

**Early Childhood Parent-Student Handbook
2015-2016**

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Shelia Hood – Trinity Ministries Business Administrator (Non-voting)

ADMINISTRATION

Mr. Mark Hennesy – Superintendent
Mrs. Shari Smith – Upper School Principal
Mr. Troy Williams – Upper School Assistant Principal
Mrs. Stacey Edwards – Lower School Principal
Mr. Mike Helmer – Athletic Director
Dr. Camille Gray - Academic Dean
Mrs. Charlotte Graham – Director of Resource and Learning Development

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Accredited by:

A.C.S.I. (Association of Christian Schools International), Colorado Springs, Colorado

Member of:

A.C.T.S. (Association of Christian Teachers and Schools), Springfield, Missouri

Recognized by:

TEPSAC (Texas Private School Accreditation Commission), Longview, Texas

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Pastoral Welcome

Rev. Jim Hennesy, Senior Pastor Trinity Church

Welcome to Trinity Christian School, a school known for quality Christian education. We are honored you have chosen to be part of a journey towards excellence.

God is calling churches across America to build Christian schools. Trinity Ministries has accepted this call, acknowledging a great price to pay, but believing the reward will be well worth the effort. The next generation will be different if the people of God today will point a new direction.

The vision of Trinity Christian School is an extension of our vision for the entire ministry. Our primary purpose is to introduce, guide, embrace and train people for an eternal relationship with God. In practical terms, Trinity Christian School's mission is to provide a complete educational experience in a spiritual atmosphere enabling students to become outstanding leaders in our society.

The solemn responsibility of partnering with parents for the nurturing of young people is one we fully realize. Under God, we will do our best to serve your educational needs in an uncompromising spiritual format.

The guidelines offered in this handbook are helpful to establish the environment in which the educational and moral values can most effectively be imparted. These pages establish parameters and expectations by which parents and educators may meet the needs of students.

I am confident your decision to enroll at Trinity Christian School will result in a wonderful advance for your family. Have a joy-filled year.

Superintendent's Welcome

Mr. Mark Hennesy, Superintendent

Trinity Christian School is committed to providing the highest quality educational experience based in a Christian world-view. It is the goal of the administration, faculty and staff to identify and develop the variety of gifts and talents in every student through the pursuit of excellence in the students' spiritual formation, academics, athletics, and the fine arts.

There are many educational institutions that can provide classes and academic stimulation for your child. The distinctive of TCS is that we pledge to love your child. It is a fundamental goal of the school to know and to love each student that enrolls. The purpose and ministry of Trinity Christian School is to support and bless the families that entrust us with the education of their children.

Thank you for allowing the faculty, staff and administration the privilege of ministering to your children and family.

MISSION STATEMENT

Trinity Christian School provides a complete educational experience in a spiritual atmosphere, based on a biblical worldview, enabling students to become outstanding leaders in society.

VISION STATEMENT

- To form a partnership with believing parents in order to establish our children with a total biblical worldview
- To help train up a generation of godly leaders who love learning and are sought after for their wisdom
- To prepare students spiritually, academically, and in accordance with their God-given potential, enabling them to handle the rigors of life with courage

STATEMENT OF FAITH

The following truths are held in common agreement by members of Trinity Christian School:

- I. We believe the Bible to be the inspired and only infallible authoritative Word of God.
- II. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
- III. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- IV. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- V. We believe in the present ministry of the Holy Spirit who enables Christians to live a godly life.
- VI. We believe in the resurrection of both the saved and lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of damnation.
- VII. We believe in the spiritual unity of believers in our Lord Jesus Christ.

PHILOSOPHY

We present, without apology, the whole truth about Jesus Christ as He is revealed in His Word in every area of the program.

We strive for the full development of each student, drawing from resources within and without the school.

We believe learning is a natural, exciting process involving struggle and discovery, disappointment and satisfaction.

We value the hard work and extra effort needed to lead a student to excellence not otherwise attained.

We teach a complete educational experience in a spiritual atmosphere integrated with the aesthetic, physical, and spiritual which includes a full athletic program and fine arts department.

