

# TRINITY CHRISTIAN SCHOOL



## PARENT/STUDENT HANDBOOK 2018-2019



<sup>31</sup> *but those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not grow weary,  
they will walk and not be faint. Isaiah 40:31 (NIV)*

## TABLE OF CONTENTS

HISTORY OF TRINITY CHRISTIAN SCHOOL.....	1
MISSION STATEMENT .....	1
STATEMENT OF PURPOSE .....	1
STATEMENT OF BELIEF .....	2
ATTENDANCE POLICY .....	3
ADMISSIONS .....	5
ADMISSIONS PROCESS .....	5
ADMISSIONS REQUIREMENTS FOR STUDENTS .....	6
ADMISSIONS REQUIREMENTS FOR PARENTS/GUARDIANS.....	6
NEW STUDENT PROBATION .....	7
ARRIVAL PROCEDURES .....	7
ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL .....	7
ATHLETICS.....	7
ATHLETIC STANDARDS .....	7
ATHLETICS OFFERED .....	8
EVENT SUPERVISION AND SPORTSMANSHIP .....	8
INSURANCE .....	8
COACHING STAFF .....	8
BEFORE/AFTER SCHOOL KARE (B.A.S.K.).....	9
BOARD OF DIRECTORS .....	9
CELL PHONE POLICY .....	10
CHAPEL.....	10
CHILD ABUSE POLICY .....	10
COMMUNICATION.....	11
COMPUTER, TECHNOLOGY AND INTERNET ACCEPTABLE USE GUIDELINES .....	12
CURRICULUM .....	12
DISCIPLINE POLICY .....	13
PURPOSE.....	13
GOALS .....	13
CLASSROOM DISCIPLINE AND MANAGEMENT OF STUDENTS .....	13
K-5TH GRADE DISCIPLINE POLICY .....	14
ANTI-BULLYING POLICY.....	14
DISCIPLINE POLICY - MIDDLE SCHOOL .....	14
DEMERITS.....	14
ADMINISTRATIVE DISCIPLINARY ACTION.....	14
DETENTIONS .....	14
IN-SCHOOL SUSPENSION .....	15
OUT-OF-SCHOOL SUSPENSION .....	15
EXPULSION .....	15
CHARACTER PROBATION .....	15
ACADEMIC PROBATION.....	15

DISCIPLINARY ACTION LEVELS .....	16
DISMISSAL PROCEDURES.....	17
DISTRIBUTION OF NON-TRINITY MATERIALS.....	17
DRESS CODE .....	18
DRUG/ALCOHOL ABUSE .....	20
FIRE, LOCKDOWN AND TORNADO DRILLS .....	20
EMERGENCY CLOSINGS .....	21
FIELD TRIPS.....	21
FINANCIAL AID.....	22
FORM OF PAYMENT .....	23
FUNDRAISING .....	23
GRADING SYSTEM .....	24
GYMNASIUM RULES .....	25
HEALTH, WELLNESS AND SAFETY.....	25
HOMEWORK ASSIGNMENT POLICY .....	26
HONOR ROLL .....	26
LUNCHES .....	26
MEDICAL INFORMATION .....	27
NON-DISCRIMINATION POLICY .....	28
PARENTAL REQUIREMENTS.....	28
PARENT-TEACHER MINISTRY .....	28
PARKING.....	29
PHONE NUMBER AND ADDRESS .....	29
PHYSICAL EDUCATION EXCUSES .....	29
PHYSICAL EDUCATION UNIFORMS .....	29
PRAYER SUPPORT.....	29
PRESCHOOL PROGRAMS .....	29
PROBLEM RESOLUTION .....	30
RECESS.....	30
REGISTRATION PROCEDURE .....	31
RETENTION POLICY.....	31
STANDARDIZED TESTS .....	31
STUDENT CONDUCT CODE.....	31
MIDDLE SCHOOL PREPAREDNESS .....	32
STUDENT ORGANIZATIONS & EXTRACURRICULAR ACTIVITIES.....	32
STUDENT SEXUAL HARASSMENT POLICY .....	33

STUDENT WITHDRAWAL POLICY .....	33
TEXTBOOKS/FINES .....	33
THREAT POLICY.....	34
TUITION, FEES & POLICY.....	34
VIDEO SURVEILLANCE.....	36
VOLUNTEER PROGRAM .....	36

**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, 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, 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), December 27, 2003, we moved to our own facility in Shorewood.

The current Trinity Christian Preschool also opened its doors in 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.

A few more years down the road, God called 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, was 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 Christian School seeks:*

1. To guide each student toward a personal relationship with our Lord and Savior, Jesus Christ
2. To offer a quality coeducational program in grades K-8 that is both God-centered and educationally sound
3. To prepare personalized learning experiences which develop unique God-given gifts (spiritual, intellectual, social, physical and emotional) to maximum each student's potential as an "image-bearer of Almighty God"
4. 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
5. 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
6. To instill in students a desire to know God and develop respect for all mankind
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 victorious Christian life
11. To encourage and strive for excellence in all spheres of life; doing all things "heartily as unto the Lord"
12. To work in conjunction with the home and church to mold students to be Christ-like

### **Statement of Belief**

**WE BELIEVE** in the Scripture of the Old and New Testaments as the only infallible and authoritative Word of God, inerrant in the original writings and that they are of 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 and 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 substitutionary 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 Corinthians 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 and 2:15-17; Romans 5:12 and 6:23).

**WE BELIEVE** that for the lost and sinful man, regeneration by the Holy Spirit is absolutely essential, that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become the children of God (John 1:12 and 3:1-8; Galatians 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 (Galatians 5:22-25; I Corinthians 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 5:24, 28, 29; I Thess. 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; I Corinthians 4:1, 2 and 12:12-27; Ephesians 4:4-6).

**WE BELIEVE** in upholding chastity among the unmarried (I Corinthians 6:18) and the sanctity of marriage between one man and one woman (Hebrews 13:4).

## **ATTENDANCE POLICY**

### **School Hours**

Trinity's hours are 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 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 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 Administrator.

