

# Trinity Prep School of Loganville

## Parent & Student Handbook



*I will instruct you and teach you in the way you should go; I will counsel you and watch over you.*

*Psalm 32:8*

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# **School Mascot**

**Lion**

**(Lion of Judah)**

## **Mission**

Trinity Prep School's mission is to provide spiritual and academic training that will enable each student to pursue God's purpose for his or her life.

## **Philosophy of Learning**

We believe learning is a cooperative experience involving self-motivation, peer assistance, teacher direction, and parent support.

We believe learning is fostered in a safe, faith-filled nurturing environment.

We believe learning occurs most successfully in an atmosphere of acceptance and mutual respect that allows the student to question, to experiment, and to take risks while maintaining positive self-esteem.

We believe students have unique learning styles, talents, and abilities and each deserves the right to excel.

We believe all students need skilled, caring and fair teachers who establish clear and reasonable expectations that challenge each student to reach his or her full potential.

We believe learning is a lifelong endeavor.

## Foundations

### Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling of the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
8. TPS believes in the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Ps. 8:3-8; 139:13-16).
9. TPS believes that Scripture clearly defines God's intention for traditional marriage as the union of one male and one female, and that Romans 1:24-32 condemns the homosexual lifestyle (Rom. 12:1-2; 1 Cor. 6:9-20; Eph. 4:1-11, 5:3-5; 1 Thess. 4:3-8; 1 Tim. 4:12; 2 Tim. 2:19-22; 1 Pet. 1:15-16, 2:15-17; 1 Jn. 3:1-3).
10. We believe that God does not leave us comfortless, but comes to us in the form of the Holy Spirit through which we receive power; power to be a witness for the Lord Jesus Christ, the power to be victorious over Satan, and power to walk in the light of His word with victory over darkness.
11. We believe and teach the twelve pillars of Christian character: Faith, Obedience, Humbleness, Love, Unity, Spiritual Growth, Forgiveness, Joyfulness, Gratitude, Courage, Self Discipline, Worshipfulness and Hope

### Non-Denominational Position

This ministry's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family. In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, students, staff, or school board members to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinction.

### Non-Discriminatory Policy

Trinity Preparatory School does not discriminate against any student on the basis of race, color, national, or ethnic origin and affords each student the rights, privileges, programs, and activities made available to students at the school. This policy extends to the administration of Trinity Preparatory School, educational policies, financial aid, athletic, and school administered programs.

# Major Aims and Objectives

## 1. First aim

Our first and most important aim at Trinity Preparatory School is to glorify and honor God in all that we do (1 Corinthians 10:31, 1 Peter 4:11).

### Related Objectives:

- We will strive to consistently acknowledge, both in word and deed, the scriptures as our highest rule and final authority for faith and practice in all matters.
- We will strive to be in constant and wholehearted submission to the scriptures in all aspects of school operations in general and the academic program in particular.

## 2. Second aim

Our second aim at Trinity Preparatory School is to do all that we do, including academic teaching, in such a way that we train and encourage the students the Lord brings under our tutelage to become His disciples (Matthew 28:18-20).

### Related Objectives:

- We will encourage parents, whenever we have opportunity, to see their highest calling and their most fundamental responsibility as that of training their children to be faithful disciples of Christ.
- We will uphold the Bible as the inspired Word of God and encourage our students to adopt attitudes of love, respect, and appreciation toward both the Holy Scriptures and the One who gave them to us.
- We will seek to integrate the propositional revelation of the Word with the natural revelation of creation by interpreting and evaluating what is and has been by the eternal truths of the Holy Scriptures.
- We will teach and encourage our students to develop and apply a God-centered perspective.
- We will strive to avoid doing anything that might distract or discourage students from devotion to the Lord Jesus Christ.
- We will challenge our students, their families, and fellow staff members to become progressively more knowledgeable of and obedient to the will of God as revealed in the Holy Scriptures.
- We will encourage in our students, both through instruction and policy, the development of self-discipline and responsibility based on respect for and submission to God and all other legitimately

## 3. Third Aim

We will strive to strengthen the family (as the Word defines it), as the first and primary social and educational unit instituted by God, through the educational ministry God has given us (Genesis 2:18-25; Exodus 20:12; Matthew 19:4-6; Ephesians 5:22-6:4).