We seek committed and caring professionals for our faculty and staff.

We seek students with intellectual promise from diverse backgrounds and value energy, enthusiasm, imagination, curiosity, creativity, and a sense of humor.

We emphasize the value and dignity of individual spiritual needs, understanding and respecting the diverse beliefs represented in the TCS community while exposing students to the Christian tradition.

HISTORY

Founded in 1981, Trinity Christian School is the oldest and largest Christian school in South Dallas. TCS was founded by the Trinity Church Board of Trustees who had a vision to provide the finest liberal arts education in a Christian environment to the youth of our community. For over twenty years, the school has remained true to the goal of its founders. Our doors are open to families in the surrounding communities who desire their children to learn and grow in harmony with the Word of God. TCS is a nonprofit organization governed by a board of trustees from our sponsoring church.

GENERAL INFORMATION

SCHOOL HOURS

Preschool hours are Monday – Friday, 8:00 a.m. – 3:15 p.m. **Students are counted tardy at 8:15 a.m.** To protect the flow of the classroom routine, students not present by 8:15 a.m. will be escorted to class by the Preschool Aid.

Unless otherwise notified, Trinity Christian School is not responsible for students on campus at other times.

CAMPUS CLOSING POLICY

The TCS campus officially opens at 7:30 a.m. and closes at 4:00 p.m. Monday – Friday. Before or after that time, there should be no students on campus. The only exception will be students participating in sponsor-led school activities, i.e., cheerleading, extended care, etc. These are the only options available that will provide reasonable security and safety for students.

ANY STUDENT, PK3-4 ON CAMPUS AFTER 4:00 WILL BE ESCORTED TO EXTENDED CARE, AND PARENTS WILL BE BILLED.

OFFICE HOURS

The offices are open from 7:30 a.m. – 4:30 p.m.

LUNCH

Students may bring or buy a lunch. TCS partners with area food vendors. Lunch procedures may be picked up in the Elementary Office.

Preschool parents are allowed to join their children for lunch after signing in with the preschool welcome station. No food may be brought to students except by their parents/guardians.

VISITORS

Any person coming on campus during office hours (7:30-4:00) to visit or observe a class **must** check in with the Preschool welcome station. Visitors must have a visitor's badge before entering the classroom.

No visitors or parents may smoke inside any school building.

We ask that no pets be brought on campus unless pre-arranged.

Adult visitors are a model to the students and should dress conservatively and modestly.

PARENT CONFERENCES

The parent-teacher conference is an important means of communication with the home. Conferences are held in the fall and spring. Conferences may be scheduled throughout the year as needed. Conferences may be scheduled by parents, teachers, or the principal. All conferences are scheduled directly with the teacher unless otherwise indicated.

STUDENT INFORMATION

In order to maintain accurate communication between home and school, it is vitally important that parents notify the school immediately of any changes in address, phone, custody, etc. Student progress is released only to the persons having legal custody.

PARENT RESOURCE ORGANIZATION (PRO)

The Parent Resource Organization (PRO) is a parent and faculty/staff volunteer support organization established to serve the needs of TCS. The purpose of the PRO is to assist the school in its mission to train Christian leaders. The involvement by parents in the education of their children is vital. All parents are encouraged to support and participate in the PRO.

SAFETY

SCHOOL CLOSINGS

The Superintendent will make a determination as to school closings or delayed openings due to inclement weather by 5:00 a.m. The following TV and radio stations will be notified:

- TV Channel 5 (NBC)
- TV Channel 8 (ABC)
- KRLD Radio (1080 AM)
- KLTU Radio (94.9 FM)

FIRE DRILLS/TORNADO DRILLS/LOCK DOWN DRILLS

Fire, tornado, and lock downs drills will be conducted for Preschool on a regular basis.

ADMISSIONS POLICIES

Admission to TCS is open to any student who meets the entrance requirements regardless of race, color, national origin, or ethnicity. All students must conform to the Christian standards set forth in this handbook in order for TCS to provide an atmosphere that is safe and conducive to learning.

