

TRINITY

PRESBYTERIAN SCHOOL

LOWER SCHOOL
PARENT/STUDENT HANDBOOK
2024-2025

To glorify God by providing for students the highest quality college-preparatory education, training them in the Biblical world and life view, thus enabling them to serve God in spirit, mind and body.

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PHILOSOPHY OF TRINITY PRESBYTERIAN SCHOOL

I. MISSION STATEMENT

To glorify God by providing for students the highest quality college-preparatory education, training them in the Biblical world and life view, thus enabling them to serve God in spirit, mind and body.

II. VISION STATEMENT

Our vision is to develop Godly leaders who adopt the relevance of a Christian world and life view, whose faith and work are inseparable, and who engage their culture and change it.

III. CORE VALUES

A. SERVICE

Mark 10:45 “For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.”

B. INTEGRITY

Philippians 4:8 “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things.”

C. RESPECT

1John 3:18 “Dear children, let us not love with words or tongue but with actions and truth.”

D. RESPONSIBILITY

Colossians 3:23 “Whatever you do, work at it with all your heart, as working for the Lord, and not for men.”

E. GROWTH

Colossians 2:6-7 “So then, just as you received Christ Jesus as Lord, continue to live your lives in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.”

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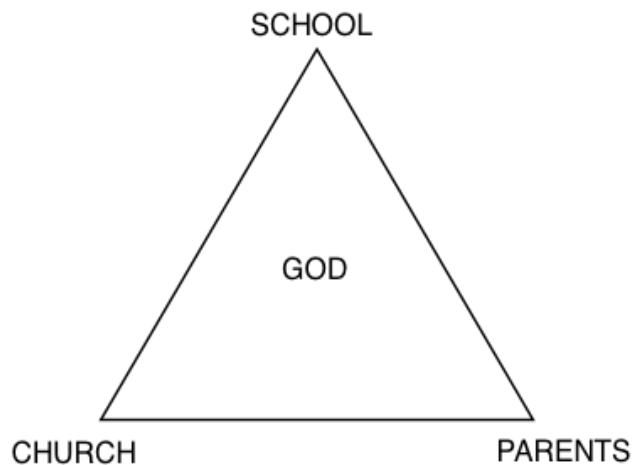
IV. STATEMENT OF INTENT

Trinity intends to implement its mission in the following manner:

- A. To base Christian training on the inerrant Word of God.
- B. To work with home and church in developing each child's unique God-given gifts and talents and to equip students in understanding and implementing the Christian faith.
- C. To provide an educational foundation that will ultimately enable students to achieve success at the college level, recognizing that all learning styles and special needs cannot be met.
- D. To provide a qualified Christian faculty, staff and Board, each of whom professes and exhibits a personal relationship with Jesus Christ and a calling to ministry with students.
- E. To be good stewards of the resources God has entrusted to us.

V. PARENTS' RESPONSIBILITY

In keeping with their God-given responsibilities to rear their children in the nurture and admonition of the Lord, parents are expected to take an active and supportive role in the education of their children.

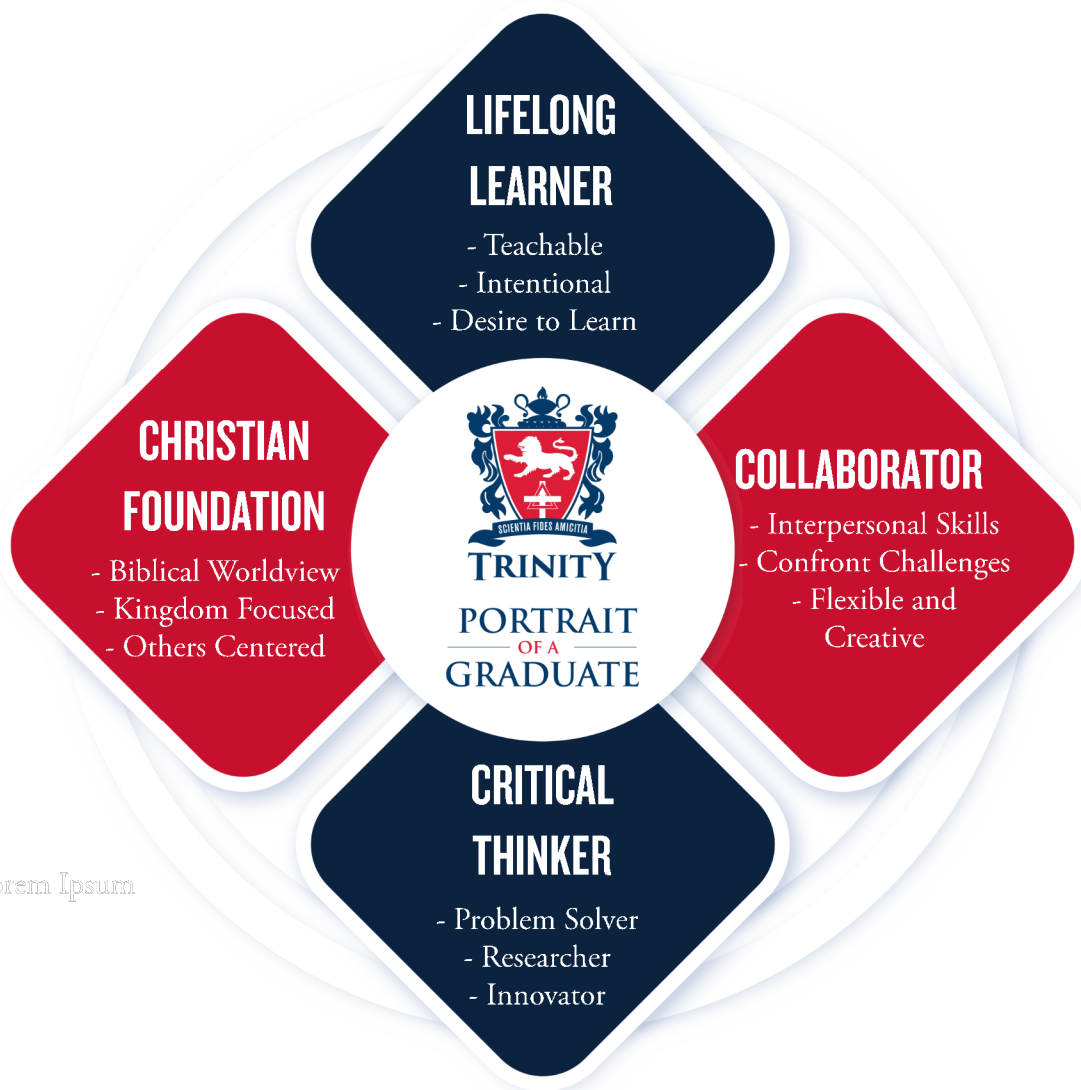


To glorify God by providing for students the highest quality college-preparatory education, training them in the Biblical world and life view, thus enabling them to serve God in spirit, mind and body.