- 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 a.m. or leaves school before 1:30 p.m., they will be marked one half day absent. Half-day Kindergarten students who do not arrive before 9:15 a.m. and/or leave before 10:45 a.m. 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, **K-5**, is absent and you would like their work for the day, PLEASE CALL the office by 9 a.m. Work may be picked up in the school office between 3:30 and 4 p.m. When a **Middle School** student is absence, another student in their grade will be assigned to copy down and collect work for the day the student is absent. Whatever has been collected will be left in the absent student's mailbox. Middle school parents may come in after dismissal at 3:30 p.m. to obtain the work. Students who are absent will receive two days for each one day absent to complete missing assignments.
- Students **MUST** be fever free for 24 hours before returning to school. Similarly, students who have vomited must be symptom free for 24 hours before returning to school.

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 or phone call to the front office by the student's parent or guardian.

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

Students must be in attendance at school for at least half the day (arrive before 11:30 a.m. or remain at school until 11:30 a.m.) in order to participate in any extracurricular competitions and performances scheduled for that day. Students must be in school for at least half the day on Friday to participate in any extracurricular competitions and performances over the weekend. Students dismissed from school during the day for an illness may not return for an after school activity without proper consent from Administration. Any exception to these rules must be approved by the Athletic Director or the Administrator.

### **Unexcused Absences**

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. When a student receives 7 unexcused absences during a school calendar year, a letter will be sent home notifying the parents/guardians. Once a student's unexcused absences total 10 days, parents/guardians may need to submit a written history of the student's absences to the Administrator. More than 10 unexcused absences in a year may result in retention and/or failure of class.

### **Prearranged Absences**

Prearranged vacations or absences during the school year are discouraged. Prior to making travel arrangements, the parent or guardian must notify the **Administrator, the front office and the teacher(s)**. 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 or email 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.

### **Excessive Absences**

Prearranged and any other excused absences count toward a maximum allowable absences of 25 days (excused or unexcused) per school calendar year. Students who exceed this number may be retained. Parents will be notified in writing when all absences total 20 days. 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 a.m. is considered tardy. Students unable to arrive in their classroom by 8:30 a.m. 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
- Student's name
- Excusable reason
- Parent signature

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

**Unexcused Tardies** Students who 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 are 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 is issued by the office. Each additional unexcused tardy results in another detention. Tardies clear at the beginning of each new academic quarter.
- Detentions are 7:30-8:15 a.m., with dates determined by the teacher and/or Administrator.
- An accumulation of 10 or more unexcused tardies during the school year will prevent a student from receiving perfect attendance recognition.

### **Middle School Tardiness**

- Middle school students are 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 teacher will notify the parents/guardians. If the student receives five unexcused tardies in **one nine-week quarter**, the student must serve a detention. For each unexcused tardy thereafter, another detention is served. A record of this action is placed in the student's temporary file. Students who arrive 15 minutes or more after the start of class are considered absent for that class period, not tardy. The teacher determines 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 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**

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.

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

## **ADMISSIONS**

### **Admissions 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 in a Trinity education.

**Step 1 – Apply.** To begin the Admissions 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:

- Family Application
- Registration Form
- Payment of the non-refundable registration fee
- Parent Agreement
- Student's most recent report card
- Pastor Recommendation Form
- Teacher Report

- Statement of Purpose and Statement of Belief
- Student's Birth Certificate

**Step 2 – Academic Evaluation.** Once all of the documents in Step 1 are fully completed and returned to Trinity, an Academic Evaluation is scheduled for the incoming student. During the Academic Evaluation, a teacher may inquire as to a student's spiritual and social maturity as well as administer academic testing. The purpose of the Academic 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 Academic Evaluation, a Family Interview is 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 for Decision.** Upon completion of the Academic Evaluation and Family Interview, the entire Admissions package for the incoming student is reviewed by Administration for a determination regarding admission. When a decision has been reached, the Director of Admissions will notify the family.

#### **4th Quarter Admissions**

No admissions for the current school year are made once the 4th quarter of that school year has begun. Special circumstances may be considered with administration approval.

#### **Admissions 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. An academic evaluation and testing is required.
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. An academic evaluation and testing is required.
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 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 Academic Evaluation administered by Trinity Christian School.
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 and TB tests.

#### **Admissions 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 Purpose and Belief, 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 Admissions 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 Christian School Board. 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 Purpose and Belief or whose lifestyle is not in harmony with the stated Christian philosophy and purpose of Trinity.

### **New Student Probation**

It is Trinity's policy that all new 5th-8th grade students admitted to Trinity are automatically placed on Academic and Character probation as defined in this Handbook. This probation period initially applies to the first quarter. A decision is then made by the Administration and appropriate teachers whether the probation will be lifted, whether continued probation is necessary or if the student may need to be dismissed from Trinity.

## **ARRIVAL PROCEDURES**

Students arriving at school must be dropped off at the Front (South) Entrance from 8:15 to 8:30 a.m. Please understand that there is no "express" lane. Please stay in line with the other parents/guardians. If you arrive after 8:30 a.m., 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.** Participation in athletics is an earned privilege, 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 are 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 are used in determining eligibility status. Any student who is on Character Probation is 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 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 is 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 checks 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 is classified as ineligible. Ineligible students may participate in workouts, if approved by the Athletic Director, but are ineligible to participate in games. A student must wait a one-week grading period to return to eligibility** (see standard above).

**Athletics Offered.** Trinity offers the following athletics for students in 5th through 8th grades:

**GIRLS**

Volleyball  
Basketball  
Soccer (Coed)  
Bowling (Coed)  
Cheerleading

**BOYS**

Volleyball  
Basketball  
Soccer (Coed)  
Bowling (Coed)

**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-5 children 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 (B.A.S.K.)**

B.A.S.K. is offered only to Trinity families and their students. In order to have a successful B.A.S.K. 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 strikes you’re out” policy in B.A.S.K. Specific incidents constituting a strike are determined by the B.A.S.K. Coordinator, B.A.S.K. Supervisor and/or Trinity Administration. When a student receives a third strike they are expelled from the B.A.S.K. program.

All grades are eligible, however half-day kindergarten may attend before school care only. B.A.S.K. hours are 6:30-8:15 a.m. and 3:30-6 p.m. B.A.S.K. follows the current school calendar. For early dismissal days, B.A.S.K. is only available in the morning. The following are the current rates for B.A.S.K.:

	<b>Defined</b>	<b>First Child</b>	<b>Per Child after First</b>
<b>Full-Time</b>	Both a.m. and p.m. care provided more than 3 days a week.	\$75.00 per week	\$37.50 per week, per child
<b>Part-Time</b>	Only a.m. care provided more than 3 days a week.	\$35.00 per week	\$17.50 per week, per child
	Only p.m. care provided more than 3 days a week.	\$45.00 per week	\$22.50 per week, per child
<b>Daily Cost</b>	Both a.m. and p.m.	\$27.00 per day	\$13.50 per child, per day
	Only a.m.	\$12.00 per a.m.	\$6.00 per child, per a.m.
	Only p.m.	\$16.00 per p.m.	\$8.00 per child, per p.m.