Admission to TCS will be determined by the following:

- Preschool Screening
- Previous school records (i.e. academic performance, discipline records)
- Pastoral reference
- Completely Potty Trained (see requirements)
- Results of the interview process

HEALTH RECORDS

In accordance with state law, parents are required upon admission of their child to submit an immunization record, a listing of special health needs, and the name of the child's physician. Failure to comply will constitute reason for suspension.

ACCEPTANCE

After review of the enrollment application and entrance evaluation results, an interview will be scheduled with a school administrator. No interview can be scheduled until all the following have been completed in full and submitted along with the appropriate registration fees:

1. Completed Application Packet with appropriate fees
2. Birth Certificate
3. Immunization records
4. Previous school records
5. Pastoral reference

The interview will be held with at least one parent and the prospective student(s). The student is not enrolled until all interviews, test results, and previous school clearances are completed. Final decisions regarding acceptance will be made after the interview. Each student applying for admission will be

considered on his/her own merit and not according to religious affiliation, race, or ethnic background. Parents will be notified by letter of their student's acceptance status within a week of the interview.

Attendance at TCS is a privilege, not a right.

RE-ENROLLMENT

Students who are presently enrolled in the school are given first opportunity to re-enroll for the following school year. Eligibility to return will be evaluated each year. Re-enrollment is not complete until the student is approved by the administration and has received written notification of acceptance.

Administrative decisions will be based on the following:

- Acceptable conduct

ACADEMICS

CURRICULUM

At Trinity Christian School, young children are exposed to a variety of skills and learning experiences. The school realizes that children absorb and acquire the skills for which they are developmentally ready and respond to educational experiences that stimulate learning in all developmental areas – physical, spiritually, social, emotional, and cognitive.

COMMUNICATION FOLDERS

Communication folders are required for students in Preschool. These folders are designed to give students and parents an outline of what material will be covered in the upcoming week and are especially useful if a student must miss school. Communication folders are the primary means of communication between the school and home regarding a child's homework, tests, and general progress.

Students will be provided with a Communication Folder at the beginning of the year.

REPORT CARDS

A formal evaluation will be sent home at the end of the 2nd, 3rd, and 4th quarter for each student in K3 and K4.

ATTENDANCE

In order to receive the full benefit of an education, a student must attend class. Students who miss class also miss out on first-hand instruction from the teacher and class discussion. It is impossible to make up for missing this interaction and the student's education suffers. Without a doubt, regular and punctual attendance is the greatest single factor in school success. A student who is frequently absent handicaps himself/herself in being successful in school. Students with good attendance are more apt to achieve higher grades, enjoy school, and learn the responsibility necessary for independence and success later in life. Parents are encouraged to make sure their students are faithful in attending school.

ELEMENTARY DISCIPLINE PROCEDURES (Grades PK3- PK4)

Goals and Objectives:

The discipline procedures of Trinity Christian School are designed to create an atmosphere in which spiritual and academic goals can be met enabling students to become outstanding leaders in society. The following principals shall apply to all disciplinary actions taken by the school and its representatives.

1. All disciplinary actions must be redemptive rather than punitive in nature.
2. All disciplinary actions must be governed by principles and instructions contained in the Bible.
3. All disciplinary situations must be addressed in a consistent and judicious manner.

Like a city whose walls are broken down is a man who lacks self- control. Proverbs 25:28

The following constitute severe behavior and the student will immediately be referred to the principal:

1. Talking back to the teacher in a disrespectful way
2. Harmful actions-fighting
3. Using God's name in vain, profanity
4. Damaging school property

Discipline at school will be most effective if families and faculty are united by God's wisdom and authority over every circumstance that arises. We realize that total agreement in every situation is unrealistic, but if we agree to pray over every situation, discipline will have a positive impact. All disciplinary actions will be redemptive in nature.

All information regarding disciplinary action is private in nature and will be discussed with the individual student's parents and teacher.

It is our belief that discipline is not to be punitive but redemptive. At the preschool level every attempt is made to create a warm and nurturing environment. Our objective is to teach the skills that will enable the students to become self-controlled and self-motivated individuals.