### Related Objectives:

- In all that we do, we will strive to demonstrate respect for the God-given authority of the parents.
- We will encourage parents to fully accept their responsibility for training their children toward godliness and preparing them for life.
- We will seek to involve the parents as much as possible, within the general policy guidelines of the school, in all aspects of their child's academic instruction.
- We will strive to affirm, through our institutional structure and the nature of the services we provide, the comprehensive responsibility of the school in all matters relating to their child's education.

#### 4. Fourth Aim

In order that our students might like the Lord keep –increasing in wisdom and stature and in favor with God and men, we aim to provide them with a high quality academic education (Luke 2:52, Proverbs 1:2-7; 3:13-20; 4:1-9; 9:9; 10:14).

##### Related Objectives:

- We will promote and strive to adhere to high academic standards.
- We will focus our instructional time and attention on fundamental academic content and skills.
- In our curriculum design and teaching practices we will emphasize the acquisition and application of critical and creative thinking skills as well as the acquisition of crucial data and mastery of crucial concepts.
- We will seek to develop and implement increasingly effective instructional methods.
- We will help and encourage our students to understand that all truth is God’s truth by integrating the Word with the content of the various subject areas and by demonstrating, when possible, the fundamental connections between the various subject areas.
- We will teach and encourage the use of good study habits among our students.
- We will train our students how to engage in independent study and research.

#### 5. Fifth Aim

Inasmuch as both the home and the body of Christ share the responsibility for teaching His children, we aim to effectively and systematically integrate the home and the school in the delivery of an academic education (Ephesians 4:7-16; 6:4; 1 Corinthians 14:26-33; Titus 1:5).

##### Related Objectives:

- We will seek to develop both curricular designs and instructional methods that effectively utilize and integrate the various educational resources of both the home and the school.
- We will seek to establish clear guidelines defining the relationship between the home and the school as educational institutions.
- We will seek to establish curricular guidelines defining the responsibilities of and relationship between the classroom instructor and the home instructor in all courses.

## Spiritual Life Policies and Guidelines

At Trinity, we believe that spiritual growth is never the result of superimposed rules and therefore Trinity Preparatory School’s standards of conduct are not designed merely to produce a pattern of outward conformity. Rather, we desire that students demonstrate **by their conduct** an inward acceptance of Christ and a spirit of subjection to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards.

To produce an environment which will encourage these goals, Trinity expects every student to demonstrate, by attitude and behavior, a life committed to following Christ. **“Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.” 1 Timothy 4:12.**

The code of conduct has been instituted to enable the students to live up to the values placed by the School to ensure the full and well-rounded development of each student. Those core values are as follows:

**Devotion:** To our Lord, His Word and a life of faith and service to Him.

**Christ-likeness:** To love others and to conduct our school in accordance with the teachings and example of Jesus Christ.

**Respect:** To view each student, teacher, volunteer, and parent as a unique creation of God. To view each person as an unfinished work of God, possessing the potential to become all that God intended for them to be. To regard each person as a person of incomparable value.

**Optimism:** To believe in the potential for success for each student. To encourage each student to reach beyond his/her current level of performance to higher standards.

**Professionalism:** To strive to conduct all aspects of our school by the highest professional standards. To expect excellence in every area of our work.

**Cooperation:** To work together (administration, teachers, parents, volunteers, and students) in a cooperative manner, to accomplish the mission of the school and the objectives for each student.

**Integrity:** To conduct our school with the highest standards of accountability. To be ethical in every area of our work.

**Innovation:** To always seek to find ways to more effectively accomplish our mission.

**Learning:** To be a community of learners (faculty, staff, and students).

**Graciousness:** To be a community marked by a generosity of spirit, that welcomes individuals from diverse backgrounds into our community of faith.