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 p.m.

**B.A.S.K. Payments** are due on the 20th of the following month. If payment is not received, the student will not be allowed into B.A.S.K. until payment is made and it will be considered an unsettled indebtedness as defined herein, subject to a \$25.00 late fee. There is also a \$15.00 late fee, starting at 6:01 p.m. and for every 15 minutes thereafter until the child is picked up. There is a grace period from 3:31-3:45 p.m. for families who may be running late. A \$5 fee will be charged through FACTS in these instances.

**BOARD OF DIRECTORS**

**Governance.** Pursuant to the Trinity governing By-Laws and Constitution, the governing body of Trinity is the Trinity Christian School Board (Board). 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 do all staff and volunteers.

## **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, BASK, 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 is confiscated and turned in to the Administrator. Parents/guardians may retrieve the phone at the end of the school day by paying a \$10 fee. The \$10 fee continues 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 requires the appropriate disciplinary action. The Administrator 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 is placed in the student's file.

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

## **CHAPEL**

Chapel services are Wednesdays, 8:35-9:15 a.m., each week for all students. 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 child 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**. Prearranged 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. Mohr – Kindergarten All Day:	<a href="mailto:vmohr@trinitychristian.info">vmohr@trinitychristian.info</a>
Mrs. Kiefer – Kindergarten ½ Day:	<a href="mailto:lkiefer@trinitychristian.info">lkiefer@trinitychristian.info</a>
Mrs. Pieta – Kindergarten Aide	<a href="mailto:rpieta@trinitychristian.info">rpieta@trinitychristian.info</a>
Mrs. Spelde – Kindergarten Aide	<a href="mailto:mspelde@trinitychristian.info">mspelde@trinitychristian.info</a>
Miss Taylor – 1st Grade:	<a href="mailto:ataylor@trinitychristian.info">ataylor@trinitychristian.info</a>
Mrs. Kunde – 1st Grade:	<a href="mailto:mjkunde@trinitychristian.info">mjkunde@trinitychristian.info</a>
Mrs. Hayward – 2nd Grade:	<a href="mailto:vhayward@trinitychristian.info">vhayward@trinitychristian.info</a>
Mrs. Woodford – 3rd Grade:	<a href="mailto:rwoodford@trinitychristian.info">rwoodford@trinitychristian.info</a>
Mrs. Mills – 4th Grade:	<a href="mailto:smills@trinitychristian.info">smills@trinitychristian.info</a>
Mrs. Kelly – 4th Grade:	<a href="mailto:jkelly@trinitychristian.info">jkelly@trinitychristian.info</a>
Mrs. Volpe – 5th Grade:	<a href="mailto:evolpe@trinitychristian.info">evolpe@trinitychristian.info</a>
Miss Bekermeier – Middle School:	<a href="mailto:kbekermeier@trinitychristian.info">kbekermeier@trinitychristian.info</a>
Mrs. Behnke – Middle School:	<a href="mailto:ebehnke@trinitychristian.info">ebehnke@trinitychristian.info</a>
Mrs. Balek – Middle School:	<a href="mailto:lbalek@trinitychristian.info">lbalek@trinitychristian.info</a>
Mrs. DePhillips – Middle School:	<a href="mailto:wdephillips@trinitychristian.info">wdephillips@trinitychristian.info</a>
Mrs. Gill – Middle School:	<a href="mailto:kgill@trinitychristian.info">kgill@trinitychristian.info</a>
Mrs. Laning – Middle School:	<a href="mailto:alaning@trinitychristian.info">alaning@trinitychristian.info</a>
Mr. Ciprian – Middle School:	<a href="mailto:dciprian@trinitychristian.info">dciprian@trinitychristian.info</a>
Mrs. Tanka – Music:	<a href="mailto:vtanka@trinitychristian.info">vtanka@trinitychristian.info</a>
Miss Polly – Art/Computers	<a href="mailto:apolly@trinitychristian.info">apolly@trinitychristian.info</a>
Mrs. Overall – Physical Education:	<a href="mailto:boverall@trinitychristian.info">boverall@trinitychristian.info</a>

### **NON-INSTRUCTIONAL STAFF**

Mr. Vugteveen – School Administrator:	<a href="mailto:jvugteveen@trinitychristian.info">jvugteveen@trinitychristian.info</a>
Mrs. Lapp – Director of Curriculum:	<a href="mailto:blapp@trinitychristian.info">blapp@trinitychristian.info</a>
Director of Admissions:	<a href="mailto:admissions@trinitychristian.info">admissions@trinitychristian.info</a>
Mrs. Rasmussen – Full-time Administrative Assistant:	<a href="mailto:erasmussen@trinitychristian.info">erasmussen@trinitychristian.info</a>
Mrs. Biskup – Part-time Administrative Assistant:	<a href="mailto:jbiskup@trinitychristian.info">jbiskup@trinitychristian.info</a>
Mrs. Thomas – Special Events Coordinator:	<a href="mailto:tthomas@trinitychristian.info">tthomas@trinitychristian.info</a>
Mrs. McDavitt – Volunteer Coordinator:	<a href="mailto:volunteercoordinator@trinitychristian.info">volunteercoordinator@trinitychristian.info</a>
Mrs. Siefken – Learning Center Coordinator:	<a href="mailto:ksiefken@trinitychristian.info">ksiefken@trinitychristian.info</a>
Mrs. Busker – Preschool Director:	<a href="mailto:sbusker@trinitychristian.info">sbusker@trinitychristian.info</a>
Mrs. Paez – Assistant Preschool Director:	<a href="mailto:jpaez@trinitychristian.info">jpaez@trinitychristian.info</a>
Mr. Baly – Director of Business Services:	<a href="mailto:sbaly@trinitychristian.info">sbaly@trinitychristian.info</a>
Mrs. Nash – Business Services:	<a href="mailto:lnash@trinitychristian.info">lnash@trinitychristian.info</a>
Mrs. Hauert – Business Services:	<a href="mailto:khauert@trinitychristian.info">khauert@trinitychristian.info</a>
Mr. Kraker – Head Facility Manager:	<a href="mailto:kkraker@trinitychristian.info">kkraker@trinitychristian.info</a>
Mr. Rasmussen – Technology Director:	<a href="mailto:brasmussen@trinitychristian.info">brasmussen@trinitychristian.info</a>

