing or incomplete assignments.

## **HONOR ROLL**

At the end of each nine-week quarter, students in Middle School who have achieved a grade point average (GPA) of 3.0 or better, computed over their 6 core classes which include: Bible, Science, History, Literature, English and Math subjects will be placed on honor roll. Students may not have any grades lower than a C- in any elective class for honor roll eligibility. Students being placed on the honor roll will be acknowledged at the awards ceremony at the end of the year.

## **LUNCHES**

**Hot Lunch.** Hot Lunch is currently offered by Trinity Monday through Friday. Students will receive a monthly opportunity to sign-up for hot lunch and pay the applicable costs. Hot Lunch is optional.

**Sack Lunch.** Sack lunches should be sent to school for lunch and classroom snacks. Please make sure the student's name is on their lunch box. Refrigeration is not available to students. Forgotten lunches are to be dropped off at the school office. DO NOT bring forgotten lunches directly to the classroom. There is no microwave available for children; lunches must be ready to eat.

**Milk.** White or chocolate milk can be purchased on a annual or semi annual basis through Trinity.

**Other drinks.** We ask that Parents/Guardians do not send soft drinks for lunches.

**Lunch Rules For Students.** Students eat lunch in the Cafetorium under supervision. Students are expected to follow lunchroom rules as explained by instructional staff and stated herein:

1. Each student will get his/her lunch and sit at a table;
2. Students will keep hands and feet to themselves and must refrain from bothering other students' possessions and lunches;
3. Students should clean up after themselves including table, chair and floor;
4. When the student's area is completely clean, students will wait for the lunchroom supervisor to excuse them;
5. Students may not share their food due to allergies and sanitation reasons;
6. Disruptive students will be given one warning and then moved to a table by themselves.
7. Continued non-compliance may result in demerits and/or loss of recess.
8. **The stage is off limits to all students, including preschoolers and student siblings.**

**Lunchroom Rules For Supervisors.** Volunteers supervising the lunch period should be advised of the following rules and procedures:

1. Lunch buckets are brought to the Cafetorium by the students;
2. Students are allowed to go to the garbage can one time when they have finished eating and have been dismissed;
3. Lunch monitors will check to be sure that younger children are eating their sandwiches and fruit and not throwing them away;
4. Students are responsible to clean-up after themselves which includes the table, chair, and floor beneath them;
5. Students may converse quietly. If it becomes too noisy students are given a verbal warning. If the noise persists the whole lunchroom is given two minutes of silence. This action may be repeated if necessary. If there is a significant lack of cooperation students may miss a portion of their recess;
6. Students may not share their food due to allergies and sanitation reasons;
7. Lunch monitors must abide by the dress code for volunteers.

### **MEDICAL INFORMATION**

**Physical/Dental Examinations.** Illinois State Code requires all students entering Preschool, Kindergarten and Fifth grade to have a complete physical with an up to date report of immunizations. All students entering Kindergarten, Second grade and Sixth grades are required to have a dental examination. Students entering Preschool and Fifth grade must have proof of Hepatitis B immunizations. All Trinity students must submit a copy of their physical and immunizations.

**Medication.** In compliance with Illinois State Law, the school does not have authorization to administer any prescription medication to students without written authorization from the Parents/Guardians. The Parent/Guardian must complete the Medication Administration Form and have it on file in the school office. Medicine must be in the original container or prescription bottle, appropriately labeled by the pharmacist, physician, or manufacturer. Nonprescription medication such as Tylenol, Benadryl or cough medicine may be administered following verbal authorization from the Parents/Guardians. Medication will be stored in the school office in a safe place. Only authorized Trinity staff may administer medication.

**Injuries.** In the event of a serious injury, every effort will be made to contact the Parent/Guardian before a child is transported to the hospital. An ambulance may be ordered if deemed necessary before a Parent/Guardian can be reached. If the Parent/Guardian is not present and the student needs to be transported by ambulance, a Trinity employee will accompany the student to the hospital. If treatment at a hospital or doctor's office is required, the Parent/Guardian assumes full responsibility for costs incurred. Minor first aid is administered in the school office. Minor injury reports will be filed with the office for non-serious injuries. A copy will be sent home with the student.