**Patriotism:** To respect our country, flag, military and leaders.

*TPS teaches respect for God and Country and stands for the respect of the flag, those that have served or died in military and our leaders. At no time may a student decide they will not respect and honor the practice of standing and placing their hand over their heart for our Flag or Bible. Students will be required to stand for the Pledges and National Anthem at all TPS functions in and on and off campus and show the proper respect when regards to respect for this country and its leaders.*

*If the Code of Conduct could be reduced to one word it would be HONOR. As a School, we want to honor God, honor each other, and honor the facility we use.*

## **Code of Conduct**

**It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.  
(Proverbs 20:11)**

In all areas of learning, discipline must be considered in the development of children. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, responsibility for Christian values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these goals parents, staff, and children must work together.

Based upon moral values and loving respect for other children each student:

1. Will be truthful
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will respect all school and personal property
7. Will play only in assigned playground areas with good sportsmanship and cooperation
8. Will respect the flag, Bible and all the leaders of this great country at all times; this includes but is not limited to mandatory participation in Chapel and Praise & Worship, placing hand over heart during all Pledges. Students are to stand during the playing of the National Anthem.

**\*The above Code of Conduct, the following Conduct Policy and all school rules are to be adhered to while on TPS campus as well as any off campus events where TPS is represented (sporting events, games, concerts, field trips, community outreach, etc.)**

## **Parental Role**

Trinity recognizes that parents are the primary educators of their children. Trinity exists to assist parents in the Christian formation of their children.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles
- Supporting the school policies and regulations as outlined in this School Handbook
- Ensure their son/daughter understands this handbook
- Participating fully in school programs that are developed to support the education of their children
- Participate in Fundraising efforts
- Parents are expected to check RenWeb **DAILY** (this is how TPS communicates through emails, our school calendar as well as students' grades, etc.) RenWeb is not an option, it is considered a parental requirement.
- If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful disruptive or harassing behavior toward teachers or toward the administration or school, the school may take corrective action. Such corrective action may include, at the discretion of the administration the following:
  - Restriction or termination of the parent's access to school property
  - Dismissal of the parent's child(ren). With no refund of any fees

The school may impose other appropriate corrective action, without prior re-course, based upon the nature of the parent's conduct and the surrounding circumstances.

## **Parent and Student Responsibilities**

Parental involvement and student cooperation are essential if Trinity is to successfully fulfill its mission. This mission has both an educational element and a vital spiritual element. Therefore, as a condition of acceptance to this school, the parents of a student applying for admission must be in agreement with the school's doctrinal position. It also is necessary that Trinity Preparatory School have parent and student guidelines to facilitate the acceptance of those students into its academic programs. Those guidelines are as follows:

### **a. Parent Guidelines**

Parents must be in agreement with the school's purpose and spiritual objectives, and be willing to abide by the school's rules and regulations.

Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law.

Parents must log-in and check Renweb on a regularly basis.

Parents must agree to release enough responsibility to the school and teachers concerning curriculum, course load, classroom instruction and pace, and school discipline, academic and student progress standards to ensure the greatest success of my/our student at Trinity Preparatory School.

Parents must acknowledge that they have read with their child and understand and agree with the Code of Conduct and Dress Code. The student will abide by said policies and parents must agree to hold them accountable for completing assignments and adhering to the Dress Code and Code of Conduct.

Parents must be willing to provide Trinity with a completed application form for each child applying for admission. Parents must be in agreement with, and supportive of the school's procedures for handling student discipline. Parents must be willing to update immunization records for their child upon request. Parents must be willing to have their child's photo appear in the school yearbook unless special circumstances prevail. Parents must be willing to follow the Matthew 18 principle of conflict resolution and go first to the person who has offended, in a spirit of humility and love, in order to resolve the problem, rather than discussing it with other parents or teachers. If the problem is not resolved in this step, I/We will then go to the administrator for the next step – always with the goal to resolve problems and restore relationships.