AGGRESSION POLICY

Aggression will be identified as behavior that includes actions such as hitting, biting, using aggressive language or hurting another person which may or may not be provoked. In the event of aggressive behavior, parents will be notified with an incident form outlining the nature and severity of the behavior. **Parents are required to sign and return the incident form.**

Within a 9 Week Period

- 1st Incident- Parents will be notified (in writing) the same day the incident occurs.
- 2nd Incident-Parents will be called in addition to being notified in writing.
- 3rd Incident- Parents will be called to come to school and perform disciplinary action and take the child home for the remainder of the day.

Special Note: A meeting will be held with the classroom teacher, parent, and elementary principal to discuss behavior interventions being used at home as well as at school.

- 4th Incident- Parents will be notified to pick up the student and the student will be suspended for 3 days from attending class. A written notification will be given to parents that any further occurrences will result in expulsion from school.

In severe circumstances, the elementary principal has the authority to override this policy and immediately suspend or expel a student from school.

FINANCIAL POLICY **2014/2015 Financial Policy**

Important Points:

- *All tuition and extended care payments are due on the 1st of each month and are considered past due if not received prior to 4:00 p.m. on the 10th of each month. **If the 10th falls on a Sat./Sun., payment is considered past-due if not received prior to 4:00 p.m. on the preceding Friday.***
- *A \$25.00 late fee will be charged per invoice per student.*
- *Non-receipt of a notice **does not** release you from your obligation to make all payments in a timely manner.*
- *Students will **NOT** be allowed to attend class if account is not current.*
- *Releases of records/reports are subject to all accounts being current.*
- *Note your ID # on your check or money order to ensure that your payment is recorded correctly.*
- *If my child(ren) are withdrawn during any month, I am responsible to pay that total month's tuition.*
- ***All Trinity Christian School parents are required to sign up with FACTS for the Automatic Payment Program via your Checking/Savings account (cc/debit payments are not an option through FACTS, please see attached form for details).***

Registration Fees

All appropriate registration fees and documentation must be received with the completed application and will be processed upon receipt. Registration fees are **non-refundable**, with the following exceptions:

- a) Those families who have applied for, but were not awarded financial aid. The registration fee, except for testing will be refunded, upon request, only if the family does not receive the requested aid **and** does not elect to allow the student to attend.
- b) Those families where the student is not accepted by Administration. The registration fee, except for testing will automatically be processed for refund.

Signed Tuition Contracts:

- Twelve (12) month contracts must be submitted by May 15. Payments are to begin on June 1st.
- Ten (10) month contracts should be submitted no later than July 15th. Payments are to begin on August 1st.
- Payment-in-full contracts should be returned by July 15th. Payment must be made by August 1st.

All signed contracts are to be submitted to the registrar's office. Please submit all money due with contract (i.e. If you do not turn in your 10-Month contract until after July 15th - you will need to submit your first monthly payment when you submit your contract.). If you have any questions concerning this procedure please call. Remember— all accounts must be current prior to your student(s) being admitted to class.

Financial Aid

Completed applications, along with required documentation and registration fees, must be received by deadlines that will be published. Financial Aid applications **cannot be submitted** if the student's account is not current.

Discount & Financial Aid Awards

Awards for discounts and financial aid will not be applied until all applications are submitted with required documentation and awards are not retroactive.

Student Removal from Class

Accounts not current by 4:00 p.m. on the 10th of each month, or by the next school day as in the case of after school late pick-up and drop-in fees, will result in the generation of a list of students who will be refused admission to their respective classes. As a courtesy, a removal slip will be sent home by the student informing the parent/guardian that the account is past due and the student may not attend until the account is current.

Important Note: The removal slip is a courtesy only and does not excuse sending a student to class when the account is past due. You should stay informed on the status of the account.

Students sent to school in disregard of this “no attendance” policy will be kept in the school office or other area deemed appropriate by the administration. An additional charge of \$ 15.00 per hour will be assessed to your account as a “drop-in” fee until arrangements are made to pick up the student. These charges will be added to the balance that must be paid prior to re-admittance.

