

TRINITY

PRESBYTERIAN SCHOOL

LOWER SCHOOL
PARENT/STUDENT HANDBOOK
2022-2023

*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.*

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.

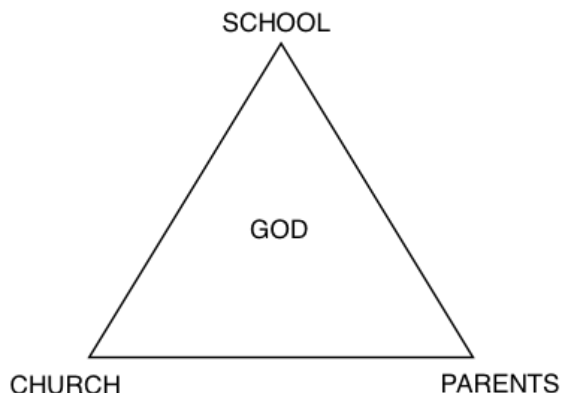
III. STATEMENT OF INTENT

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.

IV. 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.



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V. THE GRADUATE PROFILE

The school shall place all its emphasis on the outstanding preparation of its students thereby graduating young men and women:

- who know, love and serve Jesus Christ;
- who have the best academic preparation for any further education they choose;
- who are teachable and exhibit a love for learning;
- who are well-read;
- who effectively communicate in speaking and in writing and persuasively present their point of view;
- who can think critically, work on teams cooperatively, and solve problems;
- whose experiences foster understanding of the diversity of the human race and prepare them for a life of evangelism reflecting the grace and truth of Christ to all people;
- who commit to a life of loyal, servant-leadership in the local church;
- whose participation in athletics (interscholastic or intramural) equips them with a Christian approach to wellness and who are capable of exhibiting their faith and Christian character in competitive situations;
- who apply Biblical principles to their family, church and work;
- whose work ethic, skills and loyalty demonstrate that Christians are to be relied on for the integrity of their work and the quality of their thinking;
- whose actions reveal genuine Christian character; and
- who live as disciplined, culturally different men and women, and as Christian leaders, engage their world and change it.

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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.

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, trust, 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.

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TO THE LOWER SCHOOL PARENTS AND STUDENTS OF TRINITY:

The policies and procedures outlined in this handbook are established in order that the best educational experience can be afforded to 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 on the first day of school. 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.

ACADEMIC PERFORMANCE AND GRADING

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

| Letter Equivalency | Numerical Grade |
|-----------------------|--------------------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 64-69 |
| F | 0-63 |

Grading Period- Grades are reported at the end of each quarter. Report Card posting dates may be found on the Trinity website calendar. An email will be sent to parents when report cards post to My Backpack.

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 midterm reports for grades first-fifth will be posted on My Backpack at midterm. Lower School report cards will be posted on My Backpack 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 teachers regarding their child's performance.

Homework—The amount of homework the individual child has depends on both the child's individual abilities and the demands made by the teacher. Children at the various grade levels can be expected to have, on average, the following amount of homework a day: first grade—20-30 minutes; second grade—30-45 minutes; third grade—45-60 minutes per night; fourth grade—60-90 minutes per night; fifth grade—60-90 minutes per night. As a rule, weekend homework is generally avoided, however sometimes it may be necessary to complete assigned projects or to study for an upcoming test. Wednesday homework may be light to accommodate church attendance.

Coach Class —is a time set aside once a week in which the teacher gives small group instruction to students in an area of determined need for grades 1-5. The teacher plans activities for a specific skill and invites children who need help with that skill. The student may need to come for several weeks or just a one-time visit, depending on his/her needs. Coach Class is not intended for general review of material. The teacher will inform parents of the day and time of Coach Class.

Fourth and fifth grade teachers will communicate specifics of Coach Class to parents.

3rd-5th grade Semester Celebration- Third through fifth grade students who earn an A or S in each graded course including conduct and Enrichment classes in quarter 1 and also quarter 2 will receive recognition for All A's at the Semester Celebration.

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 work missed if out for an illness, appointment or a 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/tardies 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 tardies and/or checkouts are also highly disruptive to the student's academic progress. Excessive tardies and/or checkouts may result in notification from lower school.

