

INTRODUCTION

Trinity Christian School was founded by Trinity United Methodist Church in 1961 to provide an educational experience for children and young people that is grounded in Biblical principles. Our goal is to produce spiritual and academic growth in our students by providing quality opportunities for learning and development of character. The faculty and staff of Trinity Christian School are committed Christians and are trained teachers. We believe the teacher serves as a role model and has a tremendous impact on the lives of our students.

Our students represent varied backgrounds of religious interests and academic pursuits. Trinity Christian School offers the concept of Christian education to all who choose it.

We believe parents are the primary educators of their children and that our teachers partner in educational and spiritual training. We encourage parents to be active in their child's student experiences. Cooperation between the school and parents is essential to student success.

Please contact the administrative offices at 1-860-688-2008 or 1-860-688-2716 if you have any questions. We invite your inquiry.

STATEMENT OF FAITH

We believe that the Holy Scriptures, both Old and New Testaments, are the inspired Word of God and contain all things necessary for salvation. This great book, the Holy Bible, is the divine and final authority for all Christian faith and life. “The grass withers and the flowers fall, but the Word of God stands forever.” (Isaiah 40:8)

We believe in one living and true God, Creator of all things, infinite in power, wisdom and goodness; the maker and preserver of all things both visible and invisible, eternally existing in three persons; Father, Son, and Holy Spirit. “May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with you all.” (II Corinthians 13:14)

We believe that Jesus Christ is true God and true man, conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross for our sins; on the third day rose bodily from the dead and now sits on the right hand of God the Father as our High Priest and advocate. “God was in Christ reconciling the world to Himself.” (II Corinthians 5:19)

We believe that the Holy Spirit, proceeding from the Father and the Son, is God’s presence at work in the world, church, and individual. The Holy Spirit empowers, inspires, guides, and leads the believer into the truth of new life in Christ. “When the Spirit of truth comes, He will guide you into all truth....and will tell you of what is yet to come.” (John 15:13) “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.” (Galatians 5:23)

We believe that humanity was created in the image of God for the primary purpose of glorifying and enjoying Him forever. Since the fall of Adam, however, sin has pervaded every person, extending into social, societal systems and all creation. “All have sinned and fall short of the glory of God.” (Romans 3:23)

We believe that God offers salvation to humanity and a lost world through Jesus Christ. When anyone turns away from sin, believes and receives Jesus Christ as Savior and Lord, that person is forgiven and transformed. “I tell you the truth, unless a (person) is born again, he cannot see the kingdom of God.” (John 3:3) “For it is by grace you have been saved, through faith....and this not from yourselves, it is the gift of God....not by works, so that no one can boast.” (Ephesians 2:8)

We believe that the Sacraments of Baptism and the Lord’s Supper should be celebrated in obedience to Christ’s command. They celebrate the full benefits of Christ’s death and resurrection, and the hope we have of ultimately being joined with our Lord in triumphant glory. “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.” (Matthew 28:19) “For whenever you eat this bread and drink this cup, you proclaim the Lord’s death until He comes (again).” (I Corinthians 11:26)

We believe that the Church of Jesus Christ is the community of all true believers under His sovereign Lordship and set apart for His purposes in the world. “There is one body and one Spirit....one Lord, one faith, one baptism, one God and Father of all, who is over all and through all and in all.” (Ephesians 4:4,5)

PHILOSOPHY OF EDUCATION

The philosophy of Trinity Christian School is based on a Christ-centered view that all truth is God's truth and that the Bible is the inspired and authoritative word of God. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he can only glorify or know God by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim is to provide a Christian perspective of the world from which will come a balanced personality and proper understanding and acceptance of a person's role in life at home, at work, at play and at worship – all grounded in the Christian concept of love.

This philosophy channels our energies to promote academic excellence while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to equip each child with the tools to face life effectively with the strength only a Christian education can produce.

Our responsibility for the student encompasses all aspects of development. The spiritual, intellectual, physical, social, and emotional components are inseparable and require that our aim be to incorporate Biblical Principles throughout the total curriculum. Therefore, the types of activities employed in the classroom and school programs will facilitate this basic philosophy.

While the education of children is the responsibility of parents, the school functions as an agent for parents. Teachers cooperate closely with them in every phase of the student's development, and both parties endeavor to improve the process of Christian education.

MISSION STATEMENT

Trinity Christian School is committed to a comprehensive program of academic excellence and spiritual vitality, anchored in Christian values with the person of Jesus Christ as the central focus.

ADMISSIONS

It is the philosophy of Trinity Christian School (TCS) to administer to the spiritual, academic, emotional, physical, and social needs of the greatest number of people possible. It is the desire of TCS to make Christian education available to as many students as possible. Because TCS is a ministry of Trinity United Methodist Church, TCS will accept any student whose desire is to receive a Christian education. However, if the system determines through testing and other vital factors that we cannot meet the child's needs or when the philosophy of the home is such that it may undermine the mission of TCS, we will not accept the child into our school.

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

TCS is not able to accommodate children with special needs, learning disabilities, or severe disciplinary problems.

Accreditation

Trinity Christian School is a member of the Association of Christian Schools International (ACSI). Trinity Christian School is in the process of seeking accreditation through the Association of Christian School International (<http://www.acsi.org>) and New England Association of Schools and Colleges (<http://www.neasc.org>).

Age Requirements

Kindergarten students must be 5 years old by December 31st.
First Grade students must be 6 years old by December 31st.

Calendar

The TCS calendar will be issued each year and will generally follow the Windsor Public School vacation and holiday schedule. TCS professional days may vary from Windsor Public School's schedule.

Office Hours

The school office hours on school days are 7:45 A.M. to 3:00 P.M. Monday through Friday. The office is closed on school holidays. During vacations, office hours will be posted. The school telephone number is 688-2008 (Elementary) and 688-2716 (Preschool).

ENROLLMENT PROCEDURES

The following materials must be in the school office prior to final admission. (Please have your own copies made prior to bringing these materials to the office.)

- Registration and Emergency Card
- Student Application
- Release of Records
- Authorization to Release
- Copy of student's birth certificate
- Current State of Connecticut medical record
- Registration fee and tuition deposit

Entrance Requirements

- Students entering Kindergarten through eighth grade will take an entrance test to determine placement in TCS.
- Any student who has been expelled from another school must wait at least one full semester before being considered for enrollment in TCS. If the student is permitted to enroll at that time, he or she will be on a probationary status for a period of nine weeks.
- **All new students are admitted on a probationary period of 6 weeks.** If, during this 6 weeks, it is determined that Trinity Christian School cannot serve the needs of the student either academically, behaviorally, or spiritually, they will be asked to withdraw.

