

**Elementary School  
Parent-Student  
Handbook  
2017-2018**

Jim Hennesy – Senior Pastor / President of the Board  
Bruce Binkley – Board Member  
Paul DeBona – Board Member  
Gary Dagley – Board Member  
Richard Ervin – Board Member  
Todd Haney – Board Member  
Robert Madu, Sr. – Board Member  
Paula Manley – Board Member  
Sharon Price – Board Member  
Larry Soria – Board Member  
Henry Thomas – Board Member  
Alan Sims – Board Member  
Tim Ferguson – Trinity Ministries Executive Pastor (Non-voting)  
Shelia Hood – Trinity Ministries Business Administrator (Non-voting)

**ADMINISTRATION**

Mark Hennesy – Superintendent  
Shari Smith – Upper School Principal  
Ted Skinner – Academic Dean  
Stacey Edwards - Elementary Principal  
Troy Williams – Athletic Director  
Sean Riley – Upper School Assistant to Principal  
Charlotte Graham – Director of Resource and Learning Development

1231 E Pleasant Run Rd.  
Cedar Hill, Texas 75104  
(972) 291-2505

(972) 291-4739 (FAX)  
[www.trinitychristianschool.com](http://www.trinitychristianschool.com)

***Accredited by ACTS (Association of Christian Teachers and Schools)  
Recognized by TEPSAC (Texas Private School Accreditation Commission)***

**TABLE OF CONTENTS**

TABLE OF CONTENTS .....	2
WELCOME TO TRINITY .....	3
MESSAGE FROM THE SUPERINTENDENT.....	3
MISSION & VISION STATEMENT.....	4
STATEMENT OF FAITH.....	4
STATEMENT OF PHILOSOPHY& HISTORY.....	5
GENERAL INFORMATION.....	6
EXTENDED CARE.....	8
ADMISSIONS POLICY.....	9
ACADEMICS.....	10
ATHLETICS.....	11
ATTENDANCE.....	12
DISCIPLINE PLAN.....	13
FINANCIAL POLICY.....	14
HEALTH SERVICES.....	16
STUDENT LIFE .....	18
PRIVACY POLICY.....	19
PROHIBITED PROPERTY.....	23
UNIFORM DRESS CODE.....	25
DROP OFF/PICK UP PROCEDURES.....	27

**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 Greeting**

**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.

## CORE VALUES

**SUBSTANCE** – TCS discipless students into deeper relationships with God.

**COVENANT RELATIONSHIPS** – TCS loves students as Christ loves them. We partner with families to meet their needs.

**LEGACY** – The Word of God mandates that we teach and invest in the young people of today so that they will be able to lead their generation as they follow Christ.

**MARKETPLACE** – TCS educates students, preparing them for God’s call on their lives.

## 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 thirty 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**

Elementary School hours are Monday – Friday, 8:00 a.m. – 3:30 p.m. . 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 3:30 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., athletics, cheerleading, extended care, etc. These are the only options available that will provide reasonable security and safety for students.

Any K3-5<sup>th</sup> grade student on campus before 7:30 or after 3:30 will be taken to Extended Care, and appropriate charges will be assessed.

### **OFFICE HOURS**

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

### **TELEPHONES AND OTHER ELECTRONIC DEVICES**

Cell phones are not permitted at school. If a parent needs to get a message to his/her child, the parent may call the school office to leave the message. Cell phones will be picked up by teachers and staff. After the first occurrence, there will be a fee of \$25 for each subsequent violation.

Trinity Christian School will not be responsible for any cell phone or electronic device that is lost, stolen or damaged at school, on school property, or at any TCS activity.

### **LIBRARY FOR K-5TH**

The library is to aid students and teachers by providing resources that enhance a complete educational experience. The library hours are posted by the elementary librarian. Elementary students have weekly library visits and may check out two books each week. Books may be renewed for two weeks, unless reserved. Damaged or lost books must be paid for at replacement cost. If the lost book is found after the payment for replacement is made, the money cannot be refunded. Parents are able to view the list of books their student has checked out on the students Renweb account.