Any student arriving for school after 10:00 a.m. or checking out before 1:00 p.m. will receive an absence for that day.

1. Illness-Parents are asked to notify the school office by phone or email when their student is ill. If a student will be out more than one day, please specify the days. Parents of absent students may be called if the office has not been notified beforehand to account for all students. See information below under Absences/Make-up Work.
2. Appointments-doctor or dentist appointments should be made outside of school hours whenever possible. Classroom instruction cannot be made up when a student is not in the room. Students are responsible for making up work missed if out for an illness, appointment or a tardy. When it is necessary to have an appointment during school hours, students should be provided with 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. When the student returns from the appointment, he will present a note from the physician's office verifying that he has met the appointment. 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 by parent to lower school office 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.

1. a medical or dental appointment
2. an illness
3. a death in the family
4. school sponsored events that are officially announced as such by the administration and for which the students are released from class by the administration

Excused Absence Make-up Work:

1. Students with an excused absence will be given one day for each day absent to make up all missed assignments and graded work.
2. Due to daily teaching duties, teachers cannot accommodate requests from parents for make-up work to be ready to pick up during the school day before 2:30 p.m.

Specific guidelines for Excused make-up work for each grade in Lower School:

1. K4/K5-Teachers will communicate expectations to parents at the beginning of school.
2. First grade through third grade- Materials and make-up work may be picked up in the Lower School office after 2:30 p.m.

Fourth grade/fifth grade- Teachers will post make-up assignments and any handouts given during the absence on the Canvas Calendar. To ensure adequate time for teachers to post assignments, parents and students should check for absentee assignments after 4:00 p.m. on the day of the absence. Students should take supplies home each day to have what is needed to complete missed assignments.

- b. Pre-Planned Absences: For pre-planned absences to be excused, a request must be submitted through email to the Assistant Head of Lower School at least three school days in advance. Parents are asked to send a courtesy email notifying their child's teacher of the absence. Instruction by the teacher cannot be made up and work will not be gathered before the trip. All graded work will be made up when the student returns.

Specific guidelines for Pre-Planned Absence Make-up Work for each grade in Lower School:

- 1.K3/K4/K5: Teachers will communicate expectations to parents.
- 2.First-third grades: Parents should check the Weekly Preview on the Canvas Calendar for skills and units of instruction. All graded assignments will be completed upon the student's return to school. Assignments may not be given out prior to the absence and teachers will not be able to make up classroom instruction.
- 3.Fourth-fifth grades- Parents and students should check the Canvas Calendar daily for posted absentee assignments and any handouts distributed during the absence. All reading and written assignments are due completed upon return to school. Students

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should return prepared to make up missed grades. All make-up grades will be scheduled by the teachers. Assignments may not be given out prior to the absence and teachers cannot make up classroom instruction.

Any combination of 3 checkouts and/or tardies is the equivalent of one absence.

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.

All students are to conduct themselves in a courteous and respectful manner, reflecting Christian principles. 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 professional counseling, medical attention, or suspension from school. 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 or the dissolution of 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.

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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 of itself, is usually sufficient. If this fails, a student may be referred to Lower School administration.

In the case of minor offenses within the classroom, teachers will make every attempt to handle discipline issues. However, there are instances where additional support is needed. In these cases, the student will be referred to Lower School administration. Parents will be notified of the referral. Any issues that are not resolved at this point will proceed to the Head of Lower School.

DISCIPLINE GUIDELINES UPON REFERRAL TO ADMINISTRATION:

1. Suspension: Suspension is the temporary removal of a student from class 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 of suspension will be determined by the administration. The type of suspension (in school/home) will be determined by the administration and make-up work will be allowed at the discretion of the 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 assure 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 at school, in any school building, on or off any school premises, attending school-sponsored activities, on or about school-approved activity, or function or during any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting 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

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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:

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 a careful review of student records, including but not limited to; academic achievement, social and classroom behavior/discipline, 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 administration.