Family Interview

Parents and new students must meet with the headmaster prior to acceptance.

Re-enrollment

Forms for re-enrollment will be sent out to the current families in mid-January. This re-enrollment period will be a limited period of time.

Standard of Conduct

Parents must read and sign the TCS Standard of Conduct Form and the Parent Commitment Form, a sample of which is found at the back of this Handbook. A copy must be on file for each student in our school system.

ACADEMIC POLICIES

Academic Standards

A quality education is the result of :

- A curriculum that integrates God’s truth in all instruction and adequately prepares the student for future academic success,
- Teachers who are disciples of Jesus Christ and hold to a Christian world view, and
- Classes of 17 (20 with a teacher’s aid) or less which enable the student to derive maximum benefit from his academic exposure.
- Parents who actively participate in the ministry and mission of their own church and support with prayer and are involved in the spiritual and academic development of their children.

Each student is expected to use all available school and home resources to perform at his highest level in order to take full advantage of the educational program. His or her originality and creativity are encouraged within the organized framework of the classroom.

Advancement and Retention

Students in grades one through six will be required to repeat the year if they earn three or more F’s for the year in major subjects - Bible, Phonics (first, second and third grade), English, Reading, Math, Science, and Social Studies. A student who fails less than three courses would be encouraged to receive tutoring to strengthen skills prior to the next school year.

Skipping a Grade

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student’s good academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice thus will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school headmasters must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students. At Trinity Christian School it is the view that students should move through a planned curriculum in step-by-step fashion to allow for a solid academic and continual social development. It is not the policy of Trinity Christian School to accelerate a student through the grades.

Athletic Eligibility

Students (grades 4 – 8) participating in athletics must meet the following eligibility requirements:

- ‘C’ average or above for the 9-week grading period
- ‘C’ average or above at 3-week intervals
- No failing grade for the 9 weeks or semester in any subject
- Compliance with rules and regulations

Curriculum

Trinity Christian School provides a graded course of study for Kindergarten through eighth grade. Provisions are made for periodic evaluation of courses of study and for revision in order to keep pace with societal and educational change. Curriculum development reflects Trinity Christian School's statements of philosophy and purpose, replicates a Christian worldview, and is based on reliable findings from the sciences dealing with child growth and development, and learning. Well-recognized Christian publishers form the basis of our curriculum. The methods of instruction are ones that promote inductive learning through exploration and discovery, inquiry and interpretation, critical thinking and creativity. The goal of the entire school effort is to achieve proper and adequate development of the students in terms of academic learning, spiritual growth, and healthy social and physical performance.

Music Education

Music education is important to the development of the students. Every student is required to participate in a music class scheduled each week. An audition-based chorale will be scheduled for those students who choose to participate. A student shall make and keep a commitment to remain in the chorale. Opportunities for performance will be appropriately scheduled during the school year.

Instrumental music will be offered to students in grades 4-8. A monthly band fee will be charged. Effort will be made for providing beginning instruction as well as a band program allowing for students to learn together. Opportunities for performances will be appropriately scheduled during the year.

Musical Programs

The final student evaluation for the elementary music curriculum is usually two public music performances. Those music programs, even though usually scheduled in the evening hours, are a part of the required class time, therefore attendance is not optional. An unexcused absence will result in an unsatisfactory (U) on the Report Card for that 9-week grade. Absences otherwise will be handled according to the attendance policy. The dates of these performances will be announced at the beginning of each school year.

Physical Education

Physical education is provided for each student during the regular school day. Students will have P.E. outdoors or indoors depending upon the weather and the teacher's discretion.

Every student is required to participate during P.E. unless there is a note from a physician indicating that a student is not to participate. If such a note is received, the student will be excused from P.E. class until a note from the physician indicates otherwise.

Grading System

Academic Subjects (3–8)

90 – 100	A	Excellent
80 – 89	B	Above Average
70 – 79	C	Average
60 – 69	D	Below Average
below 60	F	Failing
	I	Incomplete

Co-curricular Subjects (Art, Music, Gym, Technology, Spanish) & Effort

O	Outstanding – consistently exceeding expectation
G	Good – consistently meeting expectation
S	Satisfactory – inconsistently meeting expectation
N	Needs Improvement – rarely meeting expectation
I	Improving – showing significant progress
U	Unsatisfactory – not meeting expectation

Academic Subjects (K-2)

O	Outstanding – consistently exceeding expectation
G	Good – consistently meeting expectation
S	Satisfactory – inconsistently meeting expectation
N	Needs Improvement – rarely meeting expectation
I	Improving – showing significant progress
U	Unsatisfactory - not meeting expectation

Report Cards

TCS is on a nine-week reporting period. A report card is sent home at the end of each quarter stating the academic progress as well as showing areas of conduct that need to be improved.

Formal and informal evaluation is an ongoing process. The means of evaluation will vary with the importance and nature of the subject. Teachers should evaluate the children's learning frequently enough so that a grade is a reflection of an accumulation of tests, quizzes, homework and class participation. A record of these must be kept in the teacher's planning book so the grades are supported by documentation.

If an account is delinquent at the end of the year, the report card will be held until an arrangement for payment has been made with the office.

The purpose of a reporting system is to give parents an accurate indication of the progress achieved by their children. Each child's ability, attitude, and application are taken into account in the grading system.

Mid-quarter Reports

In addition to regular report cards, elementary and middle school teachers will send special notices home to parents whose children are failing or doing poorly in any subject area.

Parent/Teacher Conferences

Parent/Teacher Conferences are required at the end of the first 9-week marking period. Conferences are optional for the remaining marking periods. Four report cards are issued as the primary means for academic and behavior reporting to parents. In addition to these scheduled report cards and conferences, parents are free to request a conference as needed. A conference should be scheduled at a time convenient for both the parents and the teacher. It is expected that parents communicate with the teacher before contacting the school headmaster. The school

headmaster is available for parent-teacher conferences following the initial parent-teacher contact/conference.

Honor Roll

At the end of each grading period an honor roll will be published. There are two honor rolls:

- Headmaster's Honor Roll – all A's
- Honor Roll – all A's and B's

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing his or her studies. The assignment of homework helps students understand that learning is not just a classroom activity. Students are expected to successfully complete their assignments each day. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The completion of the homework assignment is taken into account in grading and is an important aspect of teaching the character development trait of responsibility.