**Guidelines for Illness.** Students who become ill during the school day must report to the school office. Parents/Guardians will be notified. If a child is vomiting, has diarrhea, or has a fever of 100-degree Fahrenheit or higher, the Parent/Guardian is required to pick up the child. If Parents/Guardians cannot be reached, emergency phone numbers will be called. Students **MUST** be fever free for 24 hours before returning to school. The following diseases must be reported to the school. The Will County Health Department develops each policy.

1. **Chicken Pox:** All pox must have a dry scab and no new pox must have appeared for the last four days
2. **Pink Eye:** Eyes must be clear (no redness or secretions) or bring a doctor's note verifying that the child may return to school.
3. **Ringworm:** The child must be using a doctor-prescribed medication, and a bandage must cover the ring.

4. **Strep Throat:** We must have a doctor's note, or the child must be on an antibiotic for a minimum of 24 hours.
5. **Measles, Mumps, Whooping Cough, Pneumonia, Pinworms and Scabies:** Must be reported to the school office.
6. **Lice:** We must have either a doctor's note verifying that the child has been treated, or a dated receipt for the purchase of "Quell" which is a prescription shampoo from the doctor. All nits must be removed from the hair before the child will be admitted back into the classroom. The school office will check the child before being returned to the classroom.

### **NON-DISCRIMINATION POLICY**

Recognizing that all people are special creations of God having been made in His image, Trinity welcomes all national and ethnic origins and affords them all rights, privileges, programs and activities. Educational admission policies and tuition assistance, as well as athletic and other school administered programs, do not discriminate on the basis of national or ethnic origin. Any form of harassment, including sexual harassment, is absolutely prohibited.

### **PARENTAL REQUIREMENTS**

Trinity strives to meet the needs of the total child and complement the role of the Parents/Guardians as the primary educators of the child. This can only be accomplished when Parents/Guardians are involved in their children's formal education. Upon acceptance of a child into Trinity and each year thereafter, the Parent/Guardian must sign the Parent Agreement and by doing so, thereby enters into a cooperative agreement with Trinity (See current Trinity Parent Agreement for details). Continued enrollment of a student is contingent upon their Parents/Guardians upholding the terms of the Parent Agreement. The terms of the current Parent Agreement are hereby made a part of this Handbook.

**General Cooperation.** In addition to the Parent Agreement, Trinity encourages Parents/Guardians to:

1. Earnestly pray for Trinity;
2. Take an active part in those events sponsored by the school;
3. Take an active role in PTM and Fundraisers;
4. Pay the tuition and fees for services rendered through the school's educational program according to tuition payment policies;
5. Become involved with their child's overall education;
6. Support Trinity in the administration of its discipline policy as set forth in this Handbook.

### **PARENT-TEACHER MINISTRY**

**Purpose.** The Parent-Teacher-Ministry (PTM), with oversight by the Director of Special Events/Volunteers, provides an avenue for Parental involvement and vital support of the school. The PTM ministers to our teachers and staff and provides opportunities for fundraising and social activities for the school. PTM meets three to four times a year and Parents/Guardians are required to attend all of these meetings. Parents/Guardians are strongly encouraged to become an active PTM member and encouraged to join at least one PTM committee. Volunteer hours are available through PTM committees to satisfy the 20-hour per year/student commitment.

**PTM Officers.** The PTM Officers are elected by the Parent body and are to serve in accordance with the current Trinity PTM manual. PTM Board Members serve a two year term. A PTM Board Member may run and be elected for a second term. The maximum number of terms a PTM Board Member may serve is two.

## **PARKING**

Drivers are requested to park in front of the school building. Please observe the traffic rules at all times.

## **PHONE NUMBER AND ADDRESS**

Phone numbers or addresses of students and employees will NOT be given out to the general public unless permission has been given to the office.

## **PHYSICAL EDUCATION EXCUSES**

Students who are unable to participate in P.E. due to medical reasons need a note from home. The physical education teacher will review the request. A doctor's excuse must be provided if he/she is unable to participate for a period of longer than 3 days. Students may be required to follow an alternate lesson plan during that time, which may include alternate activities and/or written work.