## **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 teaching our curriculum, we also are aware that access to the internet raises issues of safety and appropriate use. It is important that students know of the internet's capabilities, as well as 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 responsibly concerning the following computer technology/internet issues:

1. The internet may be used for educational purposes only.
2. Students may not use email, 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 the teacher 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 their own selves.
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 online, 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**

Our curriculum was specifically developed to integrate biblical principles into a challenging, high-quality academic program. All basics and fundamentals in academics in each grade level are taught from a biblical perspective, as teachers strive to integrate scriptural principles into every discipline. To ensure core academic standards are vertically aligned and meet or exceed national standards, our curriculum guides include the scope and sequence, adopted textbooks, and objectives for each subject by grade level.

Trinity Christian School's Educational Curriculum includes the following core subjects:

- Bible
- Reading
- Spelling
- English
- Mathematics
- Social Studies
- Science

We use materials from several Christian publishing companies (ABeka, ACSI, CSI, Bob Jones and Positive Action for Christ) as well as leading secular companies such as Pearson, Holt and Harcourt Brace. We desire to select the best, research-based instructional materials available from Christian and secular publishers in order to achieve our overall goal to honor God as we develop and equip servant-leaders for God's glory.

## **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. 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 Christian School 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 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 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 who 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-5th 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 teachers have the authorization to implement middle school discipline policy, when appropriate. Severe discipline infractions will be brought before the Administrator, who will work alongside the teachers to enforce proper consequences.

### **ANTI-BULLYING POLICY**

Trinity Christian School's desired standard of behavior is no bullying in the school. Teachers will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior. *John 15:12-"My command is this: Love each other as I have loved you."*

Definition: Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal putdowns, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within school.

A second, more concise, definition: Bullying happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons.

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and are disruptive of the educational process. Therefore, bullying is not acceptable behavior in Trinity Christian School.

If it is determined that a student is engaged in bullying behavior, the classroom and/or school discipline plan will be followed. If the behavior is extreme, the student may be removed from class or suspended from school for a given amount of time without following the normal steps in the discipline plan.

*Please note: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other occasionally. We do not consider this occasional misbehavior bullying. In these instances, the teachers and staff will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation.*

### **MIDDLE SCHOOL DISCIPLINE POLICY**

**Demerits.** Middle School students who 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 are given a one-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 the demerits are dismissed at the end of the week and the student starts over the next week. However, students receiving three (3) demerits, in a **week**, receive a detention. Each subsequent demerit in the same week results in an additional detention. Parents/guardians please encourage your child to make it right after you sign the demerit (i.e. apology, etc).

### **ADMINISTRATIVE DISCIPLINARY ACTION**

**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 result in the following consequences:

- Three detentions: staff meeting with the student's parents/guardians, teachers and Administrator
- 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 the Trinity Christian School Board
- Seventh detention: 3-5 day Out-of-School Suspension and the student is referred to Trinity Board for possible expulsion

Detention dates are determined by the Middle School teachers. Detentions are served 7:30-8:15 a.m. Tardiness or not reporting for detention results in an additional detention. Upon receiving a detention, the student is given a Discipline Action Form to take home and have his/her parent/guardian sign. The student then returns 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 during a semester period. The Administrator is the final authority in granting the request. If a student fails to serve the detention, the student must serve the original detention plus 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 is isolated from the student body for the assigned number of school days. The student does the required assignments and receives full credit. The student may not represent Trinity in any extracurricular activity/athletics during the week-long period in which he/she is serving an ISS.

**Out-of-School Suspension (OSS).** During an OSS, the student is not allowed to attend school or any after-school activities. The student may not represent Trinity in any extracurricular activity/athletics until cleared and approved by the Administrator. A student may obtain assignments and other work missed during this period, however, credit is not given for any work assigned during this period. When a student receives an OSS, a Behavioral Contract is drawn up. The student's parents/guardians, teachers and Administrator must agree upon this contract before the student is able to return to class. Students who are suspended are not 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 any 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 are followed if a student faces possible expulsion:

1. In the case of such an offense, the matter is referred by the Administrator 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 depends 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 is drawn up detailing the expectations of the probation. If a student receives an OSS for major disciplinary infractions, it results in character probation. The student may be ineligible for extracurricular activities as determined by the Administrator. If the student fails to demonstrate satisfactory improvements, the Administrator 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 are determined and written by the Administration and appropriate instructional staff. Times when a student may be placed on Academic Probation include but are not limited to:

- Any student who does not receive a grade point average of a 76% on their report card
- Any student who consistently shows no effort to accomplish school work
- Any student consistently failing one or more subject areas

Usually Academic Probation remains in effect for at least one quarter. If a student fails to meet the terms of their Academic Probation, it may result in mandatory tutoring, class schedule changes or retention.

**All new students entering grades 5-8 are automatically placed on ACADEMIC and CHARACTER PROBATION for the first quarter. No formal contract is drawn up. Students must do their best to model proper student behavior and effort during this time.**

## **DISCIPLINARY ACTION LEVELS**

**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 IS PLACED IN THE STUDENT'S TEMPORARY 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 is referred to the Administrator. 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 IS PLACED IN THE STUDENT'S TEMPORARY FILE***

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

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

***A RECORD OF THIS ACTION IS PLACED IN THE STUDENT'S TEMPORARY FILE***

**Level Four.** A major offense as determined by the Administrator may result in expulsion.

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

Each of the above are 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 IS PLACED IN THE STUDENT'S PERMANENT FILE***

## **DISMISSAL PROCEDURES**

**Time of Dismissal.** Trinity dismissal is **3:15-3:30 p.m.**

**Dismissal Pickup Locations.** To make dismissal as efficient as possible, parents/guardians are required to use the following locations for pick-up of students:

**K-4th along with any older siblings & carpoolers:** Parents/guardians are to pick up students by the Front (South) Entrance. Students will be escorted to their vehicles by staff.

**5th-8th without siblings in K-4th:** Parents/guardians are to pick up students by the MPR (north building). Students will be walked out to vehicles.