Homework at Trinity Christian School is not an option; it is part of the general course requirements. TCS students should expect some form of homework each night. Laxity in completing assignments or severe cases of homework neglect may result in disciplinary action. It is the student's responsibility to ensure they have all homework assignments before leaving for the day.

Parents are a valuable aid in establishing good study habits for their student by insisting on a regular study time, free from distractions. Although written assignments are important, students should also be aware that study and reading assignments are integral parts of a student's academic success.

Homework serves one of several purposes:

- *Practice.* Students may be given homework to provide them with extra practice on some skill which was introduced in class. Students should be somewhat familiar with the skills, and should be able to complete the assignments with little or no outside help. **If the student is consistently not able to do practice homework with little or no help, contact the teacher.**
- *Preparation or Elaboration.* Students may be assigned homework which prepares them for content which is to be covered in class (for example, reading a chapter in the textbook before it is discussed). They may also be given assignments which have them elaborate or expand on material taught in class (for example, a written assignment which explains some application of a concept taught in class).
- *For reinforcement.* We believe that most students require adequate review to master materials essential to their educational process.
- *For remedial activity.* As instruction progresses, various weak points in a student's grasp of a subject become evident: homework following instruction is given to overcome such difficulties.
- *Long Term Projects.* Examples of these would be research papers or class presentations. Students should budget their use of time by setting intermediate deadlines, and by working regularly on the project (instead of waiting until a day or two before the

deadline). When a student is absent, it is the parent's responsibility to contact the classroom teacher in order to get homework assignments. Parents may contact the classroom teacher by leaving a message in his/her voice mailbox. **Please do not call the school and ask the office staff to gather the homework assignments.**

The expectation of homework at each grade level:

- *Kindergarten and First Grade homework* time should average no more than ten to fifteen minutes per day.
- *Second Grade homework* time should average no more than twenty to twenty-five minutes per day.
- *Third Grade homework* should average no more than thirty to thirty-five minutes per day.
- *Fourth Grade Homework* time should average no more than forty to forty-five minutes per day.
- *Fifth Grade homework* time should average no more than fifty to fifty-five minutes per day.
- *Middle School homework* time should average no more than one hour to one and a half hours per day. Long-term projects will be given which may require more homework time.
- **NOTE: Parents should be familiar with the homework policy and should be encouraged to respond to teachers if assignments are taking much longer than suggested time limits.**

In Grades 1 – 8, incomplete (I) will be given to students that do not turn in completed homework at the end of every grading period. For every four incomplete homework assignments (in a particular subject area), two points will be taken off the 9-week grade point average. For each additional incomplete assignment, another point will be subtracted from the 9-week average.

Weekly Folders

Each student in kindergarten and above will have a folder to be sent home on the first day of each school week or the last day of each school week. Folders should contain corrected work from the week, assignments that will be given the following week and information about topics that will be covered in the major areas; along with any school notices sent by the office and information about any upcoming special events.

Field Trips

Field Trips will be scheduled for student enrichment. Permission slips will be required for student attendance and parents will be contacted to assist as chaperones, with transportation, etc., if necessary. Students are required to participate in Field Trips as these are learning experiences. Students who opt not to participate are expected to stay at home that day.

Standardized Testing

TCS administers standardized testing to students in grades K – 6 in the spring. Results of these tests will accompany the final report card and a copy will be placed in the student's permanent record.

ATTENDANCE

Attendance Policy

Basic to all education is the understanding that the student must be present in order to receive information and participate in the learning process. Therefore, it is understood that all students will consistently attend all scheduled school classes and activities. Children who are absent for more than 25 days in the school year may not be promoted at year's end.

If your child is absent, we require the following:

- A call from the parent to the school office by 10:00 A.M. on the date(s) of the absence.
- When returning to school, all students must bring a note which includes the following:
 - Date of note
 - Date(s) of absence
 - Reason for absence
 - Parent's signature

The administration will need ALL of the above information to help to determine whether the absence is to be considered excused or unexcused.

Truancy Laws

A school-aged child is considered truant if, having been enrolled in school, he is absent without a proper excuse four (4) or more times in one month or ten (10) or more times in one school year. By law, children are considered to be of school age if they are between the ages of five (5) and sixteen (16).

Local school boards are responsible for enforcing truancy laws. Local boards are required to monitor unexcused absences and have policies and procedures for dealing with truancy. Boards must turn to the Superior Court for help when a student's parent or guardian refuses to cooperate. Local boards have authority to check to see whether school aged children are truant and, if they are, to send them to school. Police can also arrest habitual truants.

Excused Absences

- An excused absence is an absence due to personal sickness or injury, serious illness or death in the immediate family, medical appointments, and other reasons consistent with school policy. **All other absences are unexcused.**
- Final authority for judging the legitimacy of an absence rests with the administration.
- Students may receive an excused absence for special reasons if parents make arrangements with the headmaster ***in writing at least three school days before*** the absence occurs.
- Students will not be excused during achievement tests.

- **Students who come to school later than 10:00 A.M. or leave before 12:30 P.M. will be marked absent for ½ day.**

Unexcused Absences

Any absence of any student who missed school without following the above procedures for excused absences will be considered an unexcused absence. Students who have an unexcused absence or tardy may be denied the privilege of making up missed assignments or tests. A student who is absent without a proper excuse four (4) or more times in one month or ten (10) or more times in one school year is considered truant and will be reported to the School Board who will report the truancy to the proper state authorities.

Make-up Work

A reasonable length of time for make-up work will generally be from one day to one week, depending upon circumstances. Students should not expect the teacher to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row, or those obviously too ill to prepare for school. In cases of extended illness, parents are encouraged to contact the teacher to make up tests, and/or pick up missed class work at the close of each day absent.

Tardiness

Controlling tardiness is the responsibility of the parent and is viewed as a serious matter. A student is tardy after 8:00 AM. Students must obtain a pass in the office before going to class. Three (3) unexcused tardies in a 3-week period constitutes a parent/ teacher conference. Excused tardies are limited to doctor and dentist visits, illness, or extenuating circumstances (i.e. district transportation delays, traffic jams). For full day students, eight tardies will be equal to one full day absence. For every four unexcused tardies to school in a 9-week period, the student will be charged with one day of absence. All tardy students must be signed in at the office and the reason for the tardy indicated on the sign-in sheet. Failure to complete the reason for the tardy will result in an unexcused tardy. The academic penalties for an unexcused tardy are the same as for an unexcused absence (See Unexcused Absences above).