TRINITY PRESBYTERIAN SCHOOL

— PORTRAIT OF A GRADUATE —

Mission Statement: To glorify God by providing for students the highest quality, college-preparatory education, training them in the biblical world and life view, thus enabling them to serve God in spirit, mind, and body.



Lorem Ipsum

To glorify God by providing for students the highest quality college-preparatory education, training them in the Biblical world and life view, thus enabling them to serve God in spirit, mind and body.

PRINCIPLES OF GOOD PRACTICE-SCHOOL RELATIONSHIPS

The best schools are a partnership of committed educators and devoted parents and guardians. All children benefit when the adults in their lives collaborate. Trinity Presbyterian School actively seeks to establish and sustain the parent and school partnership in principle and in practice with Proverbs 22:6.

At Trinity, our Mission, Core Values, and Portrait of a Graduate together provide a clear set of the school's expectations. Below are expectations, of ourselves as Trinity educators, and of you, as Trinity parents and guardians.

A Presumption of Goodwill:

Fundamentally, the relationship between Trinity (teachers, administration and staff) and our parents and guardians depends on a presumption of goodwill. Parents and guardians love their children. They want and need to look out for their children's best interests. The school hires and supports Christian educators who are charged with serving students in mind, body, and spirit.

Effective school-parent partnerships include:

1. Mutual respect and a presumption of goodwill.
2. A shared commitment to productive, respectful, Christ-centered communication.
3. A common vision of the goal to be reached: engaged and challenged students who promote and uphold the school's expectations at home, as well as at school.

Elaboration of Expectations:

Trinity Presbyterian School is an environment of high expectations. Those expectations apply to the leadership, the teachers, and the staff of the school, as well as to students and their families. We seek parents and guardians who, likewise, will have high expectations of us as educators.

Parental Expectations of Trinity Presbyterian School:

1. Expect the school to assume goodwill from you as parents and guardians.
2. Expect administrators and teachers to be accessible and responsive to you as parents and guardians and to model Christ-like honest and respectful dialogue.
3. Expect teachers to engage, challenge and spiritually mentor your student.
4. Expect administrators and teachers to be professional educators, current in their subject areas and knowledgeable of best practices.
5. Expect the school to keep parents and guardians well-informed through reports, letters, conferences, meetings, publications, electronic communications and informal conversations.
6. Expect the Trinity Board of Trustees and staff to be good stewards of the school's financial resources and mindful of the school's long-term prospects.

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Trinity's Expectations of Parents and Guardians:

1. The school expects you as parents and guardians to assume goodwill about our work with your children and with you.
2. The school expects parents and guardians to be open communicators with us as a school. We ask you to trust that teachers and administrators want the best for your child. Please make an effort to stay informed and voice your questions and concerns to the appropriate school personnel.
3. The school expects parental support for its Mission, Core Values, and Portrait of a Graduate profile.
4. The school expects parents and guardians to provide a home environment that supports the development of positive learning attitudes and habits, as well as one which supports the school.
5. The school expects parents and guardians to involve themselves in the life of the school as much as possible (volunteering, communicating, attending events and conferences, etc.).
6. The school expects parents and guardians to be financially responsible and settle accounts in a timely manner.

Mission, Core Values, and Portrait of a Graduate:

Trinity's Mission, Core Values and Portrait of a Graduate unify the school community and guide everyday decisions and institutional policies. Together, these ideals capture the school's high expectations for student achievement, parent and guardian support, and teacher performance. Student success requires the community to work together with trust and confidence. Trinity's mission is to enable students to serve God in mind, body, and spirit through academic excellence and Biblical truth.

Some of the most important expectations for our community are enumerated in our Core Values: service, integrity, respect, responsibility and growth. Trinity's Core Values set forth a standard of conduct that is the foundation of life as a follower of Christ. These values provide an ethical compass and give purpose to the education we provide.

Trinity's Portrait of a Graduate is a set of essential qualities and principles instilled in Trinity students to prepare them for life after graduation. The Portrait of a Graduate promotes, supports and compels, and embodies the collective vision of a Trinity graduate to have a foundation in Christ, be a lifelong learner, a collaborator, and a critical thinker.

HISTORY OF TRINITY PRESBYTERIAN SCHOOL

Founded in 1970 by a group of Christian parents that desired a genuinely Christian education for their children, Trinity Presbyterian School maintains its original purpose of providing the excellence of a college preparatory education that is conformed to the inerrant Word of God and a Biblical Worldview.

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In 1974 Trinity adopted its crest, which symbolizes its commitment to train the whole person—mind, body, and soul. The lamp of learning symbolizes the light of truth taught from a Christian perspective. The lion symbolizes strength, leadership, and discipline. The cross and triangle symbolize the preeminence of the cross of Christ and the Holy Trinity. The motto, *Scientia, Fides, Amicitia*, underscores the character of the students and faculty and the atmosphere of the school—knowledge, faith, and friendship.

Diversity Statement

Trinity Presbyterian School recognizes the importance of a diverse learning environment and values God's unique creation of every individual. We believe that in actively promoting a diverse learning environment, we are fostering intellectual, social, and emotional growth for all. We recognize all persons are uniquely created by God (Psalm 139) are given specific gifts and abilities which foster a well-rounded learning environment.