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

- **Follow ALL Illinois State laws, including school zone speeds and cell phone regulations**
- Please do not enter the building; stay in your car and use the pickup line
- Parents/guardians enter the parking lot and display their family name in the car window each day
- Parents/guardians conducting school business or making teacher contacts need to pick up their students prior to contacting staff
- Students not picked up by 3:30 p.m. are automatically escorted to Before and After School Kare (B.A.S.K.), where the appropriate fee is charged
- Parents/guardians picking up after 3:30 p.m. must come to the B.A.S.K. door on the west side of the building to pick up their child(ren)
- Students are only dismissed to their parents/guardians or people listed on the emergency card. You **MUST** send a note, email or call the office if your child is going home with someone else.

**Walkers and Bikers.** Families who live nearby may give written permission for their student(s) to walk or bike to school. Parents may send one letter to cover the school year.

**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 the student (s) 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.**

## **DISTRIBUTION OF NON-TRINITY MATERIALS**

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

## 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.

Approved **uniform** pants, shorts, skorts, jumpers, polo shirts and sweaters 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.** *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.**

The dress code will be adhered to during school hours, including field trips, athletic events and other school functions, except under special circumstances or as announced. Dress code specifics follow:

### 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.
- **Turtleneck shirts** in white, red and light blue only (not to be worn underneath short-sleeved polos).
- **Navy blue sweater: (short or long-sleeved cardigan, V-neck, and vests allowed), plain navy sweatshirt or Trinity sweatshirt.** NO hoods or zippers. No contrast stitching or emblems other than approved Trinity sweatshirt. Sweatshirts and sweaters are to be worn over uniform shirts. Spirit Gear sweatshirts may not be worn during school on non-Spirit Gear days, unless it is a dress-down day.

### 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 are pleated and a-line. Acceptable skort style: mock-wrap and 2 and 3-tab pleated styles. Skirts, skorts and jumpers should be around knee length and no shorter than 4" when kneeling. Dark-colored shorts also must be worn under skirts and jumpers. Cheerleading briefs are not acceptable.



Jumper Styles



Skirt Styles



Skort Styles

- **Plaid uniform jumper, skirt, skort or shorts:** Belair pattern **from Dennis Uniform,** or similar pattern from other companies. Skirts, skorts and jumpers should be around knee length and no shorter than 4" when kneeling. Dark-colored shorts also must be worn under skirts and jumpers. Cheerleading briefs are not acceptable.

- **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.
- **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 (not to be worn underneath short-sleeved polos).
- **Navy blue sweater (short or long-sleeved cardigan, V-neck and vests allowed), plain navy sweatshirts or Trinity sweatshirt.** NO hoods, zippers, or belts. 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, unless it is a dress-down day.
- Girls are allowed to wear sweatpants or windpants under a skirt during recess. No flannel pants or loud colors.

### **ADDITIONAL GUIDELINES**

- **Hair:** must be neatly groomed, combed, clean and a natural color. Unnatural hair dye colors (i.e. pink, blue, etc.) will not be permitted. Individuals choosing to dye their hair red must remember that it must be a NATURAL COLOR RED. 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 earlobes. No facial hair. Neither boys nor girls may wear their hair in any type of Mohawk style, or any style, shade or manner which is unacceptable and inappropriate in the judgment of administration. No hairstyle should seek to draw inappropriate attention to oneself.
- **Undergarments:** short-sleeved undershirts may be worn in white only. No dark or visible undergarments.
- **Piercing, jewelry and tattoos:** NO facial piercing or visible tattoos. Girls' earrings should be limited, modest, and no longer than 1 1/2". Boys – no earrings. No excessive jewelry, bracelets or necklaces that draw attention.
- **Boots:** snow boots worn to school must be removed and replaced with acceptable shoes for class time. Boots may be worn for outdoor recess only.
- **Footwear:** students must wear shoes that are safe and appropriate for the learning environment. No bold or obnoxious shoes (i.e. light up shoes). Footwear commonly considered as beachwear is prohibited (i.e. flip flops, sandals). No backless shoes, clogs, slippers, moccasins, Crocs, fashion boots or heeled shoes. Non-black-soled shoes (scuff proof) are required for gym time (indoor recess and P.E. class).
- **Belts:** if a belt is worn, it must be a black, brown (not beige) or navy blue dress belt. No spikes, beads, or designs.
- **Socks:** must be worn at all times - red, white, navy blue and black only. Tights in these colors are also acceptable for girls. Socks or tights are to be visibly worn at all times. Low-cut white socks may have a sport emblem (Nike, Adidas) but should not have any other loud colors.
- **Leggings, yoga pants, tights:** these may be worn as long as they are accompanied by shorts worn over them or a shirt that meets the length requirements of 4 inches above the floor when kneeling. These types of tight-fitting apparel may not be worn on their own.
- **Hats, scarves, bandanas, sweatbands:** hats, scarves, bandanas and sweatbands are not to be worn during class time. Hats worn to school should be removed upon entrance to building. Exceptions may be considered for medical reasons. Headbands may not have attached scarf.
- **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.

### **SPIRIT GEAR**

Spirit Gear may be worn on designated Spirit Gear days or on dress-down days. On a Spirit Gear Day, students may wear their uniform bottoms with TCS shirts, jerseys or past TCS event apparel such as from Pi Day, the TCS Walk-a-Thon, Christmas play shirts, etc. Shirts must abide by school dress code standards. To view and purchase Trinity Christian Spirit Gear see <http://bigfrogshorewood.com/>. Students who choose not to participate in Spirit Gear days are required to wear their normal uniform.

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

Throughout the year there are various opportunities for students to wear regular, non-uniform apparel. These guidelines are for those designated or awarded days.

- All clothing should be in good repair, modest and suitable for a Christian school environment (i.e. no excessively ripped jeans, tight fitting shirts, 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; leggings are allowed when accompanied by shorts worn over them or a shirt that meets the length requirements
- Writing on the back of pants is not allowed
- **The first five items from "Additional Guidelines"** must be followed on dress-down days (exceptions may be brought to the Administrator for consideration/approval); and socks must be worn at all times

**Adult Volunteers**, please abide by the guidelines stated in "Dress-Down Day Attire" when at the school.

### **ENFORCEMENT:**

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

1<sup>st</sup> Infraction in a category: Warning notice sent home (correction date given if needed).