The student who is tardy **MUST** have a note from the office in order to be admitted to class.

Early Release from School

Any child that leaves school before the regular dismissal time or needs to leave the campus at any time during the day must be picked up by an authorized person. The student must be signed out in the school office. If possible, please notify the office in advance so that the child can be ready and in the office at the appointed time. **Please do not go to the classroom to pick up your child before going to the school office.**

Students participating in after school sports are not permitted to leave the campus and return. They must wait for their coach in the designated area.

Students are **NEVER** to be dropped off and left unattended on school grounds.

Parents or guardians should be prepared to show photo ID when picking up students at any time.

DRESS CODE

The Bible commands the Christian to do “all to the glory of God” (I Corinthians 10:31). In today’s society, this command has special reference to the fact that God may be honored or dishonored by our personal dress and grooming. In dress, as well as doctrine, the Christian is to “test all things, hold fast what is good, abstain from every form of evil” (I Thessalonians 5:21-22). The Christian is to have regard for things that are “pure...of good report...of virtue...and praise.” (Philippians 4:8). These commands have a practical application to the dress and grooming of students. God is glorified when dress and hairstyles are appropriate for the occasion and free from distracting or offensive peculiarities or extremes. In elementary school, parents are responsible for sending their children to school with correct dress and grooming.

TCS has a school uniform policy for students that attend grades 1- 8. Uniforms are **optional** for kindergarten students. Students are to be neat, well groomed, and in uniform at all times while at school. **School dress is to be in accordance with designated selections.** Please do not attempt to use “substitute” items for your uniform. The school office will provide order forms for all registered students. Students must come to school and leave the premises in the Trinity Christian School uniform. We request that students not change clothes on school property. **Determination of proper uniform adherence is the discretion of the Administration of Trinity Christian School.**

Please Note:

Hats and headscarves: must be removed upon entering the building.

Winter wear: Appropriate wear (hats, gloves, boots, coats) must be available for recess time during the winter months.

Girls - It is recommended that girls wear shorts under their dresses or skirts for the sake of modesty.

Labeling – Please write your child’s last name in indelible ink on his or her sweater/sweatshirt tags.

Infraction Consequences

- If a child does not wear the complete uniform, the classroom teacher will send a note home.
- After 3 infractions, the child will be dismissed to the office until the parent is notified and the uniform is complete.

Girl’s Dress Uniform:

- White or yellow Peter Pan blouse
- TCS plaid jumper or skirt
- Wine cross tie
- White, wine, black, or gray socks or tights
- Dark dress shoes (black, dark brown, or cordovan) – No clogs or boots will be worn in class
- Wine cardigan, vest, or pullover sweater (optional – If a sweater is worn it must be the one available from the uniform company.)

Girl's Casual Uniform:

- White, yellow, or wine Golf shirt **with TCS logo**
- TCS plaid skirt
- TCS wine skort (from April—October)
- Gray or black ladies slacks or shorts (From April-October)
- Dark dress shoes (black, dark brown, or cordovan) – No clogs, boots, or beach style sandals (flip-flops) will be worn in class
- Wine cardigan, vest, or pullover sweater (optional – **If a sweater is worn it must be the one available from the uniform company.**)

Girl's Gym Uniform:

- Gray T-shirt with TCS logo
- Gray sweat shirt with TCS logo
- Wine sweat shorts or sweatpants
- Athletic shoes (sneakers)

Boy's Dress Uniform:

- White or yellow oxford shirt
- TCS gray or black pants or shorts
- TCS plaid tie
- Wine, black, or gray socks
- Dark dress shoes (black, dark brown, or cordovan) – No clogs, boots, or beach style sandals (flip-flops) will be worn in class
- Wine cardigan, vest, or pullover sweater (optional – **If a sweater is worn it must be the one available from the uniform company.**)

Boy's Casual Uniform:

- White, yellow, or wine Golf shirt **with TCS logo**
- TCS gray or black pants
- TCS gray or black shorts (from April—October)
- Wine, black, or gray socks
- Dark dress shoes (black, dark brown, cordovan) – No boots or beach style sandals (flip-flops) will be worn in class
- Wine cardigan, vest, or pullover sweater (optional – If a sweater is worn it must be the one available from the uniform company.)

Boy's Gym Uniform:

- Gray T-shirt **with TCS Logo**
- Gray sweat shirt **with TCS Logo**
- Wine sweat shorts or sweatpants
- Athletic shoes (sneakers)

Dress Down Guidelines

On special occasions as designated by the administration, students may wear clothing different from dress code. Clothing must comply with the spirit and integrity of our dress code.

Decisions regarding appropriate dress are at the discretion of the staff and administration of Trinity Christian School.

Appropriate Dress Down Attire:

- Walking Shorts - non-athletic, no shorter than 3 inches above the knee (from April—October)
- Jeans or casual pants
- Golf-style Shirts
- Tee-shirts (no questionable material)
- Athletic shoes (sneakers)
- Loose fitting apparel

Inappropriate Dress Down Attire:

- Short-shorts
- Athletic Shorts (shorter than 3 inches above the knee)
- Questionable advertisements or sayings on tee-shirts
- Flip-flop sandals
- Tight-fitting tops and bottoms
- Sandals, boots, clogs

Jewelry, Makeup and Hairstyle

Jewelry should be tasteful and not distracting and is limited to watches without alarms, and modest neck chains. Girls may wear single earrings. Neck chains and watches should be removed for P.E. and sports. Girls in Grades Kindergarten through Sixth may not wear facial makeup. Girls in Grades Seven and Eight (fall 2007) may wear discreet facial makeup. Hair is to be neat and clean. Boys' hair should be off the collar and of uniform length. Girls' hair should be kept off the face. No visible tattoos will be allowed. All questions of jewelry, makeup, and hairstyle are subject to the decision of the headmaster.

CAMPUS POLICIES

School Days

To promote greater safety for our students, the elementary students in kindergarten through eighth grade will enter only at the Trinity Christian Life Center (TCLC) door.

Students may enter the building at 7:45 A.M. Students who arrive before 7:45 A.M. must enroll in the morning Adventures in Learning program. *See Extended Care, page 23.* Students who arrive at school after 7:45 A.M. and before 8:00 A.M. must follow the direction of the teacher on duty. Students arriving after 8:00 A.M. will be automatically considered tardy and must report to the office for a hall pass.

Kindergarten through eighth grade will be dismissed at 2:25. When dismissed, each teacher will dismiss the students in their class to either bus pick up, parent pick up, or Adventures in Learning. Upon dismissal, Adventures in Learning students will go directly to their Adventures in Learning rooms.