TO THE LOWER SCHOOL PARENTS AND STUDENTS OF TRINITY:

The policies and procedures outlined in this handbook are established to provide the best educational experience for your student. Each year we revise and update the handbook to reflect changes in policies and procedures. We require that you take the time to read the handbook in its entirety, especially the areas in bold and red print.

Parents may differ with the school's position on a particular rule or the subsequent consequences that follow, however, the willingness to conform to the school's standard and authority is considered settled at the time of enrollment and reenrollment. Your student will be given a Handbook Acknowledgement Covenant form. This covenant should be signed by the parent and returned to the student's homeroom teacher.

We understand that joining the Trinity School community is a choice, and we believe that the policies and procedures stated herein are the best means to partner with you to educate your child in spirit, mind, and body.

Please note the Head of School has final authority on all policies herein.

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Academic Policies

TRINITY PRESBYTERIAN SCHOOL ACADEMIC COVENANT

Introduction

The Academic Covenant at Trinity Presbyterian School is based on the Biblical standard of truth. Likewise, the Academic Covenant encourages and protects the character of the school and the ideals of knowledge, trust, and friendship. The covenant recognizes the existence of absolute truth, God as the author of truth, and that knowledge comes from the individual's search for truth in every discipline. Similarly, the covenant anticipates that as teachers and students trust in the Lord for their salvation, their attitudes and actions will instill a mutual sense of trust on campus. Likewise, the common bond of service to Jesus Christ and dependence on the Holy Spirit serves as the foundation of the covenant and creates enduring friendships among students and between students and faculty.

The Academic Covenant—Faculty

“I covenant before God and with my students and my fellow teachers that I will perform my duties and responsibilities as a teacher to the best of my ability, that I will expect the highest standards of myself and of my students, that I will uphold and administer the policies of the Academic Covenant fairly and completely, and that I will daily rely on the grace and mercy of Jesus Christ and the gift of the Holy Spirit to fulfill this covenant.”

The Academic Covenant—Students

“I covenant before God and with my fellow students that I will pursue my studies with all of the gifts and abilities that God has given me, that I will do my own work in accordance with the guidelines of this covenant, and that I will encourage and assist my fellow students in any way that conforms to this covenant.”

Pledge

“I pledge before God and man that this work is my own, and I have neither given nor received undue aid on this assignment.”

The Lower School faculty and students will renew their covenant at the beginning of each academic year.

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ACADEMIC PERFORMANCE AND GRADING

The Lower School grading scale is as follows for first-fifth grades:

Letter Equivalency	Numerical Grade		Non-Numerical Grading
A	90-100	S	Satisfactory
B	80-89	N	Needs Improvement
C	70-79	U	Unsatisfactory
D	64-69	X	Not Evaluated
F	0-63		

Grading Period- Grades are reported at the end of each quarter. An email will be sent to parents when report cards post in FACTS.

The letters S, N, and U are grading markers used in first-fifth grades for certain courses where numerical grades are not applicable.

K3/K4/K5 use developmentally appropriate grading tools that will be communicated to parents at the beginning of the school year by the classroom teachers.

Classroom Expectations—Teachers will present parents with the standards and requirements for their classes at the beginning of the year.

Grading Periods—Lower School progress reports for grades first-fifth will be posted through FACTS at midterm. Lower School report cards will be posted through FACTS for grades K3-fifth at the end of the grading period. Graded papers will be sent home in a folder each week for parent's signature and then returned to the school. Parents are encouraged to contact the child's teacher(s) if there are any questions or comments.

Homework- Children at the various grade levels can be expected to have on average 10-15 minutes per grade level per day (i.e., first graders should spend 10-15 minutes on homework, second graders 20-25 minutes and so on). Weekend homework is generally avoided, unless necessary to complete assigned projects or to study for an upcoming test. Wednesday homework may be lighter to accommodate church attendance and family time.

Coach Class —Coach Class is a time set aside once a week in which the teacher provides extra instruction to students in an area of determined need for grades 1-5. Coach Class is not intended for general review of material. Teachers from each grade level will inform parents of the day and time of Coach Class.

Semester Celebration- Semester Celebration is a time to celebrate the achievements of lower school students. All A awards for a Semester Celebration are awarded to 3rd-5th grade students who earn an A or S in each graded course including conduct and Enrichment classes in EACH of the two quarters of the semester.

SCHOOL ATTENDANCE

Trinity Presbyterian School's program and curriculum are aggressive and demanding; therefore, it is vital that students be present. There is no substitute for good school attendance. When students are not in class, they miss valuable instructional time, tests, quizzes and daily work. Classroom instruction cannot be made up when a student is not in the room. Students are responsible for making up **missed** work when out for an illness, appointment, or tardy.

Trinity Presbyterian School requires a student to be present not less than 155 school days for satisfactory completion of course or grade level work. Consistent attendance is imperative to academic progress. Excessive absences and check-outs/tardiness result in children losing important instruction. Therefore, students may miss no more than 10 days (excused and unexcused absences) each semester. Any student absent more than 20 school days in one academic year in the Lower School may be retained the following year. Excessive tardiness or checkouts are also highly disruptive to the student's academic progress. Excessive tardiness and/or checkouts may result in notification from lower school.

1. **Illness-Parents should notify the school office by phone or email when their child will be absent from school due to illness. See information below under Absences/Make-up Work.**
2. Appointments-doctor or dentist appointments should be made outside of school hours whenever possible. When it is necessary to have an appointment during school hours, **students should provide a note for their teacher as a courtesy for daily classroom preparation.** Parents must sign students in and out through the Lower School office for all appointments. A note from the physician's office verifying the appointment is to be submitted upon return to school. Office personnel must assist students when checking into or out of school.
3. Tardiness- A prompt and smooth beginning to each day is a high priority in lower school as it helps establish a positive classroom climate. Any student who arrives to school after 8:00 a.m. must be accompanied to the lower school office by a parent to obtain a pass to class. Students arriving after 8:00 a.m. will receive a tardy.
4. Absences/Make-up Work
 - a. Excused Absences: Trinity excuses a student's absence from class under the following conditions:
 - a medical or dental appointment
 - an illness
 - a death in the family
 - school sponsored events officially announced as such by the administration for which **students are released from class**
 - **A pre-approved pre-planned absence (to be excused, a request must be submitted through email to the Assistant Head of Lower School at least three school days in advance of the absence)**

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b. Excused Absence Make-up Work:

1. Assignments may not be given out prior to the absence and teachers will not be able to make up missed instruction.
2. The teacher will determine the schedule for graded work to be completed by the student upon return.