2<sup>nd</sup> Infraction in a category: Parent called to school to make change.

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 the next day.

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

**Trinity administration and staff reserve the right to deem a student's appearance as inappropriate for school.**

### **DRUG/ALCOHOL ABUSE**

Trinity is a drug-free and alcohol-free school. The use or possession of alcohol or any illegal and/or 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, firearms, or gang-related materials, in the above situations will also result in expulsion from Trinity.

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

Yearly fire, lockdown and tornado drills are conducted for the safety of our students. Administration annually works with Shorewood emergency agencies to ensure the most updated procedures are in place.

## **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. Updates are also posted to Trinity's Facebook page at <https://www.facebook.com/TrinityChristianSchoolShorewood/>. The Emergency Closing Center gives status updates, including our school, at [www.emergencyclosings.com](http://www.emergencyclosings.com). 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 is sent out prior to each field trip. Fees may be charged to cover expenses. No refunds are 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 is provided with an alternative educational activity at school. **All** drivers, even if only driving their own child, must fill out a Background Check Form, and a Volunteer Driver Application with a copy of auto insurance coverage and a copy of their current driver's license, at least **three days** prior to field trip departure. If you are chaperoning, please abide by the Trinity Chaperone Guidelines provided to you by the teacher.

## **FIELD TRIP PARAMETERS**

1. **Limitations:** classes are limited to a certain amount of field trips per school year. Anything outside these limits must be brought before administration for consideration. Of course, it is understood that special circumstances can arise and administration can amend guidelines if necessary.
2. **Transportation:** to be determined by field trip organizer
  - a. Parent drivers; a driver with at least three students in each vehicle. A second chaperone per vehicle is encouraged but it is not mandatory. Upon arrival to destination, students should be grouped to allow for two chaperones per group.
  - b. Use a bus service company, especially if multiple class levels are going to same place. The extra cost would be added into price of the field trip per student.
3. Both classrooms in a grade level must take the same field trips throughout the year.
4. Field trips need to be balanced throughout the school year, not scheduled too close together. This is to avoid issues with parent drivers and the fees that come along with some field trips.
5. Teachers are never to drive and escort students alone. Another adult should always be present.
6. Teachers are not to be assigned their own group to ensure they have the ability to administrate the entire trip and be available to any issues that arise.

## **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. For the safety of our children, all students participating on field trips must ride in a parent/guardian's vehicle, properly secured in a seat.
8. 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 younger and/or less than 100 pounds **MUST** sit in the back of the vehicle if the vehicle has passenger side air bags.
9. Chaperones are to call school at (815) 577-9310 **immediately** if they have car trouble, are involved in an accident, become lost, or a student becomes ill or is hurt.
10. 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.
11. Students will use the buddy system on field trips. This includes all restroom breaks.
12. Teachers will not be assigned to a specific group of students in order to be available and responsible for any discipline problems that may come up during the trip.
13. If a chaperone returns to school before the teacher, he/she is to stay with the students until the teacher arrives.
14. Since the students are the primary responsibility of the chaperones, younger siblings **must** remain at home.
15. There shall be no smoking at any time during a field trip, or while transporting students to school sports events.
16. In order to allow chaperones to give students their full attention while driving, we ask that any music played be only Christian music and volume kept to a minimum. No movies please.
17. Chaperones should abide by state law and 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.** FACTS Grant and Aid Assessment conducts the financial need analysis for Trinity Christian School. To apply, complete an online application and submit the necessary supporting documentation to FACTS Grant and Aid Assessment by April 30, 2019. Simply click the FACTS link at the bottom of our main webpage, [www.trinitychristian.info](http://www.trinitychristian.info). Then log in (create a login if you do not have one yet) and click on the green "Start Application" button on the right side of the page. Once an online application has been completed, the following information needs to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your 2016 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online. Documentation may also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID number (generated by FACTS when applying) on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment  
P.O. Box 82524  
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637.

All applications are kept confidential except for the Director of Business Services and the School Board Financial Officer. A determination is then made regarding approval and you will be notified thereafter by email. 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.

Families will be notified of assistance available to them beginning in May 2019. All new and continuing students must establish financial need annually in order to receive financial aid. For further information, please contact the Business Services Director at 815-577-9310, ext. 64.

**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 Parent/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 occurs 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 school fees are billed and paid through the FACTS system, unless otherwise stated. It is the parent's responsibility to adhere to the policies set forth by FACTS. Failure to do so could result in students not being allowed to participate in the billable event. As a matter of policy, all cash payments are returned unless it is explicitly stated that cash payment will be accepted. Any authorized payments by check or money order should be enclosed in a separate envelope for each child 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 or 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 Event
2. Walk-a-Thon
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 Benefit Dinner, by attending and purchasing a minimum of two tickets. All RSVPs and monies are due in March.
2. **Parents/guardians are required** to participate in the Walk-A-Thon in September, by raising and submitting at least \$200 per family. Money raised is due in early October.
3. **Parents/guardians are required** to participate in the Scrip Program throughout the school year, resulting in \$200 in earnings for Trinity. These earnings or \$200 by check per family is due in May.

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

### **Optional Fundraising**

From time to time, departments, classrooms or other Trinity groups 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 made available through NetClassroom four times a year at nine-week intervals for all students, K-8.

**Midterm Progress Reports.** Progress reports are available to the parents/guardians of each student through NetClassroom 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 are issued on report cards in percentages for 2nd-8th grade, based on the grading system below. First grade receives percentage grades beginning in the second semester. The following is our current grading scale:

4.00	100-97	A	2.00	80-78	C
3.67	96-94	A-	1.67	77-76	C-
3.33	93-90	B+	1.33	75-74	D+
3.00	89-87	B	1.00	73-72	D
2.67	86-85	B-	0.67	71-70	D-
2.33	84-81	C+	0.00	69-0	F

## **GYMNASIUM RULES**

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

1. Physical Education classes and Trinity athletic events take priority in the use of the gymnasium.
2. Classes should be in different areas of the gymnasium when more than one class is 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, WELLNESS and SAFETY**

Students' 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 in attendance at 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 Corinthians 6:19-20). Therefore, we have set forth the following guidelines to promote safety and healthy lifestyles as we educate 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 are required to submit an action plan with the office.
2. Food or candy is discouraged in the classrooms as incentives for good behavior or for meeting academic goals.
3. Student birthday celebrations in the classroom, are strongly encouraged not to involve food or candy. This policy has multiple purposes: (1) to prevent unnecessary allergen contamination within the classroom; (2) to avoid unhealthy food choices 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 is not specifically responsible for the high-risk student as the teacher needs to manage the entire field trip, nor does the teacher administer medications unless a high-risk action plan has been developed with Administration.
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 need to be supplied by the parent/guardian, properly labeled and given to the office. It is the parent's/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. However, we also understand the importance of family and church, thus there will be no homework assigned over the weekend (with the exception of quality reading time, extended projects, etc.). Homework will also not be assigned over these extended holidays: Thanksgiving Break, Christmas Break and Easter/Spring Break. Limited work will be assigned during Standardized Testing. 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 six core classes which include: Bible, science, history, literature, English and math; are 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 are acknowledged at the awards ceremony at the end of the year.