## **PHYSICAL EDUCATION UNIFORMS**

For grades 6th-8th, a minimum of one PE uniform is required to be purchased at a cost of \$15.00. Extra uniforms can be purchased through the school. Parents/Guardians of 6th-8th grade students are requested to supply a "duffel-type" bag clearly marked with the student's name. Non-marking gym shoes (scuff proof) must be worn. All removable clothing should be marked with the child's name. Trinity is not responsible for lost clothing items. For grades K-5, PE attire will be their regular school dress as well as non-marking gym shoes. Girls MUST wear shorts under skirts or jumpers.

## **PRAYER SUPPORT**

Our Mom's In Touch is a group of school mothers, who regularly meet to pray for our school, employees, students and families. Mom's in Touch meet after chapel on Wednesday from 9:30am to 10:30am. If you cannot join us and you have specific prayer requests, please contact PTM or leave your request in the PTM box. Childcare is provided.

## **PRE-SCHOOL PROGRAMS**

Trinity offers Preschool for three year olds (two days/week, mornings or afternoons) and Prekindergarten for four year olds (three days/week, mornings or afternoons). Classes are held on campus at Trinity and off campus at Christ Community Church in Plainfield, Judson Memorial Baptist Church in Joliet and Harvest Baptist Church in Oswego. Daily schedules, preschool handbook, and tuition information may be obtained from the Trinity preschool office at 815-577-9310, Ext 58.

## **PROBLEM RESOLUTION**

In an effort to keep Trinity operating in righteousness and in accordance with Biblical standards, all Parents/Guardians, employees, board members and students need to follow the Matthew 18 principle: "If your brother wrongs you, go and show him his fault, between you and him privately. If he listens to you, you have won back your brother." Matthew 18:15. If there is a conflict, these steps need to be followed:

- First Pray about it;
- Second, arrange a time to meet and privately discuss the problem with the individual (s) directly involved;
- Third, during the meeting, discuss the matter in a respectful and calm manner with a goal of reconciliation;
- Fourth, if an understanding has not been achieved, arrange a meeting with the next chain of command level; teacher/staff, School Administrator, Board.

Consequences for not handling conflicts as stated above are at the discretion of Administration and the Board and may include probation, suspension or dismissal.

- DO NOT:** Gossip about the problem or slander the person;  
Discuss the details of the problem while arranging a meeting  
Harbor bitterness  
Make the matter public by speaking in front of others, including our students.

As stated in the Parent Agreement, Parents/Guardians will seek to resolve any problem with the person(s) involved without involving those outside of the situation. They will follow proper chain of command, (employee, School Administrator, Board) one step at a time, in seeking a solution.

## **PROMOTION**

Students must maintain a 70% or above in all their subjects (GPA) for promotion. Absenteeism over 17 days could result in retention.

## **RECESS**

A teacher/staff/volunteer must accompany students while they are on the playground. It is an absolute necessity that students be supervised at all times. Outside recess will be planned when the temperature is 20 degrees or warmer. The wind chill will be factored into the temperature reading. Students should bring appropriate clothing (hats, gloves, boots, etc.) for outdoor recess each day. All children shall be encouraged to play outside with the group whenever possible. Children who remain indoors must be under the supervision of an adult at all times.

### **Recess Rules**

1. All students must go outside for recess unless they have a note from a Parent/Guardian or teacher. Students who need to be excused for an extended period of time require a doctor's note.
2. All students will play on and within the designated area around the school.
3. Students are not allowed to retrieve balls outside the designated area without adult permission.
4. Students must have permission to enter the building.
5. Students are not allowed to kick or throw balls against the building or fence.
6. Students are not allowed to push, shove, kick, or fight with other students.
7. Students are not allowed to use inappropriate language or be disrespectful to playground supervisors or other students. (Disrespect includes taunting or yelling at another, arguing with authority, or mocking authority.)
8. One warning is given to a student for disobeying any of the above rules. If a student continues to disobey, that student will be told to quietly sit out for the rest of recess and may be sent to the Dean of Students.

### **Snow Rules**

1. Winter Wear:  
K-3 Snow pants, boots and gloves  
4-5 boots and gloves
2. Students are not allowed to throw ice/snow or kick ice/snow at other students

### **Playground Rules**

1. Students will use playground equipment according to the rules given by the monitors.
2. Students will stay within playground boundaries and away from the Air Conditioning and building.