LOWER SCHOOL BEHAVIOR EXPECTATIONS

The administration and faculty of Trinity Presbyterian School expect all students to conduct themselves in a courteous and respectful manner that reflects Christian principles and is conducive to classroom instruction. The Code of Conduct and Discipline at Trinity Presbyterian School is based upon the following:

Every student has the right to learn.

Every teacher has the right to teach.

Every parent has the right to expect an exceptional educational environment.

Any interruption of or infringement of the above-mentioned rights by a student will not be tolerated.

All students are expected to attend and participate in class in such a manner that does not disrupt the learning process for other students, as well as the teaching process for the teacher. In situations that disrupt these processes, action will be taken to rectify such behavior. In most cases, teacher-student conferences or teacher-parent conferences are sufficient actions. If this action fails or the situation is deemed highly significant in nature, other actions will be implemented to improve the specific situation. These measures may include, but are not limited to, a behavior contract, required counseling, medical attention, or **suspension**. If appropriate behavioral expectations are still unmet after measures have been implemented, expulsion may occur. Parents will be notified by the teacher if a parent conference is necessary after a student conference has occurred.

DISCIPLINE

“Those whom the Lord loves He disciplines.” (Heb. 12:6)

God’s Word makes repeated references to the importance of discipline. Although it is the responsibility of the entire school staff to maintain discipline, the best form is self-discipline. It is the joint responsibility of parents and teachers to nurture this. Guidelines are necessary for two reasons. The first is to ensure that the primary function of the school — education — can continue undisturbed. The second is to protect the students from physical harm and to maintain a respectful and orderly environment. Trinity teachers are given the liberty of establishing and enforcing any classroom regulations that are in accordance with Christian principles and sound educational practices and are consistent with the Scriptures.

The administration and faculty reserve the right to review all cases of conduct, discipline, and honor on a case-by-case basis.

The teachers will make every attempt to handle discipline issues.

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However, there are instances where additional support is needed. In these cases, the student will be referred to the Lower School counselor. Parents will be notified of the referral. Any issues that are not resolved at this point will proceed to the Head of Lower School.

Except in the case of major offenses, an attempt will be made to improve the child's behavior by having teacher-student conferences or teacher-parent conferences. This, in and of itself, is usually sufficient. If this fails, a student may be referred to the Lower School **counselor and/or administration.**

DISCIPLINE GUIDELINES UPON REFERRAL TO ADMINISTRATION:

1. Suspension: Suspension is the temporary removal of a student from classroom attendance by the school. The student is still held accountable for his or her academic performance. Suspension offenses may include, but are not limited to, fighting, profanity, disrespect to faculty, staff, or other students and/or harassment. The length and type of suspension will be determined by the administration and make-up work may be allowed at the discretion of administration.
2. Expulsion: Expulsion is the permanent removal of a student from class attendance by the school; regardless of the time this may occur in the academic year. Any student who is expelled from Trinity forfeits his tuition for the remainder of that semester.

Trinity Presbyterian School reserves the right to implement expulsion and any such action will be left to the determination of the administration. However, God clearly lays out His directives and enforcement procedures in His Word. Trinity must likewise be clear about such serious matters.

Students may be disciplined (even to expulsion) for any conduct either on or off campus that violates God's Word, the civil or criminal law, the rules of the school as specified in the handbook, or any other conduct that reflects adversely on the mission of Trinity Presbyterian School. While we cannot envision every situation that may occur, the administration will use their best judgment to **ensure** that the discipline administered is appropriate to the offense committed.

ILLEGAL ACTIONS

Students shall not possess, use, sell, transmit, transport, deliver, or distribute tobacco, marijuana, hallucinogens, narcotics, stimulants, alcoholic beverages or any other controlled, unauthorized, or illegal substances or drug paraphernalia at any time. **This rule applies while a student is on or off any school premises, attending school-sponsored activities, or any time the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. The use of or possession of narcotics, drugs, alcohol or any of the above-mentioned items or the possession of a weapon on campus or at a school-sponsored activity may result in expulsion. The administration reserves the right to utilize an alcohol or drug detection test for cause or for reasonable suspicion, if necessary. Possession or use of alcohol or controlled substances or being under the influence of alcohol or controlled substances on or off campus or at school sponsored activities may result in one or more of the following consequences:**

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1. The parents of the student will be contacted to retrieve the student from the school - sponsored event and have an on-site conference with a school administrator.
2. The student may be suspended or expelled.
3. The administration shall have the right to require alcohol/substance abuse counseling at the parents' expense.
4. Appropriate disciplinary action as determined by the administration.

Weapons

The possession of any weapon on campus or any school-sponsored activity may result in disciplinary action up to expulsion.

LOWER SCHOOL PROMOTION/RETENTION PROTOCOL

Promotion and retention decisions are based upon careful review of student records, including but not limited to; academic achievement, social and classroom behavior/discipline, effort, and attendance. Decisions are made through a collaborative process involving appropriate administrators, faculty/staff, and parents. The final determination for promotion/retention will be made by the academic administrative team.

Lower School students may advance to the next grade level upon proficient academic mastery of essential curriculum standards and goals. To be promoted, students in 1st-5th grades must earn a cumulative score of 70 or higher in all **core academic subjects AND pass both math and reading with a 64 or higher at the end of the academic school year.** Based upon academic review, students may be required to repeat a grade the following year or receive a non-return notice. Note: Specials which include art, music, band, Spanish, STEAM, and physical education are not calculated in the cumulative average.

K3-K5 do not have numerical averages, so promotion is determined by student progress based on proficient academic and social readiness.

Parents are encouraged to request a teacher conference(s) at the onset of an issue to discuss concerns related to their child's academic, behavioral, and/or attendance progress. Parents will be notified in advance to discuss possible retention or the need for withdrawal /non-return.