## **b. Student Guidelines**

Students must be willing to adhere to Trinity Preparatory School's – Student Code of Conduct.

Students must be willing to adhere to Trinity Preparatory School's – Dress Code Policy.

### **Conduct Policy**

All students at Trinity are expected to conduct themselves in a Christ-like manner. This expectation applies to students while they are in school, or out.

All schoolwide and classroom rules are based on the following:

1. Respect/ obey those in authority (Romans 13: 1-2)
  - Follow directions cheerfully the time they are given
  - Behave in a respectful manner toward all school personnel and volunteers.
2. Honor others above yourself (Philippians 2:4)
  - Model Christ's teaching about love for one another in all interactions
  - Maintain a courteous, grateful, respectful and cooperative attitude
  - Be considerate of others
  - No harassment or inappropriate physical contact
  - No public display of affection (hugging, holding hands, kissing)
3. Practice self-control (Proverbs 25:28)
  - Walk in the hallways
  - Raise hand to be recognized
  - Keep your hands and feet to yourself
4. Do all things in a decent/orderly manner (I Corinthians 14:40)
  - Come to class prepared
  - Pick up after yourself
  - Respect all property belonging to you, others, or the school
  - Work responsibly without distracting others learning
  - Obey school rules including dress code, classroom and playground rules
  - No chewing gum on the school campus
  - No use of cell phones or electronic devices on the campus
  - No hats are to be worn inside the building

**GYM POLICY: Students and family members are to use respect and care for our Gym. There is NO sitting on, standing on, throwing things from or over; nor leaning over the upstairs balcony. \*First offense will be a warning, 2nd offense will hold a disciplinary action which could result in inability to return to the Gym for repeated offenses. Athlete's are not exempt! Stairs are to be walked up/down, no running!**

According to Trinity Preparatory School's second aim, Trinity encourages parents to view their highest calling to train their children to be faithful Disciples of Christ. While Trinity will enforce the Code of Conduct on campus, the primary responsibility for upholding the Code of Conduct and the Dress Code lies with the parents. The purpose of Trinity Preparatory School's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among the students. The following are guidelines regarding behavior while attending Trinity Preparatory School. These guidelines are consistent with Scriptural principles of conduct and will be subject to disciplinary procedures in and out of the school day. These Student Code of Conduct rules apply while a student is enrolled at TPS. The rules apply in and out of the school day.

1. Students should show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) should be used when addressing an adult. Students must always demonstrate respect for and cooperation with teachers.
2. Students should treat each other with respect, kindness, purity, and compassion just as God commands us in Matthew 7:12 and 2 Timothy 2:22. Students are to refrain from gossip, ridicule, mockery, backbiting, and any form of strife.
3. Any manner of disruptive behavior in the classroom is considered an act of disrespect toward the

teacher and classmates and will not be allowed. Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable.