### **LUNCH**

Students may bring or buy a lunch. TCS has a full kitchen that provides hot lunches daily. Lunch order forms may be picked up in the Elementary Office.

Elementary parents are allowed to join their children for lunch after receiving a visitor's pass from the elementary office. No food may be brought to students except by their parents/guardians or person designated by their parents/guardians.

### **VISITORS**

Any person coming on campus during office hours (7:30-4:30) to visit or observe a class must check in at the elementary office. Visitors must have a visitor's badge before entering the classroom. We ask that visits be no more than 30 minutes. Classroom parties and special events are the exception to the time limit rule.

No visitors or parents may smoke inside any school building.

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

Adult visitors must 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 may be scheduled throughout the year as needed. Conferences may be scheduled by parents, teachers, or the principal. The teachers are teaching all day in the classroom; therefore, we ask that parents make appointments with the teachers for conferencing. All conferences are scheduled directly with the teacher unless otherwise indicated.

Parents are to check in and obtain a visitor's pass at the elementary office before going to the classroom for a conference with the teacher.

## **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. Please note that 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.

## **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 4 (FOX)
- TV Channel 5 (NBC)
- TV Channel 8 (ABC)
- TV Channel 11 (CBS)
- KLTU Radio (94.1 FM)
- KRLD Radio (1080 AM)

Closings will also be posted on our website: [www.trinitychristianschool.com](http://www.trinitychristianschool.com)

There will be no Extended Care in the morning when school is delayed or when school is closed.

## **FIRE DRILLS/TORNADO DRILLS/LOCK DOWN DRILLS**

Fire, tornado, and lock down drills will be conducted for all grade levels on a regular basis.

## **EXTENDED CARE**

### **HOURS**

Extended Care for the morning begins at 6:30 a.m. each morning. Students are to be walked in and signed in by a parent into the building.

Preschool Extended Care begins at 3:30pm and concludes at 6pm.

K-5<sup>th</sup> Extended Care begins at 4:00pm and concludes at 6pm.

Students in the Extended Care program should be signed out and picked up in the proper building:

K3-K4 Children's Center

K-5<sup>th</sup> South Campus

Extended Care is an extra fee. Parents can sign a contract to pay monthly or can pay a drop-in rate if just needed occasionally.

### **LATE PICK-UP AND DROP-IN FEES**

Students picked up after 6:05 pm are considered late pick-ups and will be charged \$1.00 per minute per student. Any unpaid charges will be added to the student's account.

All students who are in extended care and are not on contract will be charged a drop-in rate of \$15.00 per day per student. Students who arrive before 7:30 am are considered to be in extended care and will be charged the extended care rate. Students who are left on campus after 4:00 pm and are not involved in a school sponsored activity will be taken to extended care and be charged the afternoon rate. Unpaid charges will be added to the student's FACTS account for the next available payment.

## **ADMISSIONS POLICIES**

Admission to TCS is open to any young person 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:

- Previous school records (i.e. academic performance, discipline records)
- Pastoral reference
- Educational reference form (when applicable)
- Standardized achievement test (when applicable)
- Results of the interview process
- For K3 and K4, completely toilet trained (see page for details)

### **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.

### **RE-ENROLLMENT**

Students who are presently enrolled in the school are given the 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:

- No more than one failing grade (69% or below) in a core subject as a year-end average
- Acceptable conduct
- Acceptable attendance

## ACADEMICS

### **CURRICULUM FOR K3-K4**

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, spiritual, social, emotional, and cognitive. K3 and K4 classes have an academic curriculum that will prepare them for life-long learning.

### **CURRICULUM IN K-5TH**

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, social, spiritual, emotional, and cognitive. The curriculum prepares children for the academic expectations of the middle and high schools by providing the following academic and enrichment classes\*:

Bible	Social Studies	Music*
Reading	Science	Art*
Phonics	Math	Physical Education*
Spelling	Penmanship	
Language	Computers*	

All classroom teachers are degreed and hold state or ACTS certification.

### **COMMUNICATION FOLDERS**

Communication folders are required for students in grades K3-5<sup>th</sup>. These folders will be provided and 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. Tuesday is "Communication Day" from the office. This is the day that forms and news for the whole school will be in the folders.