After 2:45, any students remaining for pick-up will be dismissed to Adventures in Learning and these charges will be collected on a weekly basis.

Parking Lot Procedures

Because TCS is concerned with providing a safe environment for your child, we have adopted specific procedures for parking and student drop-off and pick-up. Thank you for your cooperation in making TCS a safer place. Parents will receive specific procedures during Back to School night in September.

At dismissal time, bus students will exit from the TCLC door. Pick-up students will be dismissed from the center corner door between the church and school. Parents are asked to wait for students at curbside.

Elementary students can be dropped off and picked up using the Trinity Christian Life Center entrance. Please do not use the Church entrance for picking up and dropping off.

Pick-up Identification

- Photo I.D. will be necessary for pick-up alternates not listed on Emergency Card. Parents need to notify the school if another party not listed on Emergency Card will be picking up their child and will need to inform their alternate pick-up party to present themselves to the office with their identification before child will be released.
- IF BUSES ARE NOT PRESENT: Parents may drive up to the front door to pick up or drop off student(s). Students must enter or exit the vehicle on curbside – NOT IN THE LANE OF TRAFFIC!
- IF BUSES ARE PRESENT: All drivers must park in the parking lot and walk the student to or from the main door. **Do not block or pass a bus when red lights are flashing! It is a Connecticut state law that all drivers must stop when flashing lights are engaged on a school bus.**

- School buses are the only vehicles authorized to park along the curb.
- Students are absolutely restricted from walking alone through the parking lot without being accompanied by an adult. Please help us protect your child!

Chapel

Students will meet for corporate worship and expression in chapel service at least once each week during the school year. It shall be an extension of their Christian training, but not the extent of it. A spirit of reverence should be felt in all chapel services. Attentive, courteous conduct that is honoring to the Lord should be observed at all assemblies. Students are not to talk while coming or going or during the program.

Parents are invited and encouraged to attend weekly Chapel services. A schedule is included with the academic calendar.

Prayer

Students of Trinity Christian School are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

Bible Version for Classroom Use

The use of Scripture in the classroom is a fundamental, integral and principle part of the educational process. Trinity Christian School recognizes the New International Version as the translation normally used in the classroom for study, quotation and memorization.

Bible Memorization

Each student will be involved in Bible memorization each year. It is desired that each student learn at least one verse per week. These verses will be in accordance with the Bible guide for each grade.

No student should be required to pass a quiz on Bible memory if the teacher has not memorized the same Scripture.

Articles Prohibited from School

Items such as toys (including trading cards), cassette/CD players, radios, walkmans, pagers, cell phones, questionable literature, gum, skateboards, matches, lighters, weapons (including play ones), electronic games, etc. are not permitted at school at any time. Failure to comply may result in confiscation of property. Repeated infractions may result in disciplinary action.

Birthdays and parties

Three parties are held per year - a Harvest party in November, a Christmas party and a Valentine's Day party. Other parties may be held at the teacher's discretion. These parties should take place the last hour of school and should consist of a special treat and some games. Parents may volunteer to provide cookies or a drink.

Birthdays are an important time for children, but too many parties prove to be a problem for the teacher. Therefore, Extended Class birthday parties are not held. A student may bring in treats to share with the class. Invitations to birthday parties may not be passed out in class. The refreshments may be shared with the class during recess time, and usually, after lunch. Please provide all necessary accessories needed to serve the refreshments – paper plates, napkins, cups, plastic cutlery, etc.

Please use the *Parent Directory* list to send invitations directly to student’s homes. Information regarding special dietary needs, including allergies should be provided to the you as you prepare treats for classroom consumption.

Emergency Closing

On days when snow, sleet, or other inclement weather conditions make travel especially difficult, TCS will follow the decision made by the Windsor School System on whether or not classes will be held. If a decision is made to cancel school or open late, the announcement will be carried beginning at 6:00 A.M. on the following stations:

WTIC – AM 1080	WDRC – AM 1360	WVIT TV Channel 30
WIHS – FM 104.9	WDRC – FM 103	WFSB TV Channel 3

This announcement will be carried independently as “Trinity Christian School”, not as part of the Windsor Public School’s announcement.

In the case of an unscheduled early dismissal, the school will call parents. These same radio and TV stations will carry the announcement of an unscheduled early dismissal. Please do not call the school during this time unless it is extremely urgent.

Fire Drills

Fire Drills are held on a regular basis and are usually unannounced. Students will be trained to exit the building in an orderly fashion, following the Connecticut regulations for evacuation of school buildings.

Lost and Found

TCS assumes no responsibility for lost or stolen items. Items of value should not be brought to school. Items that have been lost or stolen should be reported to the school office where students may check for their possible return or recovery. Items found in and around the school building should be taken to the office where attempts will be made to locate the owner. Labeling of clothing or personal items would help expedite return to the rightful owner.

Lunch

Students may either bring or buy lunch. If buying lunch, provided by the Windsor Food Service, students have the option of purchasing the main menu or alternate menu items. Milk is included in the purchase price. A menu will be sent home via the child once a month showing the lunch selections. Prepay envelopes will be sent home every Friday. These envelopes are to be used only for prepaying for the week or month, not for a one or two day purchase. If purchasing only one day or two, please send correct amount in cash or check with your child in an envelope that

has child's first and last name, lunch selection, and teacher's name written on it. If a student is absent and has prepaid for lunch, his/her account will be credited. Please make sure your child is aware of what you want them to have for lunch. The lunch count is taken daily by 9:30 A.M.

Ice cream can be purchased separately for a nominal fee. Ice cream is sold on select days, not every day.

Students bringing in their own lunch can purchase a drink to accompany their lunch. They can also purchase ice cream. The school staff and the lunch staff **will not** heat lunches brought in from home.

Recess

Students will have a daily recess period. When the temperature is 32° or above, students will be expected to go outdoors. If the temperature or wind chill is below 32°, students will have indoor recess. A student who is well enough to come to school is expected to participate in all activities, including recess, unless a doctor's note has been sent to the school. Students must be prepared with sufficient clothing (gloves, hats, coats, boots if ground is wet) during cold weather for outdoor play.

School Pictures

Individual and class school pictures will be taken in the fall of the year. **Dress uniforms for students in Grades 1 – 8 are to be worn.** Parents will be notified when pictures are delivered to the school. Parents will be able to view their child's pictures and purchase them, if so desired. All pictures that have not been purchased will remain at school.