## **REGISTRATION PROCEDURE**

Enrollment for current students will begin January 22, 2012. Open registration will begin February 13, 2012. Class sizes are limited. Current students may reserve placement for the following year by

submission of a reservation form along with the non-refundable \$150 reenrollment fee before February 10. New students applying to Trinity must complete a new family packet which is available from the school office and satisfy all Admission requirements as defined in the Admissions section of this Handbook.

### **RETENTION POLICY**

Trinity believes that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. Retention will be recommended in certain circumstances. Absences in excess of 17 days in a school year may result in retention. Academic performance can also be a basis for retention. Report cards and midterm reports sent home throughout the year will be the means by which Parents/Guardians will be informed concerning their student's progress and grades. Students that fail one major subject (Literature, English, Math, Science, History and Bible) over the course of a year must receive tutoring from a Trinity approved summer program and show evidence that required concepts have been learned. The student will then be accepted on Academic Probation at the next grade level for nine weeks. Should the student obtain a "D" or higher in that subject at the end of the nine week Academic Probation, they will be taken off Academic Probation. However, should the student receive a failing grade of 69% or below, they must receive Trinity approved after school tutoring and will remain on academic probation. Regardless of the foregoing, students in grades K-8 who earn two or more grades 69% or below in major subjects (Literature, English, Math, Science, History and Bible) by the fourth quarter midterm, will be retained at the current grade level.

### **STANDARDIZED TESTS**

In order to evaluate the student's capability to learn and his/her progress, the school utilizes the Stanford Achievement Test (SAT) administered annually to grades one through eight.

### **STUDENT CONDUCT CODE (School Wide Rules)**

As Trinity students, our desire is to live by the standards set forth in the Bible. Accordingly, we ask that all students observe the following guidelines:

1. Students will respect and obey all employees, Parent/Guardian volunteers and church representatives.
2. Students will show reverence to the Bible, God's house and the American and Christian flag.
3. Students will show proper care of school playground equipment.
4. Cleanliness in work, action, speech, and dress is expected.
5. Students must exhibit orderly, courteous conduct in all areas of Trinity, Chapel, as well as school sponsored functions.
6. Chewing gum is not permitted at any time on the school grounds during school hours.
7. Running inside the building is not permitted.
8. Students are to address teachers and staff with respect using: "Mr., Mrs., Miss, and Ms."
9. Radios, tape players, CD/tape players, MP3 players, IPODs, electronic games and skateboard/scooters are not permitted at school AT ANY TIME. Students who choose to bring any such items to school will have it taken away and returned to the Parent/Guardian.
11. NO guns, knives or any other weapons, real or fake are allowed at school AT ANY TIME. If this occurs, Parents/Guardians will be called immediately and further action can be taken.
12. Homework and other assignments are expected to be completed and turned in on time.
13. Restrooms are not to be used as a place to socialize with other students.
14. No pets are allowed in the Trinity building.
15. No Heelies are allowed in the Trinity building.

**Middle School Preparedness.** In addition to the foregoing, middle school students must come to each class prepared as so required by each subject's teacher. A middle school student will be counted

unprepared in each class for which they do not have homework completed, or they do not come to class with the proper books and/or materials.

- Upon the occurrence of a fourth "unprepared" in one nine week quarter, the student will receive a form to take home, to be signed by his/her Parent/Guardian and returned to the teacher the next day. Failure to return the form the next day will result in one demerit.
- The fifth unprepared in **one** nine week quarter will result in a detention **and** every **unprepared thereafter** will result in an additional detention.
- All returning school forms will be attached to the original form.
- ***A RECORD OF THIS ACTION WILL BE PLACED IN THE STUDENT'S FILE***

## **STUDENT ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES**

Trinity seeks to be a place where students can develop spiritually, academically, socially, physically, and emotionally, as well as to serve others. Therefore, Trinity offers the following opportunities:

### **Athletics**

Volleyball	Grades	5-8	Girls
Volleyball	Grades	5-8	Boys
Basketball	Grades	5-8	Boys
Basketball	Grades	5-8	Girls
Soccer	Grades	5-8	Coed
Cheerleading	Grades	5-8	Girls

### **Service Projects**

Teachers are asked to organize a minimum of one per semester. The entire school participates in Operation Christmas Child. Additional ways of sharing the love of Christ are encouraged by:

Sending cards of appreciation	Nursing Home Visitation
Writing letters to grandparents	Mission Projects
Community Service	Area Beautification Projects
Canned Food Collection	

### **Leadership Development**

Chapel participation by class or as an individual  
Host/Hostess school functions  
Student Council

### **Academic Enrichment Programs**

Art Fair  
Math Competition (7<sup>th</sup> Grade)  
Reading Buddies  
Science Fair (8<sup>th</sup> grade)  
Speech Meet  
Spelling Bee  
Yearbook (6-8)

### **Annual Programs**

Christmas Musical (Kdg-5th)  
Middle School Spring Musical (6th-8th)  
Music on the Move  
Spirit Week  
Spiritual Emphasis Week

## **STUDENT WITHDRAWAL POLICY**

Withdrawal of a student for any purpose other than family relocation may cause forfeiture of all tuition paid. In the case of relocation, tuition will be prorated. Tuition will not be refunded after the sixth week of the first quarter of school. If a child is expelled from Trinity, no tuition is refunded. Withdrawal will

only be processed upon receipt of a signed withdrawal form available in the office.

### **CELL PHONE POLICY**

Students may not have cell phones at school outside of their lockers during the instructional school day. If brought to school, these devices must be left in the students' lockers during school hours. This includes activities, such as, but not limited to, before and after school care, field trips, and athletic events. Cell phones may only be used for emergency purposes when involved in an after school activity. Permission to use a cell phone must be granted by a teacher/coach/parent in authority. Cell phones must not be visible and must remain turned off. Please note that placing a cell phone into silent/vibrate or text messaging modes is not considered "turned off" and is prohibited.

If a student violates this policy the device will be confiscated and turned into the Dean of Students. Parents/Guardians can retrieve the phone at the end of the school day by paying a \$10 fee. The \$10 fee will continue to increase by an additional \$10 for each subsequent violation of the policy throughout the school year.

Furthermore, violation of this policy during any student assessment (quiz, test, exam, etc.) is considered cheating and will require the appropriate disciplinary action. The Dean of Students also reserves the right to examine the cell phone, including phone numbers, texts, and pictures that are stored if confiscated. The finding of inappropriate materials may result in disciplinary action. At a minimum, a disciplinary action form will be placed in the students file.

Trinity Christian School is not responsible for lost, stolen, or broken cell phones.

### **TEXTBOOKS/FINES**

All textbooks remain the property of the school unless designated otherwise. **Students are not to write in them.** Textbook covers (furnished by students) are required for all school owned texts to preserve the life of the books. Students are required to pay for any book(s) that is/are lost or damaged. If the text(s) is lost, or classified as a total loss, the student is required to pay the full replacement cost of the text(s). If the book(s) is/are damaged, a fine will be assessed for damaged text(s) by the teacher. The teacher will fill out a textbook fine form describing the damage to the book, assessing the fine, and turn it in to the Director of Curriculum. A copy of the form will be given to the Parent/Guardian for their signature and a copy will be placed in the student's file. A student's records and report card will not be released until all fines and damages are paid to Trinity.

### **TUITION, FEES & POLICY**

**Tuition Payment Plans.** Parents/Guardians select annually the Tuition Payment Plan on their Registration form. Trinity offers the following payment plans for students:

- **Early Bird Plan:** Tuition is paid in full for the upcoming school year by May 1 of the current school year and receives a 3.5% discount.
- **Pre-Payment Plan:** Tuition is paid in full for the upcoming school year on or before July 1 and will not incur a service fee.
- **Quarterly Plan:** All tuition whether in full or partial payment, paid for the upcoming school year after July 1, is considered on the Quarterly Plan and will be charged a 3% service fee. Those selecting the Quarterly Plan will make payments in accordance with the following payment schedule:

#### **QUARTERLY PAYMENT SCHEDULE:**

First Quarterly payment due:

July 1, 2011

Second Quarterly payment due:	September 1, 2011
Third Quarterly payment due:	December 1, 2011
Final Quarterly payment due:	March 1, 2012

- **EFT/Monthly Plan:** Tuition is paid for the upcoming school year in monthly payments as follows: The first payment is a lump sum equaling the first quarter tuition payment plus a 4% service fee and is due July 1. Thereafter, the balance of your tuition will be amortized across the remaining nine months and will be paid in equal monthly payments including the 4% service fee that will be debited from a designated bank account on the 1<sup>st</sup> of each month beginning August 1, and ending on April 1. Any fees incurred by Trinity as a result of the NSF will be paid along with the remaining balance by money order or cashier’s check. Should a NSF occur Trinity will provide a new quarterly schedule.