### **GRADING K-5<sup>th</sup>**

<u>Grades K and Electives</u>	<u>Grades 1<sup>st</sup> –5<sup>th</sup></u>		
E – Excellent	100 – 90	A	Excellent
G – Good	89 – 80	B	Good
S – Satisfactory	79 – 70	C	Average
N – Needs Improvement	69 or less	F	Failing

### **LATE WORK**

The following is the school-wide policy for late work regarding homework, projects, and papers:

- 1<sup>st</sup> day – 10 points deducted
- 2<sup>nd</sup> day – 20 points deducted
- 3<sup>rd</sup> day – 30 points deducted
- 4<sup>th</sup> day – Assignment no longer accepted

### **REPORT CARDS**

Mid-quarter progress reports are sent by email for each student in grades K-5<sup>th</sup>. At the end of each nine week period, report cards are sent by email in communication folders for grades K-5<sup>th</sup>. Financial accounts must be current in order to receive report cards.

Report cards for K3 and K4 will be sent home in the Communication Folder at the end of the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Terms. Financial accounts must be current in order to receive report cards.

### **ACHIEVEMENT TESTS**

Each spring, standardized testing is administered to all students in grades K-5<sup>th</sup>. Results will be given to parents with an explanation of scores.

### **TUTORING**

Teachers in K-5<sup>th</sup> grades will provide tutoring with students as needed before and after school. Teachers announce their individual tutoring schedules.

### **MONITORING GRADES**

TCS provides parents with the ability to access grades, assignments and other important information through a private and secure parents' web page (Ren Web). There is an expectation that parents will access and monitor their student's progress.

## **ATHLETICS**

Participation in athletics develops the student mentally, physically, socially, and spiritually. The activities of the athletic department are a part of Trinity Christian School's total educational program for "developing the whole person for the glory of God." All participants are expected to maintain the same biblical standards that are required during the school day. The standards of conduct apply to practice sessions, games, and any other times the student is representing the school.

Elementary involvement in athletics is facilitated through the TCS Athletic Department. Information concerning elementary involvement in athletic clubs is made available prior to the start of each season.

## **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. 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.

### **ATTENDANCE REQUIRED FOR CREDIT**

K-5<sup>th</sup> grade students may miss no more than 9 days per semester in order to receive credit and/or be considered for promotion. This does not include a class absence because of a school activity. The Administrative Committee will review every case of excessive absences and may recommend to the principal that credit be granted for the course. Credit will only be given for unusual circumstances and where the student has met the other requirements for the class. Parents of students who have excessive absences will be contacted for a conference to address this problem.

### **ABSENCES**

Students arriving after or departing before 12:00pm will be considered absent for half a day. If it is necessary for a child to leave school for a dental or doctor's appointment, a parent must send an email or note in advance to the school office or the classroom teacher. It is the responsibility of the parent to confirm that the classroom teacher has received notification of the absence. Parents will need to sign their student out at the elementary office.

Family trips will be excused if prior arrangements have been made with the classroom teacher.

If a child is to be excused from participation in physical education class or outdoor recess for a day, he/she must present a dated, signed note from a parent requesting this exclusion and stating the reason for the request. A note from the doctor will be required to excuse a child from physical education for one week or more.

### **TARDIES**

- Students are tardy at 8:15am.
- Tardies will be recorded in the teacher's records

### **MAKE UP WORK**

It is the student's/parent's responsibility to see the teacher about all tests and assignments to be completed. It is also the student's responsibility to complete make up assignments within the specified time limit or zeros will be automatically given for work not completed. Textbooks and assignments will be available to parents upon request.

## **DISCIPLINE PLAN**

Discipline is not to be punitive but redemptive. At the elementary level every attempt is made to create a nurturing environment. TCS's objective is to teach the skills that will enable the students to become self-controlled and self-motivated individuals. A detailed discipline plan will be provided by the teacher on the first day of school.

### **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.

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.