## **LUNCHES**

**Hot Lunch.** Hot Lunch is currently offered by Trinity Monday through Friday. Families have a monthly opportunity to sign students up for hot lunch and pay the applicable costs online. 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 his/her 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 may be purchased on an annual basis through Trinity. Parents may choose to pay in full or on a quarterly basis through FACTS.

**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 gets his/her lunch and sits at a table.
2. Students 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, each student waits for the lunchroom supervisor to excuse them.
5. Students may not share their food due to allergies and sanitation reasons.
6. Disruptive students are 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.
9. Moments of quiet time may be provided so students can finish their meals rather than talking.

**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 check to make sure that younger children are eating their sandwiches and fruit and not throwing them away.
4. Students are responsible to clean up after themselves including 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/Vision Examinations.** Illinois State Code requires all students entering *preschool*, *kindergarten* and *sixth grade* to have a **complete physical with updated immunizations**. All students entering *kindergarten*, *second* and *sixth grades* are required to have a **dental examination**. Students entering *kindergarten* must also submit a **vision exam**. Students entering *preschool* and *sixth 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 and the physician who prescribed the medication. 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 if a written consent form has been documented with the front office. Verbal contact with a parent/guardian will always be made in every case when a student seeks over-the-counter medication and a consent form is not on file for specific use. Medication is 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 are filed with the office for non-serious injuries. A copy is sent home with the student.

**Guidelines for Illness.** Students who become ill during the school day must report to the school office. Parents/guardians are then notified. If a child is vomiting, has diarrhea, or has a fever of 100-degrees Fahrenheit or higher, the parent/guardian is required to pick up the child. If parents/guardians cannot be reached, emergency contacts are called. Students **MUST** be fever free for 24 hours before returning to school. Similarly, students who have vomited must be symptom 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:** Any student found with lice or nits will be immediately sent home. 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, before the child may return to school. All nits must be removed from the hair within five days of treatment in order for the child to remain in school. Another treatment of Quell may be necessary if the nits remain. The school office will check the child before being returned to the classroom. If multiple reports are made of lice, the school will take proper action to handle the situation.

### **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, 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. Parents/guardians are strongly encouraged to become active PTM members and encouraged to join at least one PTM

committee. Volunteer hours are available through PTM committees to satisfy the 20-hour annual commitment per student.

**PTM Officers.** PTM Officers are elected by the parent body and 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 to park in front of the school building. Please observe traffic rules at all times.

### **PHONE NUMBER AND ADDRESS**

Phone numbers or addresses of students and employees are NOT to 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 greater than three 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 6-8, a minimum of one PE uniform is required to be purchased. Extra uniforms may be purchased through the company designated by 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 Moms in Prayer is a group of school mothers who regularly meet to pray for our school, employees, students and families. Moms in Prayer meets after chapel, Wednesdays, 9:30-10:30 a.m. If you cannot join us and have specific prayer requests, please contact PTM or leave your request in the PTM box located in the main foyer. Childcare is provided.

### **PRESCHOOL PROGRAMS**

Trinity offers preschool for three-year-old students (two, three and five days/week, a.m. and full-day) and pre-kindergarten for four-year-old students (three or five days/week, a.m., p.m. and full-day). Classes are held on campus at Trinity and off campus at Christ Community Church in Plainfield. Daily schedules, preschool handbook, and tuition information may be obtained from the Trinity Preschool Office at (815) 577-9310, ext. 31.

## **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, 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 must 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, Administrator, Board) one step at a time, in seeking a solution.

## **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 is planned when the "feels like" temperature is 20 degrees Fahrenheit or warmer. Students should bring appropriate clothing (hats, gloves, boots, etc.) for outdoor recess each day. All children are 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.
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 Administrator.

### **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, unless otherwise authorized in a designated area.

### **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 conditioners and building.

## **REGISTRATION PROCEDURE**

Enrollment for current students normally begins in early January. Open registration begins mid-February. Class sizes are limited. Current students may reserve placement for the following year by submission of reenrollment forms, along with the non-refundable \$150 reenrollment fee by the designated due date at the end of January. The registration fee increases to \$175 after the due date. 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 used for the development of children. Any absences in excess of 25 days in a school year may result in retention. Academic performance may also be a basis for retention. Report cards and midterm reports throughout the year are the means by which parents/guardians are informed concerning their student's progress and grades. Students who 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 is then 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 are then 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 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, are retained at their current grade level.

## **STANDARDIZED TESTS**

In order to evaluate the student's capability to learn and his/her progress, the school utilizes the Terra Nova test, administered annually to grades 1-8.

## **STUDENT CONDUCT CODE (School-wide Rules)**

At Trinity, 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 flags.
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 and 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. MP3 players, IPODs, IPADs and electronic game systems 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 will 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, skateboards or scooters are allowed at Trinity.

**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 is 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 receives 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 results in one demerit.
- The fifth unprepared in **one** nine-week quarter results in a detention **and** every **unprepared thereafter** results in an additional detention.
- All returning school forms need to be attached to the original form.
- ***A RECORD OF THIS ACTION IS 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 learn to serve others. Therefore, Trinity offers the following opportunities:

### **Athletics**

Volleyball	Grades	5-8	Girls
Volleyball	Grades	6-8	Boys
Basketball	Grades	5-8	Boys
Basketball	Grades	5-8	Girls
Soccer	Grades	5-8	Coed
Cheerleading	Grades	5-8	Girls
Bowling	Grades	6-8	Coed

### **Service Projects**

Teachers are asked to organize a minimum of one per semester. The entire school participates in Operation Christmas Child. Additional ways to share 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  
Reading Buddies  
Science Fair (8th grade)  
Speech Meet  
Spelling Bee

### **Annual Programs**

Christmas Musical (K-4th grades)  
Spring Musical (5th-8th grades)  
Music on the Move  
Spiritual Emphasis Week  
Ribbon Dancing (4<sup>th</sup> and 5<sup>th</sup> grade girls)

## **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 Administrator.

## **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 is prorated. Tuition is not refunded after the sixth week of the first quarter of school. If a child is expelled from Trinity, no tuition is refunded. Withdrawal is only processed upon receipt of a signed withdrawal form available in the office.