4. Students should honor the school dress code on all occasions and abstain from all forms of cross gender dressing.
5. The student should refrain from any illegal or immoral activities. This is regarding all types of smoke devices, vaping paraphernalia and alcohol.
6. Public displays of affection such as hand-holding, kissing, etc. are not permitted while on campus or during school events. (Occurrences will be referred to the front office.)
7. Students should refrain from all forms of premarital sex.
8. Students will refrain from all inappropriate relationships such as same-sex relationships or the confession of said relationship.
9. Students will refrain from the transmission of inappropriate images and videos via their mobile devices or by any other means such as any social media accounts. (i.e. sexting) in school and out. If devices are taken up while at school or on a school sponsored event, the school has permission to access phone content.
10. Tobacco products, vaping products, illicit drugs (including prescription narcotics, etc.), alcohol, and weapons are not allowed on campus or at any Trinity Preparatory School sponsored event.
11. The use of profanity, including crude speech, or other communication unbecoming a Christian is not permitted.
12. The school facility and grounds should be kept clean, orderly, and in a manner which shows an attitude of gratefulness. Writing on or defacing walls, desks, or any school/church property is strictly prohibited. Any costs accrued due to vandalism will be passed on to the offending student's parents.
13. There will be no horseplay, running, or rough play inside the school buildings during or between classes.
14. Any student found in the halls during a class period must have a pass or note from their teacher in their possession.
15. Food, beverages, gum, and candy will not be consumed in the classrooms, restrooms, or hallways without the teacher's approval. Water may be brought into the classroom in a closed water bottle with a screw cap. No cups of water and ice, please. No sodas or beverage cups are permitted in the classroom. Cups or bottles must be clear to where the drink is visible. Drink cups may be checked at any time during the day.
16. Although students may bring cell phones to school, they will be collected upon entry during early morning carpool. In the event a cell phone was found, the cell phone can be searched and photos and other apps will be checked. If phones are taken up the first offense is a warning, the second offense would be a day of ISS, the third offense would be 2 days of out of school suspension. Any other offenses could result in removal from the school as a student.
17. Electronic devices, such as IPODS, CDs, CD players, video games etc. are not permitted on campus unless given special permission given by administration or teacher. Should such devices be brought to school, they will be held in the school office and released only to the student's parent. If collected, devices will be searched and checked.
18. Students will be on time to each class and prepared with the necessary materials, complete assignments, and mental attitudes, which indicates a readiness to learn. Students who must leave school early will do so only by arrangements made through the school office.
19. The teacher's desk, computer, purse, briefcase, grade book and other belongings are personal property and will be treated as such by students.

20. Students are to be in class or in study hall while on campus. Parents are to ensure that students immediately leave campus following class completion. Students are not to loiter on school premises.
21. To ensure safety for all students, student drivers are expected to use extreme caution while driving in the parking lot. Students are to leave campus when classes are over and are not to loiter in their cars in the parking lot, either during an open period or during lunch. Any student driving in a manner which endangers another student or disturbs the learning environment of the campus will lose driving privileges at Trinity Preparatory School. Students and visitors should limit their speeds to 5 miles per hour while on school premises. Radios are to be off until off of Trinity property. Student drivers must show proof of insurance and turn in a copy of their driver's license. Drivers must sign out before leaving campus if before 3:15. Students are not allowed to go to their vehicle during the day without a staff escort.

**Whenever a grievance or complaint arises, always speak to the proper school official about it. Grumbling among people who cannot solve the problem only makes the problem worse.**

**\*\*The Code of Conduct, and all school rules applies and extends to the use of social media to help students better represent themselves and Trinity by exhibiting proper character and integrity into the community.**

### **Code of Conduct Discipline Procedures**

*Train up a child in the way he should go, even when he is old he will not depart from it. Proverbs 22:6*

Trinity Preparatory School seeks to work with parents to promote Godly character in the students. If issues arise from offenses to the Code of Conduct, the situation will be addressed at the level of the student's character. The keys to this approach to discipline are that the student feels respected, that he/she knows and accepts the boundaries of Godly behavior and attitude, and that he/she understands what Biblical approaches to use to make correct and Godly decisions. If repeated or serious first-time violations of the Code of Conduct occur, parents will be asked to help correct the problem. Trinity maintains the right to limit or withdraw participation privileges and violations could result in suspension or expulsion of the student. Unacceptable behavior is determined at the discretion of the teacher and the administration. Trinity Preparatory School desires to see students who hunger for a deep relationship with the Lord and desire to walk in obedience to His Word. As a result, we believe that it is more important to teach students how to make good, Godly choices than to provide for them an exhaustive list of required or expected behaviors. However, should a student's behavior become inappropriate or dangerous Trinity reserves the right to exercise disciplinary measures under the following general guidelines.

#### **Usual Procedures**

Unless the situation requires otherwise, resolution of most areas of conflict will be handled in a minimally intrusive manner. Initially, this could involve only the student(s) and the Trinity Preparatory School representative informed of the problem. Repeated or more serious offenses may necessitate communication with the parent(s). More direct parental involvement could also be required. Trinity strives to find consequences that fit the offense and deal with the root issues. These consequences could include Godly character-building classes, Scripture-oriented assignments, contracts, detentions, ISS, OSS, suspension, or expulsion. Trinity reserves the right to suspend enrollment to any child or family they feel would be better served at another school. All code of conduct rules apply to every student in and out of school.