### **AGGRESSION POLICY**

Aggression will be identified as behavior that includes but not limited to 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 by phone detailing the incident and the incident will be recorded on the student's record. The Elementary Principal will decide on the appropriate punishment for the offence. Punishments could include in-school suspension, out-of-school suspension, or expulsion.

## **FINANCIAL POLICY**

### **IMPORTANT POINTS**

- All tuition and extended care payments are due on the 1<sup>st</sup>, 5<sup>th</sup>, or 10<sup>th</sup> based on the choice that was made when the FACTS account was established. If the bank does not honor the payment when it is presented by FACTS, a fee of \$30.00 will be assessed by FACTS and a fee of \$25.00 will be assessed by TCS.
- The release of records and reports is subject to all accounts being current.
- All payments made at TCS should include the student's name and the purpose of the payment.
- If a student(s) is withdrawn during any month, the parent is responsible to pay the entire month's tuition.
- All TCS parents are required to establish a FACTS account for automated payment processing via a checking/savings account. Credit card and debit payments are not an option through FACTS. Payments made at the school office or through the Trinity Christian School website using the payment link can be made with credit or debit cards.

### **REGISTRATION FEES**

The enrollment process is accomplished on-line using the Renweb online enrollment system. A portion of the registration fees must be paid during the enrollment process. The remainder of the fees will need to be paid in the subsequent two months after enrollment. Registration fees are non-refundable with the following exceptions.

1. Families who have applied for, but were not awarded financial aid, the registration fee, except for testing, will be refunded upon request if the parents elect not to enroll the student.
2. If the administration of TCS chooses not to accept a student, the registration fees will be refunded, except for testing fees.

### **TUITION CONTRACT OPTIONS**

- Parents who opt for twelve (12) month contracts must enroll and apply for this option prior to April 10<sup>th</sup>. Payments to fulfill the contract begin in June.
- Parents who opt for ten (10) month contracts begin payments in August.
- Payment-in-full contracts are due before the first day of school. If the payment is received before August 1<sup>st</sup>, the school will apply a five (5) percent discount to the tuition of the students.

### **DISCOUNTS AVAILABLE**

Trinity Church members in good standing may apply for a Trinity Church member discount. The request form must be completed each year for review and acceptance.

### **RETURNED CHECKS**

A \$50.00 return fee will be assessed for any check given to TCS and returned by the bank for non-payment. The parent will be notified of the returned check. The payment will be cleared within five (5) business days with cash, money order, cashier's check, or credit/debit card at the school office. Future checks will not be accepted if two prior checks are returned for non-payment.

### **RETURNED AUTOMATIC ACH PAYMENTS**

FACTS will not resubmit returned ACH payments for reprocessing by the bank. Unpaid balances resulting from returned ACH payments will be paid in the school office with cash, money order, cashier's check, or a debit/credit card.

**AFTER SCHOOL: LATE PICK-UP AND DROP-IN FEES**

Students picked up after 6:05 pm are considered late pick-ups and will be charged \$1.00 per minute per student. Any unpaid charges will be added to the student's account.

All students who are in extended care and are not on contract will be charged a drop-in rate of \$15.00 per day per student. Students who arrive before 7:30 am are considered to be in morning care and will be charged the morning care rate. Students who are left on campus after 4:00 pm and are not involved in a school sponsored activity will be taken to after-care and be charged the afternoon care rate. Unpaid charges will be added to the student's FACTS account for the next available payment.

## **HEALTH SERVICES**

### **HEALTH PROBLEMS**

Parents are encouraged to discuss any specific needs personally with the Elementary Office.

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, (Glucagons, 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.

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 have in the last 24 hours:

- Vomited

- Had diarrhea

- Have/had temperature of 100 or above

- Have or 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 cell phone and work numbers are current on your RenWeb account. 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, vomiting or diarrhea 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 Elementary Office 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 Elementary Office and approved by administration.

## **VISION AND HEARING SCREENING**

State law requires that vision and hearing screening be conducted for K-4, K-5, 1st, 3rd, 5th, 7th, 9th, 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.