Telephone Usage

Telephone messages should be restricted to emergencies only. Personal matters between parents and students should be handled at home before the student leaves for school. Students will be permitted to call home only in emergencies.

Visitors/Teacher Contacts

All visitors to the school must sign in at the Elementary Office and receive a Visitor's Pass. During school hours, teachers are unlikely to speak personally to parents except in emergencies. You may, however, leave a personal and confidential message on their voice mail by calling 688-2008 for Elementary, or 688-2716 for Preschool, or by leaving a message with the School office.

TCS welcomes and encourages parents and other interested persons to visit our school. We only ask that all visitors call ahead to notify the School office of their intended visit.

If you have deliveries for your children, bring them to the school office and the office staff will deliver to the classroom.

HEALTH POLICIES AND SERVICES

Administering Medication

Any medication, whether prescription or over-the-counter, which has to be administered during the school day, must be accompanied by written parental authorization to dispense by school nurse or designated personnel. All medications prescribed by a physician to be administered during the school day must be accompanied by an authorization to administer medication. This form should be available from your physician's office and must be signed by a physician and the parent or guardian. All medication will be kept in the school nurse's room. All non-prescription medications (e.g., Tylenol, Motrin, cough drops, etc.) must be provided by the parent in a clear, plastic bag with the child's name on it and kept in the school nurse's office. The office will call the parent when a student requests a medication that is administered on an as needed basis.

All medications shall be brought to the school office in the original pharmacy labeled container by a parent or responsible adult. **No medication should be brought to school via the child.**

Communicable Diseases

TCS desire to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean any illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Parents should report all cases of communicable diseases to the School Nurse. Students with a communicable disease including, but not limited to, the following conditions are excluded from school and directed to see their family physician:

Head lice, Scabies, Conjunctivitis, Impetigo, Ringworm, Strep Throat

Students may return to school only with a written physician's statement that they are free of the condition or are receiving treatment for it and are no longer contagious.

TCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control spread of communicable diseases within the school. A teacher or administration official who reasonable suspects that a student or employee has a communicable disease shall immediately notify the school headmaster.

Emergency Card

Emergency Cards must be completed and returned to the school office at the beginning of the school year. Any changes in phone numbers, addresses, doctors, hospital preference, etc. must be made known promptly to the school office so emergency information data can be kept current.

Illness and Accidents

Students should not attend school if they have had a fever or have vomited within the past 24 hours. If a child becomes ill or seriously injured at school, parents are notified immediately and are expected to provide immediate transportation. Children who become ill or injured at school are brought to the nurse's office. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection. Parents will then be notified. A representative of the school will stay with the child until the parent assumes responsibility. In the case of when

the parent can't be reached, the school will call the individual listed on the Emergency Card and/or physician or emergency personnel. If your child is in much discomfort, you will be called and asked to come and take the child home. Your child will be made as comfortable as possible until you arrive. In the case of small, superficial cuts and abrasions, the injury will be gently cleaned and bandaged. Bumps caused by blunt instruments, equipment, or by another student will receive an ice pack. Parents/guardians will be called if the bump is of a serious nature.

Immunizations

As mandated by Connecticut state law, all students must be successfully immunized against polio, diphtheria, pertussis, tetanus, measles, German measles, and mumps before entering school. Every new student must present written proof of these immunizations to the school office before he/she will be permitted to attend classes.

Physical Examinations

School health legislation requires that each student present proof of a current physical examination prior to enrollment in school when entering Kindergarten and all preschool programs. All new students, elementary and preschool, must present complete and current health information to the school office. Necessary forms must be on file in the school office before the student can enter school.

Vision and Hearing Screening

All Elementary students will have vision and hearing testing once a year unless parents specifically ask – in writing – to have their child exempted from being tested. Parents will be notified if there is a concern regarding their child's vision and/or hearing.

Child Protection Policy

If there is any known or suspected abuse or neglect of a child attending Trinity Christian School, the teacher or the headmaster has the duty to report the knowledge or suspicion to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises. The school headmaster will inform the Pastor of Trinity United Methodist Church of all reported incidences of abuse and neglect.

EXTENDED CHILD CARE

Adventures in Learning

Extended Care is available for TCS students only.

Before school care begins at 7:00 A.M. and ends at 8:00 A.M. each day school is in session.

After school care begins at 2:25 and ends at 6:00 P.M. To participate, a parent must register their child for Adventures in Learning. "Drop-in" care is also available, but there is no guarantee there will be room. **Drop-ins must be arranged by noon on the day the service is needed.**

Enrollment forms, schedules, and an *Adventures in Learning* handbook are available in the school office.

Adventures in Learning Closing

Please be advised that Adventures in Learning will not be available whenever school is closed due to inclement weather.

DISCIPLINE POLICIES

Discipline Philosophy

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, TCS adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God, “ *Children, obey your parents in the Lord, for this is right. "Honor your father and mother"—which is the first commandment with a promise— that it may go well with you and that you may enjoy long life on the earth.*” (*Ephesians 6:1 – 4*). Clearly, the responsibility to discipline children lies with the parents. At Trinity, we support this authority and endeavor to assist you, the parent, in this task.

During the school day, a teacher stands in *Loco Parentis*, that is, in the parent’s stead. He or she has the same God given authority as the parents have. We assume the responsibility of informing you of behaviors that are not acceptable so you may have the opportunity to discipline your child in the method that has proven effective for you and your family.

2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality. “ *My son, do not despise the LORD's discipline and do not resent his rebuke, because the LORD disciplines those he loves, as a father the son he delights in.*” (*Proverbs 3:11-12*). While Christian love is at the heart of all discipline, we recognize that the heart is the source of all behavior. Therefore, our desire is to deal with discipline by addressing the act of the heart that has taken place. The goal of Godly discipline is to address and correct misbehavior by impacting the heart attitude of the child. Both Godly and ungodly behavior begins in the heart. In order to address the behavioral needs of the students, both formative instruction and corrective intervention must take place. Both instruction and intervention must take place in the home as well as in the school environment.

FORMATIVE INSTRUCTION. “*You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up. You shall bind them as a sign on your hand and they shall be as frontals on your forehead. You shall write them on the doorposts of your house and on your gates.*” (*Deuteronomy 6:7-9*)

Formative instruction is addressed in the following ways:

- Daily devotions
- Church and Sunday School attendance
- Bible Memory work
- Prayerful discussions, etc
- Modeling biblical behavior
- Encouragement

CORRECTIVE INSTRUCTION. *“Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” (Ephesians 6:4)*

Corrective instruction is addressed in the following ways:

- Time outs
- Loss of privileges or items
- Detentions
- Suspensions
- Expulsions

TCS expects that its students show respect to God, country, family, faculty, fellow students, and school property. Anyone who will not cooperate spiritually, morally, or scholastically will not be allowed to remain in TCS.