Lower School students may advance to the next grade level upon proficient mastery of essential curriculum and goals in all content areas. Students must earn a cumulative score of 70 or higher at the end of the academic school year (two semesters) to be considered for promotion. This percentage is acquired by averaging the core class semester grades. Note: Specials which include art, music, band, and physical education are not averaged into this percentage. Students with a cumulative failing grade of 63 or below at the year's end in two or more core classes or less than a cumulative average of a 70 at the end of the school year (two semesters) will fail the grade. Based upon academic review, the student will be either allowed to repeat the failing grade level the following year or receive a non-return notice.

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 if issues such as the above necessitate actions such as retention or the need for withdrawal/non-return.

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 Athletic Director

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.

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 designates of the school.

Appropriate Communication

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

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Parent to Teacher Communication

Teachers and parents communicate weekly via the student 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.

At times, parents are uncomfortable discussing a concern directly with a teacher. In these cases, parents may take concerns directly to the Head/Assistant Head of Lower School or, on some occasions, directly to the Head of School. This procedure simply cannot be allowed. The Head/Assistant Head of Lower School must direct the matter to the proper point of origin, and 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. The matter should only be brought to the Head of School on rare occasions, and only after the parent was unable to resolve the matter in the manner outlined above.

Note: We request that you not enter the classroom in the morning to discuss issues related to your child with the teacher unless it is an absolute emergency. Teachers are already engaged with their students and unable to devote their undivided attention to your concerns.

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 and 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 or a note, and this practice is highly encouraged.

LOWER SCHOOL 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 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.

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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. – 3:20 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 backpack during school hours and only 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.

UNIFORM REQUIREMENTS

TPS has high expectations for uniform and appearance. We believe that the wearing of a school uniform enables children 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 ready identification of students and non-students at school and when classes are participating in off-campus activities.

1. **All students will wear Southern School Uniforms or Tommy Hilfiger School Uniforms as sanctioned by the school.**
2. **All clothing items worn to school must be purchased from Southern School Uniforms, Tommy Hilfiger School Uniforms, or Trinity's pre-loved clothing store, Cats' Closet, with exception of shoes, socks, tights, and hair accessories. Oxford shirts, shoes and belts may be purchased from Southern School Uniforms, Tommy Hilfiger School Uniforms or Cats' Closet/Paw Place, or another store if it is the exact style as outlined in the uniform guidelines.**
3. Choices and styles increase with age, including dress down days and senior privileges. You may purchase anything for your child listed at his or her grade level or anything previously offered at a lower grade level if they continue to conform to the guidelines regarding fit.
4. Trinity uniform inspired backpacks, hair accessories, and blazers are available from Southern Uniforms/Cats' Closet but are not required. In addition to the fleece, heavier outerwear is available from Southern School Uniforms, Tommy Hilfiger School Uniforms as well as Cats' Closet and should be purchased for winter weather. Non-uniform outerwear may be worn to and from school but may not be worn inside the school.
5. Lower school girls are required to wear red, black, gray, white or navy Biker/spandex shorts under dresses, skirts or jumpers.
6. Students may wear socks in the color of their choice. Girls may also wear solid black, gray, navy, red or white tights. Plain leggings (only black, gray, navy, red or white with no lace) are acceptable.
7. Students' names should appear in all items worn to school.
8. Southern School Uniforms has a local retail store located at 1721 Eastern Boulevard, Montgomery AL, 36117, (334-215-0000), and their website (zoghbyuniforms.com) to meet your purchasing needs.
Tommy Hilfiger School Uniforms is an online provider only. You may order clothing items via their website at globalschoolwear.com.
11. Uniform guidelines outlining the specific clothing items and shoes that must be worn to school

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are available on the Trinity website.

12. First Grade Angel Choir will wear the following on any performance days that may be scheduled for the 2022-2023 school year:

Girls and boys will wear a Trinity navy blue polo shirt with uniform Khaki bottoms.

Boys should wear a cordovan, black or brown braided or solid belt with uniform bottoms.

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. All uniform items are to be fitted and worn to the standards desired by both the uniform company and Trinity Presbyterian School.
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 worn not to be worn in the school building.

Enforcement and Consequences:

Attire may be checked at any time. If a teacher believes an article of clothing is in violation of uniform guidelines, appropriate measures will be taken. Students may be sent home to change into appropriate clothing. Class time missed for a uniform violation will not be made up by the teacher.