## **STUDENT LIFE**

### **CHAPEL**

Attendance and participation in a weekly chapel service is an integral part of student life at Trinity Christian School. Students are encouraged to worship together and open their hearts to hear the Word of God. Chapel services are conducted by the TCS Chaplain.

### **GUIDELINES FOR OUTDOOR PLAY**

Below 40 degrees we do not go outside

40-50 and 95 –higher: students will only be outside for 15 minutes at a time

Orange/Red Ozone level will be monitored and students will only stay outside for limited amounts of time.

Students have access to water inside the building or students may bring their personal water bottle.

### **K3-K4 INFORMATION**

**To be considered toilet trained, a student must:**

- \*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.

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.

## **PRIVACY**

Trinity Christian School has established the following policies to protect the privacy of student's personal, educational, and financial information.

### **Family Educational Rights and Privacy Act**

Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 establishes that the educational records of students attending or having attended the school are confidential and can be released only with written permission from the student. The Family Educational Rights and Privacy Act of 1974 also authorize the school to routinely release directory information. Information which may be released without written permission from the student includes: student name, degree or certificate awarded, dates of attendance, athletic statistics, scholarships received, membership or office in TCS Student Government or Honor Society, part-time or full time student status, and previous schools attended. No other information may be released without the student's written permission except as provided for in school policies. Students who are concerned about the confidentiality of their records should contact the business office.

TCS students and their parents (if the student is less than 18 years of age) have the right to review their own records and to petition for correction of erroneous information in their records. Basic information is shown on a student's transcript, an unofficial copy of which can be requested from the business office. The business office can provide a list of the types and locations of educational records available at the school. Requests to review the records should be made in writing to the office.

### **Annual Notification**

TCS will provide students annual notification of their rights as defined by the Family Education Rights and Privacy Act (FERPA), by publication in the Student Handbook, School Catalog and posting it in the Student Services Building.

### **Primary Rights of Students**

1. To inspect and review educational records.
2. To request amendment of educational records.
3. To have some control over the disclosure of information from educational records.

### **Procedure to Inspect Educational Records**

Students may inspect and review their educational records upon written request to the superintendent by identifying the record(s) the student wishes to inspect. The superintendent will make the needed arrangements for access within forty-five (45) days from the date of receipt of the written request. If the records are not maintained by the office of the superintendent, the superintendent shall forward the request to the appropriate school official. If the records contain information about more than one student, the student may inspect and review only the records which relate to him or her.

### **Limitation of Right of Access**

TCS reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendations for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
3. Records connected with an application to attend TCS if that application was denied.
4. Those records which are excluded from the FERPA definition of educational records.

### **Refusal to Provide Copies**

TCS reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student.
3. The educational record requested is an exam or set of standardized test questions.

### **Types, Location and Custodians of Educational Records**

The following is a list of the types, locations, (length of time record is kept by the school), and custodians of records that the school maintains. Mail requests should be addressed to TCS, 1231 E. Pleasant Run Rd., Cedar Hill, TX 75104 to the custodian and location indicated.

### **Disclosure of Educational Records**

The school will disclose information from a student's educational records only with the written consent of the student or his/her parent (if the student is less than 18 years of age), except the following records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.
  - a. A School Official is:
    - i. a person employed by the school in an administrative, supervisory, academic or research, or support staff position, including health center staff.
    - ii. a person elected to the Board of Trustees.
    - iii. a person employed by or under contract to the school to perform a special task, such as the attorney or auditor.
    - iv. a person who is employed by Campus Security.
    - v. a student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
  - b. A School Official has a legitimate educational interest if the official is:
    - i. performing a task that is specified in his or her position description or contract agreement.
    - ii. performing a task related to a student's education.
    - iii. performing a task related to the discipline of a student.