In the classrooms of TCS, these four fundamental rules are to be followed:

- Respect God
- Respect Authority
- Respect Others
- Respect Self

Discipline Policies

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to all in authority
- Responsibility in doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness in person and property
- Truthfulness and honesty in work and life
- Respect for property that belongs to others
- Promptness in attendance and assignments
- Morally good conduct in respect to recreation, social relationships, and language

Discipline Procedures

- Unacceptable behavior will result in a phone call to parents by the classroom teacher.
- After the 3rd phone call for the same type of behavior, a conference will be scheduled with the parent, the classroom teacher and the Headmaster.
- After conferencing, continued negative behavior may result in the student being expelled from TCS and/or denied registration for the upcoming academic year.

Unacceptable Behavior Categories

The classroom teacher will handle offenses of a minor nature. Believing and supporting the responsibility of the parent to discipline their children, the classroom teacher will inform the parents verbally (phone call or conference) of misbehavior. This behavior may or may not receive a corrective action at school.

- Deliberate, intentional disruption
- Failure to follow posted classroom rules
- Bullying/intimidation (trying to talk someone into doing something they did not think about; teasing or joking in a manner that is not funny)
- Using unkind or degrading words, including "Shut Up".

Discipline Categories and Consequences

Misconduct has been classified and divided into three categories, depending on the severity of the violation. **Listings of examples are not intended to be inclusive and are not limited to the instances given.**

Category I. Any minor disturbances that prevent classroom order and instruction.

. Examples of category I infractions are:

- Excessive talking
- Disruptive behavior
- Rude/discourteous
- Eating candy or gum during class
- Tardiness
- Incomplete/out of TCS uniform
- Incomplete homework

Consequences of Category I – Offense will result in a phone call home, or after school detention.

Category II. Activities and attitudes that show a lack of respect for authority. Frequent and repeated violations of Category I rules. Examples of Category II infractions are:

- Defiance of school authority
- Consistent lack of cooperation both within or outside the classroom

Consequences of Category II – Offenses will result in student-headmaster conference, parent-headmaster conference, in-school suspension, or Category III consequences for recurrent offenses.

Category III. Activities that seriously threaten the safety of the student or classmates. Activities that show gross lack of respect for authority or property. Activities that violate Biblical moral codes or conduct. Frequent and repeated violation of Category II rules. Examples of Category III infractions are:

- Fighting,
- Threatening or bullying another student
- Possession of violent drawing, pictures, or books
- Cruelty to other students (verbal or physical)
- Willful destruction, defacing of school or church property
- Profanity, verbal abuse or obscene gestures, language, pictures, or conduct
- Theft
- Cheating
- Satanic symbols, worship, etc,
- Bringing pocket knives, slingshots, firearms or any type of weapon on to school or church grounds
- Leaving campus or designated area without permission

Consequences of Category III – Offenses will result in either suspension or expulsion.

Explanation of Consequences

- Additional work – work assignments done during playtime, before or after school.
- Loss of Playtime – 5-10 minutes spent sitting quietly during recess.
- Loss of Privileges – Not able to serve as line leader, door holder, teacher’s helper, etc.
- Note Home – A report of misconduct to be signed by a parent and returned the following day.
- Detention - Detention Hall will be held for Grades 6-8, after school from 3:00-4:00. This will be a silent time. If the student fails to be on time, an additional detention hall will be automatic. Detention Hall will be served on *the day following the day the student receives the Infraction Form*. The teacher will send the student to the Headmaster (with the Infraction Form), parents will be called by the Office and informed of the Detention Hall assignment. If for some legitimate reason such as a scheduled appointment, a student cannot report for Detention Hall, a parental note will be required on the following morning. The Headmaster will assign an alternate date. Failure to serve the detention on the assigned date will result in a detention the following day plus an additional day.
- In-school Suspension – Removal of a student from the classroom. While under adult supervision, the student will be in isolation for the entire school day. Student will be allowed to complete daily assignments, tests, or other required homework during the day. Parents will be notified by phone and letter. Student will be allowed to make up tests or other assigned work.

- Suspension – A student may be suspended from school only after a parent-headmaster disciplinary conference. The offending student will be dismissed for the entire day of school, from one to five days as assigned by the Headmaster. Parents will be notified by phone and letter. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent-headmaster conference will be necessary for the student to return to school. Student will be allowed to make up tests or other assigned work.
- Expulsion – Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that the student’s behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Any expelled student will be expelled from the school system for the remainder of that current school year. Parents will be notified by phone and letter. Student will be considered for re-enrollment, following a full semester of suspension, if a satisfactory student evaluation is received from another school system. This will be determined by recommendation of School Administration and the School Board.
- Probation – Trinity Christian School is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued student incompatibility such as disruptive behavior, persistent disobedience of rules, threats/acts of violence and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations, the Headmaster may place the student on a 3-week probation. Prior to this probation, the Headmaster will have a conference with the parents. If marked improvement by the student, indicated on successive teacher evaluations is not noted, the student will be expelled from Trinity Christian School and all school programming.

The administration of Trinity Christian School reserves the right to expel a student who is unable to adapt to the Christian school environment. Decisions to expel a student are at the sole discretion of the administration of Trinity Christian School. Parent appeals to an expulsion may be made in writing to the Trinity Christian School Board through the Chairman of the Board. Appeals will be read and considered at the next scheduled Board Meeting. The parents will be notified in writing regarding the outcome of the appeal.

**TRINITY CHRISTIAN SCHOOL
BEHAVIOR INFRACTION REPORT**

STUDENT'S NAME: _____ **DATE:** _____ **TEACHER:** _____

Category I. Minor disturbances that prevent classroom order and instruction.

- Excessive talking
- Disruptive behavior
- Rude/discourteous
- Eating candy or gum during class
- Tardiness
- Incomplete/out of TCS uniform
- Incomplete homework
- Other: _____

Consequence of Category I – in addition to a phone call home:

- additional work
- loss of play time
- loss of class privileges
- note home
- parent-teacher disciplinary conference
- student-administrator conference.

Category II. Activities and attitudes that show a lack of respect for authority.