**EFT Option for Monthly and Quarterly Plan**

Parents/Guardians utilizing the Monthly and Quarterly Payment Plan will be eligible to make their payments via Electronic Fund Transfer (“EFT”) i.e. the school will automatically debit the designated account on each quarterly due date in the amount due upon such date.

**Tuition Rates.** Trinity goal is to make Trinity affordable to as many students as possible. With this goal in mind, tuition rates are decided upon annually by the Board. The tuition rates for this year are as follows:

**TUITION RATES/SCHEDULE (2011-2012)**

Full day Kindergarten through 8 <sup>th</sup> Grade	\$4,817.00
2 <sup>nd</sup> Child	\$4,317.00
3 <sup>rd</sup> Child	\$4,167.00
4 <sup>th</sup> Child	\$3,707.00
5 <sup>th</sup> Child	FREE
½ day Kindergarten	\$2,870.00

**FEES.** In addition to Tuition, certain costs related to educating the student and/or activities in which the student is involved apply. The following fees are currently in effect:

- **Registration Fee:** This fee is required to reserve a student’s enrollment in a class for the upcoming school year. This fee is paid during Trinity Registration and is non-refundable. The Registration Fee for the current school year is \$150.00 per student before February 18, 2011. Any registrations paid after that date will be at the new family rate of \$175.
- **Technology and Curriculum Fee:** This fee is necessary to help cover the cost of books, computer class, Internet access (DSL line) and software updates per student. This fee must be paid in full by July 1 for the upcoming school year and is non-refundable. The Technology and Curriculum Fee for the 2011-2012 school year is \$300.00 per student K – 5 and \$400 per Middle School student.
- **Sports Fee** (when applicable): This fee is necessary to cover the costs of sport supplies, uniforms, coaches, referees, etc. The Sports Fee is due for each sport on the date published by the Trinity Athletic Director. The Sports Fee for the current school year is \$80.00 per student per sport, plus proof of health insurance coverage.

**Promise to Pay.** Regardless of the tuition payment plan selected, payment is to be made in a timely manner and in accordance with the terms of the payment plan selected. As stated in the Parent Agreement, families “acknowledge the current tuition rates and make [a] promise to pay tuition in accordance with the tuition payment plan indicate[d] on the Registration Form”. (see Parent Agreement).

**Late Payment.** All late payments of tuition, fees, BASK payments, fundraising minimums and any other

financial obligations you incur at Trinity will be charged a \$25.00 late fee per student per late payment and will be considered an unsettled indebtedness as define below if it is not paid on the date it is due. It is the Parents/Guardians responsibility to know when their payments are due. After 30 days, if payment is not made on the overdue item which is being assessed the \$25.00 late fee, an additional \$10.00 late fee will be assessed for days 31 through 60 until it is paid in full, including the payment of the late fees. Thereafter, if the unsettled indebtedness remains unpaid, the already \$35.00 late fee will continue to escalate by \$10.00 for each 30 day period it remains unpaid.

**Non-Sufficient Funds.** Should the school receive a non-sufficient funds (NSF) notice at any time, a \$25.00 fee per NSF will be assessed to Parent/Guardian accordingly.

**Unsettled Indebtedness.** Any student whose tuition, fees, BASK payments, fundraising minimums and any other financial obligation incurred at Trinity, has not been paid as of the current quarter in which it is due, will not be allowed to return to school the following quarter until such indebtedness is paid in full. Trinity shall take any measures deemed necessary to enforce this policy, including but not limited to, withholding student report cards, canceling conferences or permitting student to continue attending Trinity. Moreover, as stated in the Parent Agreement, "All financial obligations must be met before final grades are issued and re-enrollment is contingent upon fulfillment of all obligations". Should there be any unsettled indebtedness to the school at the end of each quarter or end of school year, any and all students will automatically be removed from the current class list for the following school year. Such student(s) will be placed on the waiting list for their class until such time as their balance is paid. Please note a student will be granted re-enrollment only upon full payment of all indebtedness or unless otherwise agreed to with the Director of Business Services. Re-enrollment is based on availability in a class at the time of full payment and is not guaranteed. In addition, no degree is conferred, nor credits given, nor transcript issued, nor letters of honorable dismissal, nor school records released or recommendations written for such students until the indebtedness is satisfied.