- iv. providing a service or benefit relating to the student or student's family, such as health education, counseling, advising, student employment, financial aid, or other student service related assistance.
  - v. maintaining the safety and security of the campus.
2. To school officials of another school, upon request by that school, in which a student seeks or intends to enroll.
  3. To certain officials of the U. S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.
  4. In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
  5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.
  6. To organizations conducting certain studies for or on behalf of the school.
  7. To accrediting organizations to carry out their functions.
  8. To parents of an eligible student who is claimed as a dependent for income tax purposes.
  9. To comply with a judicial order or a lawfully issued subpoena.
  10. To appropriate parties in a health or safety emergency.
  11. To individuals requesting directory information so designated by the School.
  12. The results of any disciplinary proceeding conducted by the School against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

### **Directory Information**

TCS designates the following items as Directory Information which may be disclosed without prior written consent, unless the school is notified in writing to the contrary by September 15 of the academic year:

1. Student's name
2. Student's e-mail address
3. Dates of attendance at TCS
4. Degrees, certificates, and awards received by the student
5. Participation in officially recognized activities and sports
6. Weight and height of members of athletic teams

### **Correction of Educational Records**

Students have the right to ask for records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Superintendent to amend a record. The student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
2. TCS may comply with the request or decide not to comply. If TCS decides not to comply, the school will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, TCS will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of Trinity Church. The student shall be afforded a full and fair opportunity to

present evidence relevant to the issues raised in the original request to amend educational records. The student may be assisted by one or more individuals including an attorney.

5. TCS will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If TCS decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, the school will amend the record and notify the student, in writing, that the record has been amended.
7. If TCS decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, the school will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as part of the student's educational records as long as the contested portion is maintained. If TCS discloses the contested portion of the record, the school must also disclose the statement.

#### **Tips for Protecting Your Personal Information**

All Web browsers will keep your personal data in memory until you exit the browser completely. We strongly recommend that after you complete any transaction using TCS online services, you log-off and close the Web browser completely, especially when using a public computer.

## **TCS POLICY REGARDING PROHIBITED PROPERTY**

### **1. Policy Regarding Illegal Drugs, Substances, Stolen Property and Unauthorized Items**

#### **a. Program Objectives**

TCS has always had and continues to have a commitment to provide a safe workplace for its students, faculty and staff and to reduce the risk of injury to TCS visitors and the general public. Further, TCS has worked to establish programs which promote a high standard of student, faculty and staff health, safety and well-being. In keeping with those commitments, TCS continues to develop a policy regarding prohibited property. Our goal is to establish and maintain an environment free of illegal drugs and alcohol for the benefit of all.

#### **b. TCS Premises**

The term "TCS Premises," as used anywhere in this Handbook includes all property, facilities, land, platforms, buildings, structures, fixtures, installations, automobiles, trucks, and all other vehicles and property owned, leased, or in use by TCS, as well as any other location at which any student, faculty or staff member are acting or appearing formally or informally as a TCS representative.

#### **c. TCS Policy**

It is the policy of TCS that the use, possession, concealment, transportation, promotion, or sale of the following items or substances is strictly prohibited at all times while the student, faculty or staff member is acting or appearing as a formal or informal TCS representative anywhere, and on all TCS Premises (including athletic events and vehicles):

- Illegal drugs, controlled substances (including trace amounts), look-alikes, designer drugs and alcoholic beverages
- Firearms, weapons, explosives, and ammunition
- Stolen property or drug paraphernalia
- Other smoking paraphernalia
- Unauthorized prescription drugs-except under the following conditions:

Students, faculty and staff must inform the school office prior to using prescribed drugs while on TCS Premises. Each vial will be in the student, faculty or staff member's name. Each prescription will be no older than one (1) year from the date issued. Parents of students and/or students must deliver the vial to the school nurse immediately upon arrival on TCS Premises.

TCS, at all times, reserves the right to have a physician determine if a prescription drug or medication produces hazardous effects and may restrict the use of any such drug or medication accordingly. This may also include restricting the student, faculty or staff member's activity.

As stated above, no one is authorized to possess a weapon on TCS Premises. If the faculty or staff member is authorized by the State of Texas to carry a concealed handgun, the faculty or staff member shall provide a copy of the license to the Superintendent. However, the above policy shall still apply to all TCS employees, and

no employee is ever authorized to carry a handgun on TCS Premises or to carry a handgun at any time the employee is acting or appearing formally or informally as a TCS representative.