#### **Extraordinary Procedures**

If the offense is considered by Trinity Preparatory School to be particularly egregious or could be deemed as a violation of law, more immediate action could be required. Efforts will be made to inform the parents, even if after the fact. In matters that could be deemed to be a violation of law, Trinity Preparatory School will always strive to do the right thing for all parties, based upon information available at the time.

**All Code of Conduct rules are subject to change throughout the school year and will be updated as warranted. If an update occurs parents will be emailed the changes.**

#### **FAILURE OR REFUSAL TO DO ASSIGNED WORK**

Junior/Senior High –  
 1st offense – Parent Notification and possible zero on assignment  
 2nd offense – Zero on Assignment and Lunch Detention to complete for no credit  
 3rd offense – Zero on Assignment; Parent Conference; In-School Suspension

## **FOOD, GUM, AND OTHER SUBSTANCES NOT ALLOWED IN CLASSROOMS OR RESTROOMS**

Junior/Senior High- 1st offense – Warning  
2nd offense – Detention (Before or After school)  
3rd offense – Parent Conference

## **VULGAR, ABUSIVE, RACIST, OR OBSCENE GESTURES OR LANGUAGE OR NOT STANDING FOR PLEDGES, FLAG, BIBLE OR OTHER NATIONAL SYMBOL, DRIVING, DISRESPECT TO AUTHORITY, INAPPROPRIATE BEHAVIOR OF ANY KIND MENTIONED IN THE ABOVE CODE OF CONDUCT NOT MENTIONED BELOW.**

Junior/Senior High – 1st offense – Parent Notification and student counseling  
2nd offense – Parental Conference; In-School Suspension  
3rd offense – Out of School Suspension or Expulsion

## **INAPPROPRIATE RELATIONSHIPS OF A SEXUAL NATURE (HETEROSEXUAL AND/OR HOMOSEXUAL)**

Junior/Senior High – Mandatory 5 Day Suspension; **Consideration for Expulsion**

## **Student Use of Cell Phones and Other Telecommunications**

### **Devices**

Students are not allowed to have their cell phones while in school.

All student communications with parties outside the school should go through the school office while a student is on campus. Any variance to this policy must be granted by the administrator. Trinity reserves the right to go through all social media on cell phone if taken up. If a student uses a device for telecommunications purpose the following consequences will be enforced:

- 1st offense - Phone will be taken and searched. Student will call parent to notify the parent that they must retrieve the phone.
- 2nd offense - 1/2 day of ISS
- 3rd offense- Parent conference to discuss Out of School Suspension
- 4th offense - Parent meeting to discuss Expulsion

No IPODS or other forms of similar entertainment are allowed on the Trinity campus unless special permission is given via the administrator or teacher. Should a student bring such a device to Trinity, the device will be confiscated, searched and stored in the Administrator's office. The device will be returned only to the student's parent when they personally retrieve it from the Administrator one week from confiscation.

### **Bullying**

Bullying is prohibited and defined as the act of intimidating a weaker person to make them do something. Examples include but are not limited to:

- Physical intimidation or assault
- Oral or written threats
- Excessively Teasing, put downs, or name calling
- Threatening looks
- Gestures or acts of aggression
- Cruel rumors and false accusations
- Social isolation

Trinity personnel will not tolerate any bullying on or off school grounds. Administration requires that all staff members who become aware of an incident of bullying will take appropriate steps to intervene. If the bullying persists, he or she will report the bullying to the administration for further investigation. In cases of reported bullying the administration will interview all students involved.

Consequences for students bullying others will depend on the results of any such investigation and may include:

- Counseling
- Parent conferences
- Detention
- Suspension
- Expulsion

### **Fighting**

Fighting will not be tolerated at Trinity Preparatory School. Students who provoke or initiate physical violence, either by physical or verbal means, against another student will be disciplined in the following manner. Parental notification in all cases.