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COMMUNICATION

In a school setting, a certain amount of conflict and disagreement is inevitable. When questions and concerns arise, parents are encouraged to discuss the issues directly with school officials. In most cases, problems are resolved between the parent and the teacher with no involvement by the administration. To that end, parents are to direct concerns to school personnel in the following order:

1. Teacher*
2. Assistant Head of Lower School
3. Head of Lower School
4. Head of School

*Please direct PE concerns to the **LS PE Coordinator (Alice Vosel)**

Please understand that the school administration, to include the Head of School, has an expectation that this chain of command has been followed, and that each of those listed in this chain has had ample opportunity to resolve an issue before the matter is elevated through the administrative ranks.

The Head of School is the final authority on all matters of conflict at Trinity Presbyterian School. There is no appeal to the Board of Trustees. To that end, parents should not contact members of the Board to attempt to resolve operational matters.

The following guidelines are to be followed when communicating with employees of Trinity Presbyterian School:

SOCIAL MEDIA

Social media platforms are not appropriate outlets for dealing with school issues. Parents are asked to refrain from taking to social media to make negative or disparaging comments regarding Trinity Presbyterian School, its students, employees, or members of the Board of Trustees, individually or collectively, or the policies adopted and enforced by the school. Failure to comply with this policy may, at the discretion of the Head of School, result in the removal of a family from the Trinity Presbyterian School community.

No student or parent is permitted to create a social media profile that appears to represent the school. All such profiles are the exclusive right of Trinity Presbyterian School and are to be created and used solely by Trinity School.

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Parent to Teacher Communication

Teachers and parents **communicate via the weekly** folder containing student work, as well as by email, phone, or written communication. The Trinity email platform is an excellent means of communication with teachers and is highly encouraged as the primary means of making initial contact. However, scheduled meetings are encouraged for conversations of substance, as tone and intent are often misinterpreted in lengthy email conversations.

To set up a meeting with your child's teacher, email the teacher requesting a meeting. State the reason for the meeting and offer potential available times. Teachers are instructed to respond to parent emails in a timely fashion, although they may not be able to respond during the school day due to teaching duties. An interval of one business day is a reasonable expectation regarding email responses.

The teacher must be given the first opportunity to resolve the issue. If the matter is not resolved after the initial parent-teacher meeting, the Head of Lower School may be called upon to meet with both the parent and the teacher.

Note: We request that you not enter the classroom during school hours to discuss issues related to your child. Any message for the teacher can be communicated to the lower school office and will be given to the teacher. **Appointments must be made with the teacher to arrange a meeting during the school day.**

Student Communication

At Trinity, we strive to teach our students to resolve conflict at the point of origin. We also use Biblical principles to teach them the importance of forgiveness and restoration. When conflicts develop, we help our students resolve their differences by counseling them to change offensive behaviors, ask for forgiveness, and extend forgiveness. Please remember that when you are speaking with your child, you are hearing only one side of the story. Before making judgements, please attempt to "get to the bottom" of the situation by inquiring of the teacher. Please speak directly with your child's teacher if you believe a conflict has not been resolved. This allows us to deal confidentially in a Christ-like manner with issues that may affect students and families.

Encouragement and Communication

Your child's teachers feel called to this profession and to their work at Trinity. They love the Lord and their students and invest their energies and talents into their daily classroom instruction and activities. One of the best gifts you can offer is a word of encouragement through email, **text**, or a note, and this practice is highly encouraged.

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HELPFUL HINTS

The best way to contact a teacher is to use their Trinity email address. You can find their email address on the Trinity website under **the** Faculty and Staff Directory.

If you need to get an urgent message to your child or your child's teacher during the day, please call the **Lower School** office (334-213-2140) and the office will relay the message for you.

Please make every effort to make students aware of appointments and transportation arrangements prior to arriving at school.

Messages from parents to students about anything other than school related matters are discouraged. During school hours, communication to students from parents via electronic devices including fitness watches, smartwatches or phones is prohibited in Lower School.

All calls for checking out will be done from the Lower School office.

HARRASSMENT POLICY

Trinity Presbyterian School, herein TPS, believes that all students are entitled to a school environment free of harassment, and expects that all students will treat each other, as well as teachers, school employees and visitors with courtesy and respect. TPS takes its obligation to maintain this school environment free of harassment very seriously.

The policy of TPS is that it is improper for any student, teacher, or parent, male or female, to harass another student, teacher, or parent by:

1. Making suggestive or crude remarks by any means, regarding sexual orientation or activities
2. Creating an intimidating, hostile or offensive environment by any inappropriate conduct or action

Any student, teacher or parent who believes he or she has been subjected to harassment should report the alleged act immediately to a teacher, the Head of Lower School, or the Head of School. All complaints will be investigated immediately. Any student of TPS who has been found, after a thorough investigation, to have harassed another student will be subject to appropriate disciplinary action, up to and including discharge from TPS. The complainant will be informed of all such remedial actions.

Actions taken based upon a student's report of harassment will be treated confidentially and disclosed only on a need-to-know basis for investigative or other legitimate purposes. TPS trusts that all students will continue to act responsibly to establish a pleasant school environment free of any such harassment.

Parents who choose to use email or other forms of communication to berate or otherwise harass employees of Trinity Presbyterian School may, at the discretion of the Head of School, be removed from the Trinity Presbyterian School community.

ANTI-BULLYING POLICY

Trinity Presbyterian School expressly prohibits the bullying or cyberbullying of any person by any means. Any and all such behaviors interfere with the school's educational mission.

What is bullying? When someone repeatedly and intentionally says or does harmful or hurtful things to a person who feels unable to defend themselves. It can include, but is not limited to: physical, verbal, relational, electronic (texting, phone calls, email), social media or other forms of technology:

This includes three (3) important components:

- Bullying involves aggressive/intentional actions or behavior.
- Bullying involves an imbalance of power.
- Bullying happens repeatedly.

Students in violation of the anti-bullying policy will be subject to disciplinary action.