#### **d. Searches and Inspections**

TCS reserves the right, at all times, while any student, faculty or staff member is on TCS Premises or is otherwise on duty, to have TCS principals or authorized search and inspection specialists conduct searches and inspections of students, faculty, staff members, or other persons and any of their personal property, including without limitation, their locker, backpack, baggage, purse, desk, clothing, and vehicles, for the purpose of determining if such persons are in possession, use, transportation or concealment of any of the prohibited items and substances of this policy.

The Superintendent has the right to conduct an on-the-spot search and inspection of the students, faculty and staff members and their personal effects as described above if a TCS faculty member has a reasonable suspicion that the student, faculty or staff are in direct violation of any part of this policy. All searches and inspections conducted by outside authorized specialists will be in the presence of representatives selected by TCS.

#### **e. TCS Position for Policy Violators**

A student, faculty or staff member who is found in possession, use, or transportation of any illegal substances, contraband, stolen property, or any of the above mentioned drugs and unauthorized items, will be subject to disciplinary action as outlined in the handbook, up to and including immediate dismissal.

### **SECURITY**

In order to provide a safe and secure environment for all students, TCS will provide regular monitoring of areas of our school campus through 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.

## **STUDENT DRESS CODE**

### **POLICY**

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. It is the expectation that parents support all policies in regard to the school uniform. The uniform store is Mills Uniform.

The purpose of the Trinity Christian School Uniform Dress Code is to establish a safe environment where visitors are easily recognized, where self-control and adherence to rules is displayed establishing a lifestyle that teaches obedience to God.

### **UNIFORM:**

- Black or Khaki uniform style pants, shorts or skirts (no cargo style or joggers)
- Blue, Black or White TCS Polo from our uniform supplier
- Closed shoes any color or style
- Loose pants should have a belt
- Plaid jumper (K3-2<sup>nd</sup>) or Plaid skirt (3<sup>rd</sup>-5<sup>th</sup>)

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

### **DETAILS FOR K3 – 5<sup>TH</sup> GRADES**

- Any dress shoe or tennis shoe (tied and laced) are allowed. Jellies, flip flops, or sandals are NOT allowed.
- Pants are not to be excessively tight or too large.
- Hair must be clean, neatly styled, and combed.
- No extreme haircuts or styles.
- Boys may not wear earrings.
- Any item may be worn from the official TCS clothing line each day.
- Any clothing item worn under the uniform (turtlenecks, undershirts, tights, etc.) must be blue, black or white.
- Hats are not to be worn in the building.

### **SCHOOL SPIRIT**

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

### **SPIRIT WEAR 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 the TCS Spirit Store.
3. Jeans must be blue, black, white or gray and should not have patterns.
4. Jeans must fit appropriately and not have holes.

### **COATS/JACKETS**

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

## **DROP-OFF AND PICK-UP PROCEDURES**

### **SCHOOL HOURS:**

K3 – 5<sup>th</sup> grades            8:00 a.m. – 3:30 p.m.

At no time is a student to cross the street without supervision. Students are to be dropped off by a parent or guardian and are not permitted to cross the street at any time.

Jr. High students are not allowed to pick up younger siblings.

### **MORNING DROP-OFF**

K – 5<sup>th</sup> grade students can be dropped off under the awning at the elementary building no earlier than 7:30 a.m.

- Please do not park under the awning at any time. This area is for drop-off and pick-up only. Let your student out of the car, and they will be guided to the appropriate classroom.
- When students are playing outside in the morning, please do not drop them off at the fence. This is very dangerous. Continue to use the policy of dropping off under the awning.

K3-K4 students must be walked in the preschool building and taken to their class.

### **AFTERNOON PICK-UP FOR K-5<sup>TH</sup>**

You must attach the name card with your student's last name and teacher to the window of your vehicle. (The name card will be given by the teacher.) An attendant will call your child's name and personally place him/her in your car. You may choose to park your car, walk in the building, and personally escort your child to your car. At 4:00 p.m., any student remaining will be retained in Extended Care and charges will begin.

Parking any vehicle along the red fire line is prohibited by the Fire Marshall.