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

UNIFORM POLICIES & GUIDELINES 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 cover the entire torso at all times even with movement.
2. All shirts must be worn with the collars down and buttoned.
3. Oxford shirts may be purchased for third through fifth grades from Southern School Uniforms, Tommy Hilfiger School Uniforms /Cats' Closet or other stores but may not contain any emblem, logo, etc. on the outside of the shirt. When wearing the oxford uniform shirts, all but the top button should be buttoned.
4. Only plain gray, red, navy or white t-shirts or undershirts may be worn under uniform shirts.
5. Trinity issued sweatshirts (crew or hooded), sweaters, vests and jackets must be worn with a uniform shirt.

Shoes, Socks, and Belts

1. Boys may wear athletic and non-athletic shoes in the color of their choice. All shoes must be closed toe and closed heel. No plastic shoes, water shoes, flip flops or boots. The administration reserves the right to disallow shoes that are intentionally distracting or otherwise not fit for a learning environment.
2. All shoes must be in good condition and worn correctly.
3. Students may wear socks in the color of their choice.
4. 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 PawPlace.

Hair

Hair is to be well groomed and neatly styled. Unusual hairstyle or color is unacceptable.

Girls

Cosmetics

LOWER SCHOOL STUDENTS ARE NOT ALLOWED TO BRING COSMETICS TO SCHOOL. Trinity Presbyterian 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 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.

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

1. Trinity issued jumpers, skirts, blouses and slacks, and other like combinations are to be neat and fit modestly.
2. Jumpers may not be worn without a blouse and may not be monogrammed.
3. All slacks, skorts, skirts and shorts must be worn at the waistline, tailored to fit the individual including traditional leg width and length.
4. Skirts, jumpers, skorts and shorts must be no shorter than three inches from the front or back of the knee. Order the longer length if necessary to comply with the dress code. Allowances for growth should be considered when ordering.
5. 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. When a shirt is worn under a sweater, vest or sweatshirt, it must be tucked in as well.
2. All but the top button must be buttoned on all shirts. Oxford shirts may be purchased for third through fifth grades from Southern School Uniforms, Tommy Hilfiger School Uniforms or other stores but may not contain any emblem, logo, etc. or personal monogram on the outside of the shirt.
3. All oxford shirts must be worn with the collars down and buttoned.
4. Peter Pan shirts (Trinity uniform issued) **may not** have embroidery or monogramming on them.
5. Blouses must be loose-fitting enough to conceal undergarments.
6. Only plain red, navy or white t-shirts or undershirts may be worn under uniform shirts and blouses.
7. Turtleneck shirts are allowed in red, white or navy.
8. Trinity issued sweatshirts (crew or hooded), sweaters, vests and jackets must be worn with a uniform shirt.

Shoes

1. Students may wear athletic and non-athletic shoes in the color of their choice. NO plastic shoes, water shoes, flip flops, or boots. All Shoes must be closed toe and heel; heel may not exceed 1". The Administration reserves the right to disallow shoes that are intentionally distracting or otherwise not fit for a learning environment.
2. Laces on shoes should remain tied.
3. 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. This will require your driver's license to sign in.

No visitors or parents should go to any classroom or any part of the building without first signing in at the Lower School office 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 prior to 7:30 a.m.) Teachers are not on duty until 7:30 a.m.

Trinity employs Presidential Security Company to provide an armed guard on campus during the operational hours as well as after school hours on campus as deemed necessary by the administration.

Due to safety reasons, pets are not allowed on campus at any time, including drop off and pick up times.

The campus of Trinity Presbyterian School is alcohol, tobacco, weapon and pet 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 to school officials a Certificate of Immunization (or exemption) to be kept on file. Your doctor has the necessary form. Beginning fall 2001, 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 by the fall of 2013. We advise that all vaccinations and immunizations be kept active.