PERSONAL ELECTRONIC DEVICES

Due to the abuses of technology and the distraction to the instructional process, all personal electronic devices (PEDS) except calculators, are not to be used between the hours of **7:30 a.m. – 3:15 p.m.** Students must use the office phone in the case of an emergency, illness, confirming a checkout or other instances deemed necessary by the office personnel.

If a student participating in after school programs on campus has a cell phone in his or her possession, it is only to be used to contact parents. Cell phones are not to be used for Internet access. Cell phones must stay in backpacks during school hours and can only be accessed after school to contact parents. Failure to comply will result in the student's cell phone being taken up and parents contacted to pick up the device.

Any device capable of connectivity (smartwatch, fitness watch, "Fitbit" devices etc.) will be treated like a cell phone on campus. Students are not permitted to use or wear them during the school day. Failure to comply with these procedures will result in the student's device being taken up and parents contacted to pick up the device.

Remote/radio-controlled devices: No one may operate/fly any type of radio controlled/remote devices on/above the property of Trinity School without permission and direct supervision of a staff member.

The administration reserves the final decision on handling each situation of personal electronic devices.

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UNIFORM REQUIREMENTS

TPS has high expectations for uniform and appearance. We believe that wearing a school uniform enables **students** to identify with their school and gives a sense of belonging. Additionally, uniforms reinforce a positive work ethic and reduce expenditure for parents. The uniform also provides a measure of security as it provides easy identification of students and non-students at school and when classes are participating in off-campus activities. **Uniforms must be presentable and in good repair without rips or fading.**

1. **All students will wear Southern School Uniforms or Tommy Hilfiger School Uniforms as sanctioned by the school.** All uniform items are to be fitted and worn to the standards desired by both the uniform company and Trinity Presbyterian School.
2. **All clothing items worn to school must be purchased from Southern School Uniforms, Tommy Hilfiger School Uniforms, or Paw Place (Trinity's pre-loved clothing store), with the exception of shoes, socks, tights, and hair accessories. Oxford shirts, shoes and belts may be purchased from Southern School Uniforms, Tommy Hilfiger School Uniforms, Paw Place, or another store if it has the exact style as outlined in the uniform guidelines.**
3. Students' names should appear in all items worn to school.
4. Uniform guidelines outlining the specific clothing items and shoes that must be worn to school are available on the Trinity website.
5. **Special Events/Choir Uniform Requirements- First -Fifth Grades will wear designated uniform pieces for certain performances and events.**
These required pieces can be found on the website under uniform information in the parents and students tab.

PROHIBITED CLOTHING/PERSONAL ITEMS

1. Any apparel, jewelry, accessory, notebooks, books, or manner of grooming, which by virtue its color, arrangement, trademark, or any other attribute, denotes advocacy of drug use, violence, hatred, or disruptive behavior is prohibited.
2. Any manner of grooming or clothing that is too tight, revealing, distracting, or made of see-through material is prohibited.
3. Multiple ear piercing (more than two total), body piercing, tattoos (temporary or permanent), branding, or other non-conservative fads are prohibited. Young men are not allowed to wear earrings to school.
4. Elaborate and/or distracting make-up, hair colors or styles are prohibited.
5. Hats, caps, or sunglasses are not to be worn in the school building.

The administration reserves the final decision about the appropriateness of a manner of dress.

**UNIFORM POLICIES & GUIDELINES
BOYS- GRADES K3 THROUGH GRADE 5**

Boys

Slacks and Shorts (Trinity uniform issued)

1. All slacks and shorts must fit appropriately.
2. The hem of the shorts must come to the knee.

Shirts

1. All shirts must be Trinity uniform issued and tucked inside slacks and shorts. Shirts must always cover the entire torso.
2. All shirts must be worn with the collars down and buttoned.
3. Only plain gray, red, navy or white t-shirts or undershirts may be worn under uniform shirts.
4. Trinity issued sweatshirts (crew or hooded), sweaters, vests and jackets must be worn with a uniform shirt.

Shoes, Socks, and Belts

1. All shoes must be in good condition and worn correctly.
2. Students may wear socks in the color of their choice.
3. Third-fifth grade boys must wear a uniform belt-black, brown, solid or braided leather belt. They may also wear the uniform approved Trinity belt that is purchased through Paw Place.

Hair is to be well groomed and neatly styled. Unusual hairstyle or color (as deemed by the administration) is unacceptable.

**UNIFORM POLICIES & GUIDELINES
GIRLS-GRADES K3 THROUGH GRADE 5**

Cosmetics

LOWER SCHOOL STUDENTS ARE NOT ALLOWED TO BRING COSMETICS TO SCHOOL. Trinity School strongly discourages lower school students from wearing make-up during the school day.

Hair

Hair is to be well groomed and neatly styled. An unusual hairstyle or color (as deemed by the administration) is unacceptable.

Jewelry

Lower School girls are not allowed to wear large earrings due to safety issues. They may wear small stud earrings in keeping with the uniform guidelines.

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Dresses, Jumpers, Skirts, Skorts, Shorts, and Slacks

1. Jumpers may not be worn without a blouse and may not be monogrammed.
2. Skirts, jumpers, skorts and shorts must be no shorter than three inches from the front or back of the knee.
3. Biker shorts/spandex shorts are required under dresses, jumpers, and skirts.

Shirts and Blouses

1. All Trinity issued shirts must be tucked in except for the banded shirt.
2. Peter Pan shirts (Trinity uniform issued) **may not** have embroidery or monogramming on them.
3. Blouses must be loose-fitting enough to conceal undergarments.
4. Only plain red, navy or white t-shirts or undershirts may be worn under uniform shirts and blouses.
5. Turtleneck shirts are allowed in red, white or navy.
6. Trinity issued sweatshirts (crew or hooded), sweaters, vests and jackets must be worn with a uniform shirt.

Shoes

1. Laces on shoes should remain tied.
2. All shoes must be in good condition and worn correctly.

The administration reserves the final decision about the appropriateness of a manner of dress.

VISITORS AND BUILDING SECURITY

The safety of students, parents and faculty while on Trinity's campus is of the utmost importance. During school hours, all visitors will enter the Lower School main entrance or Middle/Upper School main entrance using our video/intercom access-controlled system. Upon entering, all visitors will sign in using the Raptor System, which requires a valid driver's license.