The student **must** have a return slip from the school office to present to their teacher before they will be allowed to attend class. Be sure to request this return slip, one for each student, when you make your payment.

Returned Checks presented to the School office

You will receive notification after a check has been presented twice for payment and has still been returned **for any reason**. A \$50.00 fee will be added and payment will be received only by money order or cashier's check within five (5) days of notification. A student's account will be placed on a “**Money Order or Cashier's Check Only**” status for the remainder of the school year when one (1) check has been returned for NSF or other non-payment reasons.

After School Late Pick-Up and Drop-In Fees

Students picked up after 6:05 p.m. are considered late pick-ups and will be charged \$1.00 per minute, per student. All fees for late pick-ups and drop-ins must be paid on a *daily* basis at the time of pick-up or at the latest, the following morning when the student is brought to school or an additional charge will be assessed on your billing. Daily receipts will be given for drop-in fees for tax purposes. There will be a \$25.00 fee to re-add a student on an Extended Care contract after discontinuing. For any other matters pertaining to Extended Care refer to the “Extended Care Handbook”.

HEALTH SERVICES

In the summer, parents are told to anticipate the following forms and, if possible, have them completed by the start of school.

MEDICAL RELEASE FORM

This form provides for a student to be medically treated in an emergency situation when away from the Cedar Hill Area, or when the parent is otherwise not present. Parents are required to submit an annual Emergency and Field Trip Permission Form.

HEALTH PROBLEMS

Parents are encouraged to discuss any specific needs personally with the Health Services Coordinator.

If your child has a specific health need (hypoglycemia, seizures, asthma, diabetes, insect allergy, sickle cell anemia, etc.) that information must be identified on the medical release form as well as specific measures to follow in the event an incident occurs. If the measure to counter the illness involves the administration of medication, (Glucagon, Adrenalin, Benadryl, etc.) please send this medication, properly identified, with the physician's instructions. It will be refrigerated for the school term and returned at the end of the year. If a mid-day snack is necessary, please alert the school secretary so that necessary arrangements can be made.

Any student or employee with a major communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant the school may require an independent physician's examination of the student or employee to verify the diagnosis of major communicable disease. TCS reserves the right to make all final decisions necessary to enforce its major communicable disease policy and to take all necessary action to control the spread of such diseases within the school.

ACUTE ILLNESS OR ACCIDENT

Parents should not send their student to school if they:

- Are Regurgitating
- Have temperature of 100 or above
- Have and suspected to have a minor contagious condition, such as, impetigo, ringworm, pinkeye, lice, flu, etc.
- Have not sufficiently recovered from an illness.

If a child becomes acutely ill at school, parents will be notified to pick up their student from school. If the parents cannot be reached, those individuals identified on the emergency medical data sheet will be contacted. **Please make sure that all pager, cell phone, work numbers are current on your Emergency contact form.** In the event of an emergency, TCS will attempt to call parent first, then notify proper medical assistance.

A student who has a temperature of 100° or above is considered too ill to attend class and the parent will be notified. He/she will be allowed to stay in the school office until they can be picked up, however due to lack of facilities to care for a large number of students, we ask that the child stay no longer than one hour. Occasionally a child will sustain injury, which may continue to manifest symptoms after the school day. When these are noted, a call may be placed to the parent to let them know to continue to observe the child at home.

Please note that a student MUST be fever free, without medication, for 24 hours before returning to school.

MEDICATIONS

All medication, prescription or over-the-counter, may be administered only if the medication is in its original container and the Health Services Coordinator has a written request from the parent. If the student will be on the medication longer than a 15-day period, the school must also have a statement from the doctor to keep in the school files.

The prescription medication container must have this complete data:

- Name of student
- Name of MD, DO, or Dentist
- Medication name and number
- Instructions for administration

This policy is based upon state law and requires your cooperation for compliance. Please do not send the medication in an unlabeled plastic bag. Your child needs the required medication, and in order for them to receive it, it must be labeled as specified. When you purchase your medication at the pharmacy, request an additional container, and then send the medication that will be required for the school period in the labeled container.