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 breaking out
- **Red Measles**— seven days after breaking out
- **Pink Eye, Strep Throat, Impetigo**—24 hours following initial use of prescribed medication and cessation of fever
- **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 taken to the office for a head check by the school nurse on call. (2) If the head check produces any possibility or concern that head lice or nits may be present, parents will be called 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. The school nurse on call will provide handouts on home care. (4) Upon returning to school, the school nurse on call will check the student for any remaining head lice or nits or student may present a statement from the child's physician verifying that the child is free of head lice;
- **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 severe weather is not uncommon, the school may be placed on a severe weather alert at which time, we will follow emergency protocol for severe weather. During a severe weather alert, all persons will 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 but his or her own parent. If an alert occurs prior to children coming to school, please remain at home until the alert is cancelled.

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SEVERE WEATHER — The state requires a minimum of 175 days of open school and 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 Now notification system, and notify local radio and television stations.

An emergency procedure is in place for the safety for 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** |

* Teachers report for duty at 7:30 a.m. Please note that the Lower School front doors will not unlock until 7:30 a.m. each morning 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 prior to 7:30 a.m.) Teachers are not on duty until 7:30 a.m.

**Lower school students who are not picked up by the completion of Lower School carpool will be sent to the Lower school office.

After-school care is provided by YMCA's Goodtimes until **5:30** p.m. on all full school days when regular classes meet. 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.

CARPOOL AND TRAFFIC INSTRUCTIONS

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.

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Students in grades K3 through Fifth are to be dropped off and picked up using the following carpool instructions for Lower School. **When K3 students arrive for school or are leaving school during carpool times, a member of the school staff will accompany the student into the school as well as out of the school to be picked up by designated parent, guardian or said designated person.**

For morning carpool drop off and afternoon pick up, all lower school carpool drivers must enter either entrance (kindergarten or south parking lot/Willett Hall) coming south on Trinity Blvd. Lower School drivers will follow the carpool line that proceeds alongside the playground and back up to the front of lower school. **All students should be unbuckled and ready to exit the car when they reach the designated carpool drop off.** K3 -fifth-grade students will be dropped off in the front of the school in the main carpool line. The “slide entrance” located between Lower School and Middle/Upper School on East Trinity Boulevard is not an authorized LS entrance for carpool.

No left turn will be allowed into the front of the Lower School from 7:30 a.m. -8:30 a.m. and from 2:30 p.m.-3:30 p.m. Signs are posted and tickets may be issued.

For afternoon carpool pick up, lower school carpool drivers must enter carpool at the kindergarten driveway (north side). Lower School drivers will follow the carpool line that proceeds alongside the playground and back up to the front of lower school. K3 students will be escorted to the car.

Lightning strikes and other circumstances such as heavy rain, may slow down the dismissal process for carpool.

Drivers must follow the traffic routes as laid out by the cones and stationary poles. All drivers should refrain from blocking entrances to the school during drop-off and pick-up times to allow for emergency vehicles and to keep traffic flowing on Trinity Blvd. Please do not attempt to merge in with the carpool traffic. Please keep carpool signs hanging in full view until your child is picked up. Please be courteous when driving on campus. Use extreme caution by driving slowly. **CELL PHONES USE IS PROHIBITED** while students, parents and staff are present in carpool. For the safety of all, please **DO NOT** exit the school property by using an entrance.

Students are not allowed to cross Trinity Boulevard unless accompanied by a parent or adult.

At times when parking is allowed at Eastwood School for special events, please park in a parking space instead of along a curb or in grass. Please note there are times when Eastwood’s parking lot is closed to us due to their schedule of events.

All lower school students will remain in their classroom until called for pick-up unless an Upper School Trinity student is driving the child home. This licensed Trinity driver may pick up the child from his or her classroom at the end of the school day.

Each driver picking up lower school students must have a sign in their vehicle window with the names of all the students they are picking up in carpool. Signs are provided at the beginning of the school year by the lower school office. Not having a sign in your window could result in a delay in calling your child to carpool. Replacement signs/additional signs will be made at your request at any time during the year. Please email anunn@trinitywildcats.com for replacement signs.

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Drivers should continue moving forward as directed, following instructions from staff members to keep spaces between cars to a minimum.

Parents should wait in the carpool line in their cars. Please do not leave your car unattended in the carpool line in case the line begins to move forward.