No visitors or parents should go to any classroom or any part of the building without first signing in at the Lower School or Middle/Upper School offices.

Students from other schools are not permitted to visit Trinity during the regular school day, including lunch, even if other schools are not in session.

Lower School front doors unlock at 7:30 a.m. and are locked at 3:20 p.m. (Please do not drop off your students before 7:30 a.m. **as there is no designated supervision and teachers are not on duty until then.**)

Trinity employs Presidential Security Company to provide armed security on campus during operational and after school hours, as deemed necessary by the administration.

***Due to safety reasons, pets (excluding TPS service animals) are not allowed on campus at any time, including drop-off and pick-up times.**

The campus of Trinity Presbyterian School is alcohol-free, tobacco-free, and weapon-free.

The Environmental Protection Agency (EPA) developed regulations for dealing with asbestos in both public and nonprofit private schools. We are pleased to report that the EPA has reviewed our asbestos management information, and to our knowledge Trinity Presbyterian School is free of asbestos containing materials. For more information, please contact the Business Manager.

MEDICAL PROCEDURES

The responsibility for administering medication rests with the parent. There are exceptions to this rule. In these cases, the student's medication, prescription or over the counter, should be sent to the school office with dosage instructions. A School Medication Authorization form must be on file in the office before students will be given any medication. If the medication is a prescribed medication, a doctor's signature is required on the form. **Medication is not to be placed in a student's desk or backpack. All medications must be dispensed through the office.** Alabama law requires that all students must present a Certificate of Immunization (or exemption) to school officials to be kept on file. Documentation of varicella (chicken pox) vaccination or immunity will be required for children entering 5-year-old kindergarten and escalating by one successive grade each year for the following years. Therefore, the varicella requirement would be an entrance requirement for all students in grades K-12. We advise that all vaccinations and immunizations be kept active. All necessary forms can be provided by the student's physician.

Children must stay out of school a minimum number of days for certain contagious diseases unless the doctor clears them for earlier re-admittance, in which case the child will be readmitted only with a doctor's written permission. Guidelines are offered to ensure minimum transfer of any contagious infection, diseases, or virus. **If a student runs a fever for any reason, they should not return to school until they have been fever-free for 24 hours without fever reducing medication.** Please adhere to the following suggested days of convalescence for these childhood illnesses:

- **Chicken Pox**— five days after breakout
- **Red Measles**— seven days after the breakout
- **Pink Eye, Strep Throat, Impetigo**—24 hours following initial use of prescribed medication and cessation of fever
- **Covid**—Students will follow Trinity's current Covid protocol at the time of diagnosis.
- **Influenza**---Students must be fever free for 24 hours before returning to school. In addition, students may not return to school before 48-72 hours after the initial dose of Tamiflu. If fever is present before the 48 hours are complete, additional time needs to be added until they are fever free.
- **Head Lice**— (1) If a teacher suspects the possibility of head lice, the student will be given a head check. (2) If the head check produces any possibility or concern that head lice or nits may be present, parents will be notified, and the student will be sent home for diagnosis confirmation (doctor/pharmacist) and treatment (if head lice or nits are confirmed). (3) If the head lice/nits are diagnosed, steps to destroying any lice at home are critical. **School personnel** will provide handouts on home care. (4) Upon returning to school, the student **will be rechecked** for any remaining head lice or nits, or student may present a statement from the child's physician verifying the child is free of head lice.

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- **Mono**—Students with Mono must have a note from a physician before they will be allowed to return.
- **Vomiting/Diarrhea**- a student who has actively vomited or had diarrhea at school will be sent to the office to go home. The student should be symptom free for 24 hours after the last episode of vomiting/diarrhea before he/she returns to school.

EMERGENCY PROCEDURES

Fire, lockdown, and severe weather drills are implemented on a regular basis during the school year. In the spring, when inclement weather is not uncommon, and the school may be placed on a severe weather alert and will follow emergency protocol for all persons to take shelter in a protected area. **The office is equipped with a monitor alert system that is in operation during times of inclement weather.** During a severe weather alert, no child will be released to anyone other than a parent. If an alert occurs prior to children coming to school, please remain at home until the alert is cancelled.

SEVERE WEATHER — To meet instructional requirements, every effort will be made to keep Trinity open. However, such severe weather conditions may exist that opening school may jeopardize the health and safety of the faculty and students. **ON THESE DAYS, PARENTS AND STUDENTS ARE ASKED SPECIFICALLY NOT TO CALL THE ADMINISTRATION, STAFF OR BOARD MEMBERS.** We will send out notification to the parents via email, the Trinity website, our alert notification system, and local radio and television stations. **An emergency procedure is in place for the safety of all students should an on-campus emergency arise.**

LOWER SCHOOL HOURS

7:30 a.m.- 8:00 a.m.	Arrival
8:00 a.m.- 2:50 p.m.	Instructional time for: K3-fifth grade
2:50 p.m.-3:15 p.m.	Carpool/Dismissal**

Please note the Lower School front doors will not unlock until 7:30 a.m. each morning. (Please do not drop off students before 7:30 a.m., as there is no designated supervision prior to that time.)

Lower school students who are not picked up by the completion of Lower School carpool will be escorted to the Lower school office **and taken to CAT Quest. A \$15 drop-in fee will be billed, and students must be picked up from the exterior door of room 122.

AFTER-SCHOOL CARE

Trinity's after-school care program, CAT Quest, is provided until **5:30** p.m. on all full school days when lower school classes are in session. Registration can be found on the Trinity website. If a student participating in after school programs on campus has a cell phone in his or her possession, it is only to be used to contact parents. Cell phones are not to be used for internet access. Cell phones must stay in backpack during school hours and only accessed after school to contact parents.

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CARPOOL AND TRAFFIC INSTRUCTIONS

Specific carpool instructions are given to parents at the beginning of the school year. Families that begin after the first day of school will be given carpool instructions with additional new family paperwork. Parents are expected to cooperate fully with the police guard and teachers on duty. These professionals are here to provide maximum safety for your children. Cell phones are prohibited when carpool is moving.