Students are not permitted to keep medications of any kind at school. Any exceptions to this must be discussed with the Health Services Coordinator and approved by administration.

VISION AND HEARING SCREENING

State law requires that vision and hearing screening be conducted for K-4, and all new students. This must be done within the first semester of enrollment. If your student has not already been screened by a physician, school screening will be performed during the month of October.

SECURITY

In order to provide a safe and secure environment for all students, TCS will provide regular monitoring of certain areas of our school campus through man patrols and video equipment. Outside services such as InterQuest Canines and the Guardians System may also be used to assist in assuring a safe and secure environment.

UNIFORM DRESS CODE

GRADES K3 – K4

The Uniform Dress Code at TCS is intended to be a positive contributing factor to discipline and safety. Furthermore, uniforms foster a spirit of teamwork in our school community. We ask that parents support all policies in regard to the school uniform. Items bought from the TCS Spirit Store may be worn on Fridays; otherwise, student must adhere to the dress code policy.

All school uniforms must be purchased from designated uniform store. A brochure is available in the school office.

SCHOOL SPIRIT

Spirit Day is every Friday throughout the year. Students are encouraged to wear spirit clothing on Friday.

Spirit Wear Shirt Guidelines:

1. All spirit shirts must be predominantly TCS colors (shirt colors must be royal blue, black, gray or white) and must be official shirts from the school uniform store or sold by the school.
2. Spirit Wear is available for purchase through Absolute Uniforms or through the school itself.

Spirit Wear Jeans Guidelines:

1. Jeans must be blue, black, white or gray and should not have patterns
2. Jeans must fit appropriately and not have holes.

Girls: K3 – K4

- Any dress shoe or tennis shoe (tied and laced; socks must be visible at all times) are allowed. Jellies, flip flops, or sandals are NOT allowed.
- Pants are not to be excessively tight fitting.
- Hair must be clean, neatly styled, and combed.
- No extreme hairstyles or makeup.
- Any item may be worn from the official TCS clothing line each day.

Boys: PK3 – K4

- Any dress shoe or any tennis shoe (tied and laced; socks must be visible at all times) may be worn. Sandals are not permitted.
- Hats are not to be worn in the building.
- Hair must be clean, neatly trimmed, and combed.
- No extreme haircuts.
- No earrings
- Any item may be worn from the official TCS clothing line each day.

COATS/JACKETS

Only official Trinity outerwear may be worn in the classroom. Other coats or jackets may be worn outside only.

THE FOLLOWING REGULATIONS APPLY AT ALL TIMES:

- Students who stay on campus after school must remain in complete uniform.
- Students must never be barefoot on campus.

- TCS students are required to dress modestly at all school sponsored events.
- In the event of a dress code infraction, parents will be notified.

REQUIREMENTS FOR POTTY TRAINING

We require all children attending preschool to be toilet trained.

We understand occasional accidents occur, however, please know that we are not equipped to handle daily accidents.

We will allow for an adjustment period the first two weeks of school.

Our definition of toilet trained:

*Verbal communication, using words to express the need to go to the bathroom.

*Toileting, cleaning themselves on their own without teacher assistance.

*Manage clothing independently, physically capable of pulling down and up pants, changing their own clothes (teacher will aid with shoes, snapping buttoning, zipping).

*Remain dry during and after napping.

*Getting on and off toilet independently.

*Pull-ups are not allowed.

If frequent accidents are occurring, the child is not meeting the established criteria for TCS Preschool.

Please note that if a child is past the two week adjustment period upon starting school, and has more than one accident per month, you will be notified of their suspension until they are completely toilet trained according to our expectations.

GUIDELINES FOR OUTDOOR PLAY

Below 45 degrees we do not go out.

50-75 degrees students need coats, hats, gloves and student may go outside for no more than 30 min.

90 degrees and Orange/Red Ozone level - we do not go out.

If it is windy enough to pick up the dust we do not go out.