If you must leave your car at any time, park in the designated ten-minute parking lane located on the left side of the drive and cross only at the designated crosswalks. Please observe the ten-minute rule in this parking area.

TUITION AND FEE PAYMENT

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

The Trinity Presbyterian School business office provides a monthly bill on My Backpack 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. Monthly bills should be posted between the 5th and 10th of each month. The payment is due no later than the last day of the month. **The payment can be dropped off, mailed to the business office or paid online. We accept Visa, Master Card, American Express or E-Check. WE DO NOT ACCEPT DEBIT CARDS.** Any past due balances will be assessed a 3% per month late fee.

All billed first semester tuition and fees along with other billed charges must be current by the 15th of October and all billed second semester tuition and fees along with other billed charges must be current by the 15th of March.

In the months of October and March of each year, the bill must be paid no later than the 15th day of the month or by the next business day if the 15th falls on a weekend or a holiday. If this payment is not made by the 15th of the month, the student will not be allowed to return to class and will not be allowed to participate in any extra-curricular activities beginning on the 16th of the month or the next business 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 31st, or the next business day if May 31 falls on a weekend or holiday. This statement includes charges from the current school year and the 1st tuition installment for the next school year. This payment will be non-refundable after June 1. 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 an official transcript will be sent to the new school.

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In addition to this policy, if the May statement is not paid in-full as of June 15th, students will not be allowed to participate in any extra-curricular activities and services, including tryouts, camps, trips, work-outs, clinics, library, summer events, or summer classes for the upcoming school year.

If any personal check **or online payment** is returned after the October 15th and March 15th deadlines, the business office will call and the check must be replaced with cash, Cashier's- check, or money order within three days or the student will not be allowed to return to classes and will not be allowed to participate in any extra-curricular activity until the check is replaced.

Student absences based on this policy will be classified as unexcused absence and make-up work will not be allowed unless specifically approved by the administration.

When a student begins a semester, the family has committed to that full semester of tuition. There are no tuition refunds if a student is withdrawn during a semester. Official records will not be sent unless the family's account is paid-in-full, including the last semester in which the student is enrolled. An exception may be made if a family moves their household more than 60 miles from the TPS campus. In this situation, upon the family's request TPS will evaluate a partial refund.

The Business Office is required to track and report to the IRS more than \$10,000 in *cash* received for tuition in a 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.

ENROLLMENT PROCESS AND FEES

Parents of currently enrolled students have priority when applying for additional students for grades K3-12. This application can be done at any time through My Backpack. A non-refundable application fee is due at the time of application. An enrollment fee is required to enroll a student if a spot is offered and accepted. Once a spot is accepted by the parents, the enrollment fee becomes nonrefundable.

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. Each student will be charged a Tuition Deposit for the next school year on the February statement, currently \$300. Annual re-enrollment is continuous since all students are included in the *Continuous Enrollment Agreement*. This agreement allows your student to be automatically re-enrolled year-to-year unless the school is notified. To terminate the *Continuous Enrollment Agreement*, parents have until February 28th of the current school year to give a written hard-copy notice to the Director of Enrollment stating that your student will not be

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returning the following school year. The Tuition Deposit is nonrefundable and must be paid for the student to participate in any tryouts, camps, and/or clinics or extra-curricular activities for the following 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 My Backpack. The Admission Director will contact the family with the steps in the admission process. There is a required application fee and it is nonrefundable. A Tuition Deposit is required to enroll a student if a spot is offered and accepted. The Tuition Deposit is nonrefundable. Once a parent enrolls a student, the student is continuously enrolled until graduation or until the agreement is terminated, whichever occurs first.

TRINITY PRESBYTERIAN SCHOOL 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.

SCHOOL TEXTBOOK FINES

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 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.

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YEARBOOK/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 AND LUNCHROOM PROCEDURES

Student lunches are prepared on campus daily by FLIK Dining Service. The cost for lunch is included in tuition. There is not a separate charge for lunch. 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 of Lower School students are asked to wait until the second nine weeks to join us for lunch to enable our students and teachers to establish their lunchtime routine.

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. Much prayerful consideration is given to the placement of each student.

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