## **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 hardcover, 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 a textbook is lost, or classified as a total loss, the student is required to pay the full replacement cost of the textbook. If the book(s) is/are damaged, a fine will be assessed for damaged textbook(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.

## **THREAT POLICY**

Threats are considered as an action, written (on paper or online) or verbal communication which has announced or communicated danger, evil, injury or damage.

Students are not allowed to talk about committing an act of violence, threaten to commit an act of violence, or joke about committing an act of violence toward anyone at TCS. Likewise, students are not allowed to possess any instructions on how to commit an act of violence.

If the administration determines that a threat of violence is credible and specific, the student will be immediately suspended. Readmission will be considered after an administrative review. In those circumstances where the administration determines that the threat is not likely or credible, the school will suspend the student pending a parent meeting (including cases where the student was "just joking.") The school may require students in this circumstance to obtain counseling from a Christian counselor or other professional until the counselor advises that the student does not represent a threat of danger.

Trinity Christian School maintains the right to involve the proper authorities for further investigation.

## **TUITION, FEES & POLICY**

**Tuition Payment Plans.** Parents/guardians annually select the Tuition Payment Plan on their reenrollment form or 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 2.5% discount.
- **Pre-Payment Plan:** Tuition is paid in full for the upcoming school year on or before July 1 and does 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 to be on the Quarterly Plan and is charged a 3% service fee. Those selecting the Quarterly Plan make payments in accordance with the following payment schedule:

### **QUARTERLY PAYMENT SCHEDULE:**

First Quarterly payment due:	July 2, 2018
Second Quarterly payment due:	September 4, 2018
Third Quarterly payment due:	December 3, 2018
Final Quarterly payment due:	March 1, 2019

- **First Quarter/Monthly Plan** - First quarter payment due July 1. Thereafter, payments are the first business day of the month beginning in August and ending in April. A 4% service fee is added to each payment.

**\*\*All Quarterly and Monthly plans require automated payments. TCS no longer offers invoice plans except by special arrangement with the School Board.\*\***

**FACTS.** Each family is required to register with FACTS upon acceptance to the school. All tuition payments and fees are paid through this system. Contact Business Services at (815) 577-9310, ext. 64 with any questions regarding billing.

**Tuition Rates.** Trinity's 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 follow:

**TUITION RATES/SCHEDULE 2017-2018**

Full-day Kindergarten through 8th Grade	\$5,862.00
2nd Child	\$5,362.00
3rd Child	\$5,110.00
4th Child	\$4,650.00
5th Child	FREE
Half-day Kindergarten	\$3,491.00

**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. It is paid during Trinity Registration and is non-refundable. The Registration Fee for the current school year is \$150.00 per student by the established date in January. Any registrations paid after the established date will be at the rate of \$175.00 per student.
- **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 current school year is \$300.00 per student, K-5, and \$400.00 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 \$90.00 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 indicated on the Registration Form." (see Parent Agreement)

**Late Payment.** All billable payments are to be paid through the FACTS system. Late payments are handled as per the FACTS policy.

**Non-Sufficient Funds.** Should the school receive a non-sufficient funds (NSF) notice at any time, a \$25 fee per NSF is assessed to the parent/guardian accordingly.

**Unsettled Indebtedness.** Any student whose tuition, fees, B.A.S.K. 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 not 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 reenrollment 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 reenrollment only upon full payment of all indebtedness or unless otherwise agreed to with the Director of Business Services. Reenrollment 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 is not 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 is 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 Christian School**, Attn: Business Services, 901 Shorewood Drive, Shorewood, Illinois 60404; or by phone at 815-577-9310, ext. 64.

## **VIDEO SURVEILLANCE**

In order to promote the safety of employees, students and visitors as well as the security of the facilities TCS may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and locker rooms. Video and security cameras are positioned in appropriate places within and around TCS buildings and used in order to promote the safety and security of people and property.

## **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."

**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, with a maximum of 60 hours per family, and must complete them one week prior to the last day of school. Grandparents are welcome to serve for your family. In the event parents/guardians are unable to meet this requirement, a \$25 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 Checkout.** 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 HelpCounter program, by using the volunteer computer located in the office. Instructions on how to use this program are located near the computer. This program tracks your hours and will email families monthly updates.

**Volunteer Opportunities.** A current list of volunteer opportunities can be found online by going to the school's website. Scroll over the "Parent" tab and hover over "Volunteer Opportunities." Click on "Volunteer Needs." Trinity offers a variety of opportunities for those parents who are able to serve during the school day, as well as those who are only able to serve at home, on weekends or for special events.

**Volunteer Reminders.** We use a program called Remind to remind volunteers the day before their daily commitments, via email or text message. It also serves to notify families of last-minute volunteer needs, and allows for communication between volunteers and the Volunteer Coordinator.

**Cancellations.** Volunteers are responsible to find a replacement if they are unable to fulfill a particular commitment. An electronic copy of our family directory is provided shortly after the school year begins. Please use this resource to contact other parents to fill in for you.

**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 *Parent/Student Handbook*, p. 20, 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 a volunteer's ability to serve and may put our students' safety at risk. Thank you in advance for your cooperation.

**Events that Do Not Accrue Volunteer Hours.** The following are volunteer opportunities that bless you, teachers or families in a special way, without the benefit of earning hours. In this way, we promote our mission statement and demonstrate to our children what it means to be a disciple of Christ.

- SonShine Ministry
- Classroom parties
- Teacher Treats (1st Tuesday of every month; buy or bake snacks for teachers)
- Teacher Dinners (provide meals for teachers on the two parent/teacher conference nights, and the three mandatory school meetings)
- Representing Trinity in the Shorewood Crossroads Parade
- Time spent watching sporting events
- Time spent driving to/from and chaperoning field trips