**Refunds.** Tuition will not be refunded after the sixth week of the first quarter of school. Withdrawal of a student for any purpose other than family relocation may cause forfeiture of all tuition paid. In the case of relocation, tuition will be prorated. If a child is expelled from Trinity, no tuition is refunded. If you have any questions or concerns on Refunds, Payments or Unsettled Indebtedness, please contact:

**Trinity,** Attn: Business Services, 901 Shorewood Drive, Shorewood, Illinois 60404  
815-577-9310 ext. 64.

## **STUDENT SEXUAL HARASSMENT POLICY**

Trinity is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, which may include termination or expulsion. The sexual harassment policy is obtainable in the school office. Students or employees who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the School Administrator.

## **VOLUNTEER PROGRAM**

*Serving from the Heart* is at the core of the Trinity Volunteer Program. While Trinity is a community of believers, it is also a high commitment school. It is our hope when we serve the school, whether it is cleaning up from lunch or chairing a major fundraiser, we *give it our all* and serve "heartily as unto the Lord". In this way, we promote our mission statement and demonstrate to our children what it means to be a disciple of Christ.

**General Guidelines:** Volunteering at Trinity is your chance to be involved with your child's world. *Parents/Guardians* are required to volunteer 20 hours per child, a maximum of 60 hours per family and

must be completed by May 22, 2012. In the event Parents/Guardians are unable to meet this requirement, a \$20.00 charge for each hour not served is assessed. We use 20 hours as a benchmark, but it is our hope Parents/Guardians will serve as much as they are able.

**Check-in and Check-out:** For the safety and security of Trinity students, all volunteers and visitors are required to sign-in at the office and wear a Volunteer ID Badge. Please remember to sign out before leaving the school.

**Logging Hours:** Parents/Guardians are responsible to log in all volunteer hours in the volunteer log book located in the office. Parents/Guardians must keep hours totaled and up-to-date. At the end of each month, hours will be lost if they are not logged.