Students who choose to return physical violence when they have the opportunity to walk away will be disciplined in the same manner as the student who provoked them.

1st offense – 2 days suspension at school participating in our work program\*

2nd offense – 3 days suspension from school.

Any subsequent offense – Dismissal from school.

### **ISS is a work program at TPS:**

Work Program ISS- Students will be instructed to complete small jobs or chores i.e. cleaning out pet cages, washing windows, and other chores that need to be completed around campus. Students will be supervised. Students will be given assignments and are required to complete the assignments to be turned in. All classwork must be completed at home.

### **PROHIBITED SUBSTANCES AND ITEMS**

Possession of, and/or use of alcohol, illegal drugs, and weapons, including pocket knives and b.b. and pellet guns, vapors are a serious offense. Parents will be involved immediately if a student is found to possess prohibited substances and items. Law enforcement authorities will be notified as appropriate.

Students who violate this rule will be dismissed.

The Trinity Preparatory School Campus is Tobacco Free. Possession of, and/or the use of tobacco products, including smokeless is prohibited. A violation of this rule will result in automatic parental notification and suspension from school three days for a first offense. Any subsequent offense may result in dismissal. Matches, lighters, and fireworks are also prohibited items and will carry similar penalties.

Any inappropriate material found in the possession of a student will be removed and thrown away. A violation of this rule will result in automatic parental notification and suspension from school three days for a first offense. Any subsequent offense may result in dismissal.

### **THEFT**

Parental notification in all cases. Restoration of stolen property in all cases (or restitution). Possible referral to law enforcement authorities. Suspension or dismissal depending upon the magnitude of the crime.

### **VANDALISM**

Parental notification in all cases. Reparations for damages in all cases. Suspension from school from three to ten days, depending upon the nature of offense. Any subsequent offenses may result in dismissal from school.

### **SUSPENSIONS**

Students that are suspended may not make up work for a grade. They may be required to complete assignments. Suspensions may carry with them any number of requirements that the Administrator may deem appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations. Suspension can either be in-school or out of school.

### **EXPULSION**

Can be administered by the Administrator under the following conditions:

Student is suspended immediately from all classes and activities. The family's admissions agreement with the school is declared null and void. If the family does not wish to appeal, then the student is officially no longer a student at Trinity and the record of expulsion will appear on the student's transcript. If the family wishes to appeal, they must submit their formal request for readmission in writing, within 10 days, beginning the first day of expulsion. In the appeal, parents should state their reasons for wanting to negotiate a new and more restricted admission agreement with Trinity. If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless parent is single) and the student must schedule a time to appear to discuss the appeal. Re-admittance, if granted, may only be on the condition that the family obligates itself to a new and revised admission agreement, complete with required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal. If the new agreement is kept faithfully and without incident, the student may apply to have the record of expulsion deleted from his or her permanent record.

## **POSSIBLE REASONS FOR EXPULSION**

*This is **NOT** an exhaustive list. Administration reserves the right to amend the list as warranted.*

- Excessive Bullying
- Excessive Fighting
- Excessive Vulgar, Abusive, Racist, or obscene language or gestures
- Possession or Use of Drugs, Alcohol, Tobacco at school, sponsored events and out of school
- Confession of Homosexuality
- Theft
- Sexual Activity
- Not standing for Flag and respecting the leadership of this country
- Explicit material on his or her **social media** website including but not limited to Negative post on people of authority like president, police officers, school employees or students, Pornography.

### **Discipline**

- In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will alert the administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.
- Children who lack self-discipline or who violate the rights of others will receive disciplinary action. Each offence will be dealt with on an individual basis.
- The goals of guidance are to help children become individuals who can make appropriate decisions and direct themselves.
- Repeated disruption in the classroom or occurrence of a major offense may result in the parent being called to remove the student from school for the remainder of the day.