- Defiance of school authority
- Consistent lack of cooperation both within or outside the classroom
- Other: _____

Consequence of Category II –

- student-administrator conference
- parent-administrator conference
- detention _____ (date)
- in-school suspension _____ (date)

Category III. Activities that seriously threaten the safety of the student or classmates.

- Fighting,
- Threatening or bullying another student
- Possession of violent drawing, pictures, or books
- Cruelty to other students (verbal or physical)
- Willful destruction, defacing of school or church property
- Profanity, verbal abuse or obscene gestures, language, pictures, or conduct
- Theft
- Cheating
- Satanic symbols, worship, etc,
- Bringing pocket knives, slingshots, firearms or any type of weapon on school or church grounds
- Leaving campus or designated area without permission
- Other: _____

Consequence of Category III –

- Suspension
 - In school _____ (date)
 - Out of school _____ (date)
- expulsion/withdrawal.
 - Effective _____ (date)

COMMENTS: _____

HEADMASTER'S OR AUTHORIZED PERSONNEL SIGNATURE: _____

PARENT'S SIGNATURE: _____ **DATE:** _____

BUS POLICIES

As stated by Windsor School District Policies

The following policies will be strictly upheld:

1. Only children living in Windsor may ride the bus.
2. Children may not change buses unless given approval by the Windsor Board of Transportation Secretary.
3. Children are to obey the driver at all times. When necessary, the driver may assign students to certain seats to promote order and safety.
4. Buses will leave at the assigned times. After pulling away from the loading zone, the bus will not stop to pick up or wait for any children.
5. After leaving the bus, the students are no longer the responsibility of the bus driver.
6. Any violation of bus policy can result in suspension from the bus. We reserve the right to refuse transportation to any student who consistently violates the regulations. It will become the responsibility of the parent to drop off/pick up student if bus transportation is suspended.
7. Children are to remain seated, facing forward, until given permission to leave the bus.
8. Heads, hands, arms, and school supplies are to be kept inside the bus.
9. Students are not to throw any objects.
10. Excessive noise will not be permitted.
11. Lack of respect, abusive or improper language, or talking back to the driver will not be tolerated.
12. Windows may only be opened with permission from the bus driver.

After one warning letter, the violation of additional rules will result in the following:

- | | |
|-------------------|--|
| First violation: | Student will not be allowed to ride the bus for three days. |
| Second violation: | Student will not be allowed to ride the bus for five days. |
| Third violation: | Student will not be allowed to ride the bus for the remainder of the year. |

Any changes in bus pick-up/drop-off locations must be made through the school office. Changes are made by the Transportation Secretary of the Windsor Board of Education and can take up to 8 school days to be processed.

CONFLICT RESOLUTION

*Moreover if your brother sins against you, go and tell him his fault between you and him alone.
If he hears you, you have gained your brother.*

Matthew 18:15

If a student or parent is offended by the words or actions of a TCS staff member, as Christians, they should go *first* to that person through whom the offense came and share this with that person.

If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the person directly over that staff member, but *never* before approaching the person committing the offense.

In like manner, if the issue is not resolved there, it may then, and only then, be taken to the headmaster. If the matter cannot be resolved there, then it should be taken to the Chairman of the School Board, who will bring the matter before the Board for final disposition of the matter.

FINANCIAL POLICIES

Tuition is paid over a 10-month period (August to May) unless you choose to pay annually (August) or semi-annually (August and January). FACTS Tuition Management (<http://www.factsmgt.com/FACTS/>) handles all accounts of families choosing a 10-month cycle. Information regarding registration for FACTS is available in the school office.

1. Accounts not paid by the due date will be considered delinquent. A bank fee will be charged for a returned check and is the responsibility of the parent.
2. Families with delinquent accounts at the end of the school year will not receive Report Cards until all financial obligations to TCS are paid in full.
3. Students whose parents/guardians have an outstanding obligation to TCS from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a payment schedule has been worked out with the Business Office.
4. Students whose parents/guardians have an outstanding balance that is 60 or more days delinquent will not be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment.
5. If you have a financial emergency and are temporarily unable to pay, please call the school office before you withdraw or get too far behind.
6. TCS offers a limited tuition assistance program to all qualified students. A student must be registered with the school before being considered for a scholarship. Scholarships can only be applied to tuition. All other fees are the responsibility of the applicant. The Scholarship Application may be picked up in the school office. Applications will be reviewed by FACTS Management. FACTS' recommendations will be reviewed by the TCS Scholarship Committee. The deadline for returning students to file for scholarship will be May 1st and recipients will be notified in late June. Hardships may be considered on a case-by-case basis. New students may apply as they enroll if funds are available.
7. If a family withdraws a student from attendance at Trinity Christian School, they are responsible for paying for the month of withdrawal plus a penalty fee of 10% of the annual tuition.

Tuition Payment Schedule

Parents must choose one of the following payment schedules:

One payment	Due August 15
Two payments	Due August 15 and January 15
Ten payments	Complete FACTS Tuition Management form

Fee Requirements

- Registration Fee (must accompany all applications and re-registration forms)
- Tuition Deposit (must accompany all financial agreements)
- Testing Fee (when applicable)
- Band Fee (grades 4-8) when applicable (due monthly)

STANDARD OF CONDUCT FORM

A signed Standard of Conduct Form must be on file in the office for each student. The Standard of Conduct forms will be included in the Student Orientation Packet and should be returned to the school office no later than the second day of school. A sample form is provided below.

Standard of Conduct

Trinity Christian School is committed to striving for academic and spiritual excellence. Students are expected to display attitudes and behavior consistent with achieving these goals. Scripture is the best guideline for appropriate behavior and attitudes. If a student's behavior or attitude is injurious to these goals or detracts from their achievement, TCS will, at the recommendation of the headmaster and at the discretion of the School Board, dismiss the student either temporarily or permanently.

A sense of the need for spiritual growth in the light of these principles has led TCS to adopt standards believed to be conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, expects the student to abide by the discipline policies of TCS Parent/Student Handbook. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and students, there is opportunity for development of strong Christian character and academic excellence.

I have read and understand the Parent/Student Handbook, including the Statement of Faith, Statement of Philosophy, and Mission Statement, and I will support the school system in application of these policies.

In agreement with TCS, I also believe that discipline is necessary for the welfare of each student as well as for the entire school. I give my permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in the manner consistent with Christian principles and discipline as set forth in the Scriptures.

Student's Name

Student's Teacher

Parent Signature

Date

Student's Signature (Grades 3 – 8 only)

Date

Please sign and return this copy to your child's teacher.