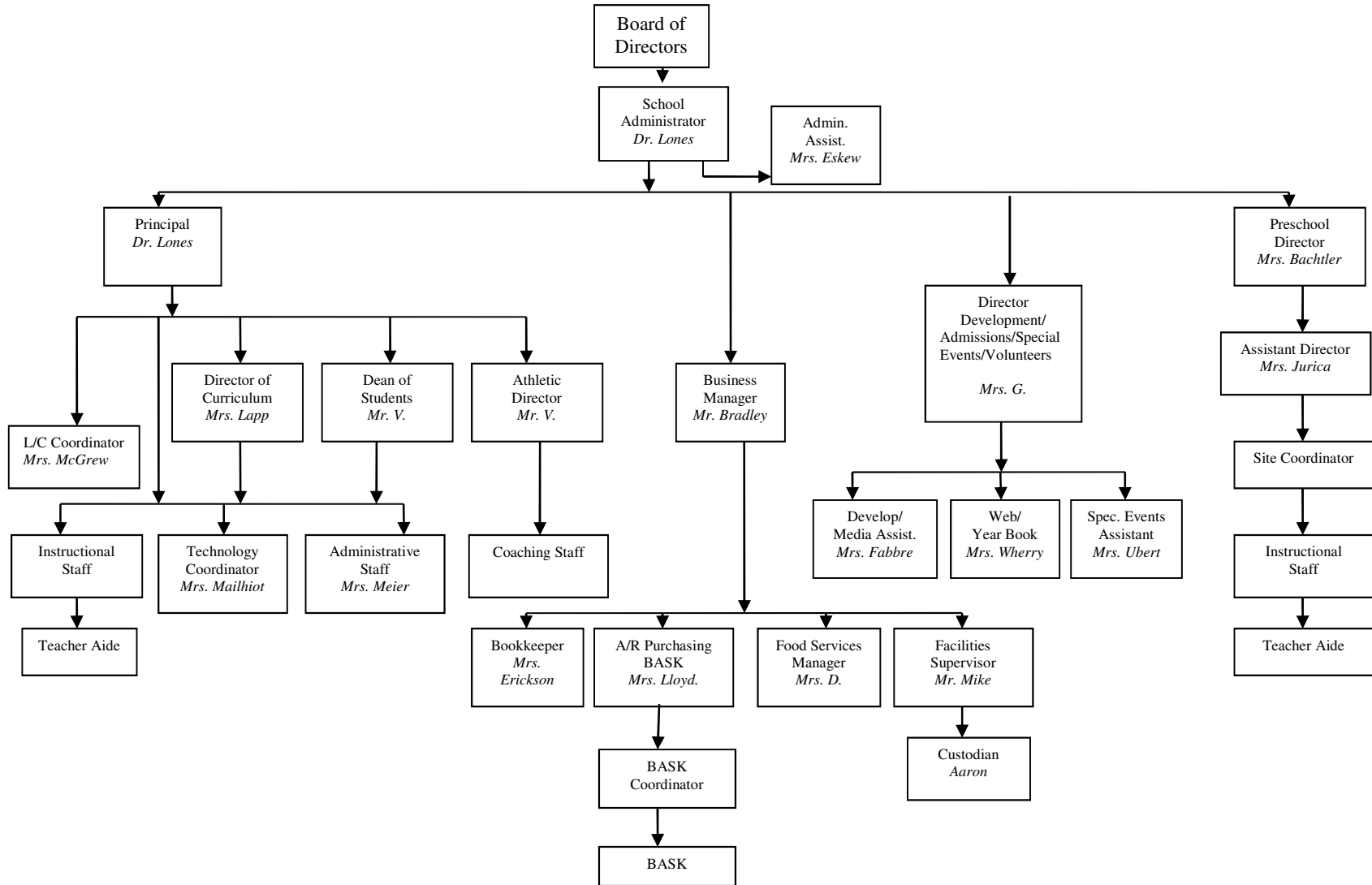
**Cancellations:** Volunteers are responsible to find a replacement if unable to fulfill the commitment. A family directory will be provided for your convenience.

**Volunteer Dress Code:** While volunteering at Trinity, please be sure you are complying with the Trinity dress code. It is important to set a good example for our students. Our *Student/Parent Handbook* specifies NO short shorts/skirts, sleeveless shirts/blouses and no visible undergarments.

**Young Children at School:** When volunteering we appreciate your individual attention. Having a young child present seriously limits the volunteer's ability to serve and can put our students' safety at risk. Thank you in advance for your cooperation.

# APPENDIX A

## 2011-2012 ORGANIZATIONAL CHART



## PARENT STUDENT HANDBOOK COOPERATION FORM

Upon receipt of the 2011-2012 Parent-Student Trinity Handbook, Parents/Guardians and Students are required to sign below after reading the Handbook and submit this signed form to the Trinity office no later than the first day of school.

I (we) have read the Trinity Christian Parent-Student Handbook and agree to abide by all policies for the 2011-2012 Trinity year.

Print Student Name \_\_\_\_\_

Student (Grades 5-8 only) Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## MANDATORY PARENTAL REQUIREMENTS FORM

\* **Parents/Guardians are required** to volunteer 20 hours per child (with a maximum of 60 hours) throughout the school year and must be completed by May 22, 2012. A \$20.00 fee will be assessed for each required volunteer hour not met.

\* **Parents/Guardians are required** to participate in the Fall Benefit Banquet by attending and purchasing a minimum of 2 tickets.

\* **Parents/Guardians are required** to participate in the Scrip Gift Card Program throughout the year resulting in a \$200.00 minimum earning for Trinity. All earnings/monies are due by May 22, 2012.

\* **Parents/Guardians are required** to participate in the Walk-A-Thon on September 24, 2011 and raise a minimum per family of \$150.00. All monies are due by October 13, 2011.

\* **Parents/Guardians are required** to attend all three (3) Mandatory Parent meetings: August 29, 2011; January 26, 2012; and May 14, 2012.

I (we) have read the Mandatory Parental Requirements and agree to fulfill all obligations for the 2011-2012 Trinity year.

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_