All carpool drivers are to participate in the daily carpool procedures and refrain from parking across the street and walking children into school or picking up children except in extenuating circumstances. For efficient carpool and safety, we ask that parents and others designated to pick up children to refrain from entering school prior to the beginning of the carpool process and asking the office staff to call their child at the beginning of carpool.

Parents are responsible for reading and abiding by the carpool instructions distributed each year.

TUITION AND FEE PAYMENT

Multiple payment plans of one, four, or twelve payments are available for tuition. Information about each of these plans is available online and in the business office.

The Trinity Presbyterian School business office provides a monthly bill in FACTS for all tuition and fees based on the published tuition and fee schedule. In addition, other miscellaneous charges for field trips, t-shirts, yearbooks, memberships, etc. are billed at various times during the year.

Incidental charges should be posted between the 5th and 10th of each month. The payment of tuition and incidental charges are to be paid by the due date of the charges. The payment may be made by bringing a check or cash in the business office, paying online through the FACTS website. We accept American Express, Visa, and MasterCard. Any past due balances will be assessed a 3% late fee per month.

In the months of October and March of each year, your total student account balance must be current/paid by the 15th day of the month. All past due balances must be paid by the 15th of October and March. If this payment is not made by the 15th day of the month, the student may not be allowed to return to class and may not be allowed to participate in any extra-curricular activities beginning on the 16th day of the month or the next school day if the 15th falls on a weekend or a holiday.

To hold your student's place in their selected classes or on a class roll, the May statement must be paid in full by May 30th. This statement includes charges from the current year and the 1st tuition installment for the next school year. This payment will be non-refundable after June 1st. If the school is not notified by June 1st that the student is withdrawing, the May statement is required to be paid in full before the official transcript will be sent to the new school.

In addition to this policy, if the May statement is not paid in full as of June 1st, students will not be allowed to participate in any extra-curricular activities and services, including tryouts, camps, trips, workouts, clinics, library, summer events, or summer classes for the upcoming school year.

In addition, student accounts for graduating seniors must be paid in full by May 14th, 2025, to participate in Baccalaureate and Graduation ceremonies.

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The Business Office is required to track and report to the IRS more than \$10,000 in *cash* received for tuition in single transaction or related transactions in a 12-month period. Cash is not only currency; it is further defined as a cashier's check, traveler's check or money order if the amount is less than \$10,000. Of course, personal checks or on-line service checks drawn on your bank account are not included in this requirement. We will notify you when we file an IRS Form 8300, although this is not required of us.

TUITION INSURANCE

A tuition insurance contract will be applied to all accounts unless the payment plan chosen is single pay (1 payment) and is paid in July. All other accounts will be charged 1% of the tuition and will be billed with the first payment for the next school year. Any account with a single payment plan may opt to include tuition insurance, but it is not required.

If a student withdraws from Trinity after attending a minimum of 14 days from the first day of school, the Tuition Insurance plan will pay 60% of the remaining tuition. The family will be responsible for the remaining 40% of the tuition and all incidental charges and fees incurred.

ENROLLMENT PROCESS AND FEES

During January of each school year, all enrolled families will receive an email with the new tuition and fee schedule for the next school year. In February all students will automatically be re-enrolled for the next year (excluding graduating seniors). A tuition deposit will be applied to all returning students' accounts. Any student not returning for the next school year (exception is graduating seniors) must notify Trinity with an email to reenrollment@trinitywildcats.com indicating the student will not return. The tuition deposit is not refundable unless Trinity is notified by the last day of February that the student will not return for the next school year. The tuition deposit must be paid for the student to participate in any tryouts, camps, and/or clinics or extra-curricular activities for the school year.

The school can terminate enrollment based on the Parent/Student Handbook, which is updated annually.

For non-enrolled families to begin the process of placing a child's name in the applicant pool, an application must be made through FACTS. The Admission Director will contact the family with the steps in the admission process. A tuition deposit is required to enroll a student if a spot is offered and accepted. The Tuition deposit is nonrefundable.

TEXTBOOK PROTOCOL

Trinity Presbyterian School provides textbooks, basic novels, workbooks, and consumable resources for students, which are included in the cost of tuition. Whenever possible, electronic textbooks (e-books) will be utilized in lieu of a hardcopy textbook. Contingent upon availability and budget constraints, a classroom set of textbooks may be available for students, as needed, during the school day. Parents may purchase a hardcopy textbook for home use, as applicable.

It is imperative that parents and students share in the stewardship of educational resources, electronic, and hardcopy textbooks. In the event of loss, damage, or defacement of a school issued

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textbook, the student will be assessed for replacement of the textbook. A student may receive a textbook fine (based on the judgment of the academic instructor) for a textbook that was damaged or worn beyond a normal school year's use. In the event of unusual damage, a student may be expected to pay the entire replacement cost of a book. Should a student have to replace an e-book, he/she is responsible for costs to download or reinstall, as applicable per vendor licensure. Transcripts will be withheld until all school related fines and charges are cleared through the Business Office

SCHOOL PICTURES

Any student who does not have a school picture made on picture day or picture make-up day will not be featured in the class pages of the yearbook. The student's name will be listed as *Not Pictured*.

LUNCH PROCEDURES

Student lunches are prepared on campus daily by Sage Dining Service. The cost for lunch is included in tuition. Any parent or other family member who would like to eat lunch with their student must sign in with the business office and purchase a ticket for \$10.00 per adult lunch and the applicable per day rate for the age/grade of the child. No outside food may be brought into the lunchroom.

Parents are kindly asked to wait until the second nine weeks to join LS students for lunch to enable students and teachers to establish lunchtime routines and procedures.

STUDENT PLACEMENT

The placement of your child and his or her welfare are a serious consideration of the administration. **PLACEMENT REQUESTS ARE DISCOURAGED AND THE ADMINISTRATION ASKS YOU TO SUPPORT THEIR DECISIONS FOR YOUR CHILD.** Prayerful consideration is given to the placement of each student.

POTTY POLICY

All students must be completely potty trained to attend Trinity School. Pre-K parents will be given the Potty Policy document at the beginning of the year to review and sign in agreement.

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