### **REPEATED MISCONDUCT**

The general rules of conduct have been discussed in this handbook. If a student continually violates general conduct rules, parents will be asked to help correct the problem. If this is not effective, further enrollment of the child will fall under Administrative review to determine if further enrollment would be beneficial to the student, and the school as a whole.

Administration at any time may dismiss a student from enrollment at Trinity without any other warnings or write-ups. No refunds will be given.

## **Admissions**

A student is admitted to Trinity on the premise the student intends to learn the Christian religion and the accelerated education that Trinity offers.

In all cases students are admitted on a probationary basis subject to the students' performance based on behavior and academics.

Parents must submit the following before enrollment will be final.

- An enrollment form
- Registration Fee
- Immunization record
- Current Report card
- Any IEP information
- Standardized test scores
- Tuition Agreement
- Any custody forms

## School Tuition Policies

The school reserves the right to cancel the enrollment of any student whose family falls one month behind in tuition payments. Report cards and transcripts or other school related documents will be held until all fees are paid.

Tuition payments are now made through FACTS. The parent must first create a Parents Web account then set up the FACTS Payment Plan. Please refer to pages 25-27 for additional information.

Cash payments are not to be given to teachers at any time. Cash must be given to administration and you must receive a receipt for the payment.

Tuition is divided into 10 equal monthly payments for your convenience. Tuition must be paid starting in Aug. and ending in May. We do not prorate any months in the school year. All holidays or school breaks are included in your monthly payments. Timely payments are essential to the financial stability of the school. Special arrangements for the 1<sup>st</sup> and the 15<sup>th</sup> can be made through the financial administrator. There are no split payments in December and May. Students that have a balance after the 20<sup>th</sup> of the month may not return until account is current. Transcript and or grades are held until payment is made in full.

Tuition is due on the first of the month. A late fee of \$80.00 applies to all payments made after the 5<sup>th</sup> of each month or after the 15<sup>th</sup> for bi monthly payments.

If a check is returned by the bank for any reason, a \$60.00 charge will be added to your account. After 2 returned checks we require cash or certified check.

### **ALL tuition for the months of DECEMBER AND MAY are due by the 5<sup>th</sup>.**

Because these months are shortened due to breaks and at the end of the school year it is mandatory that payment is received by the 5<sup>th</sup>. Bi Monthly Payers have to pay by the 5<sup>th</sup> for these two months. No exceptions to this policy. This means no split payments are accepted in the month of Dec. and May. Students with a balance will not be able to attend school nor any function at the school during this month including **but not limited to** ballet recital, choir concerts, or awards night.

## Additional Fees

- Yearly Re-enrollment Fee - \$100.00
- Yearly Matriculation Fees – amount determined by school grade
- Lunch Fee \$3.50/day Todd - 4<sup>th</sup>; \$4.00/day 5<sup>th</sup>-12<sup>th</sup>
- Kindergarten Graduation Fee - \$50.00/purchase, or \$30.00/rent (keep tassel)
- Junior/Senior Dues - \$150.00
- 12<sup>th</sup> Grade Graduation Fee - \$130.00
- Late Tuition Fees \$80.00 if paid after the 5<sup>th</sup> (monthly) or 15<sup>th</sup> (bi monthly) of each month
- Returned check fee \$60.00

## Academics

## Curriculum

We are pleased to offer Bob Jones, Singapore Math, Apologia and the ABeka Curriculum which is recognized as a leading program throughout the country. Each subject is taught in the light of God's Word and has been written by Christian men and women with many years of experience.

A variety of curriculum is used to create a comprehensive academic program. A Beka is the primary curriculum used in grades PreK-2<sup>nd</sup> providing an intensive phonics approach. Other Christian textbooks are used in the intermediate grades as higher level thinking skills become necessary. A complete curriculum guide and scope and sequence are available in the office.

The curriculum includes the development of Christian values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The basic curriculum for the **Preschool** includes the following subjects: Language Arts, Phonics, Reading, Science, Math, Social Studies, Art Appreciation and Bible.

The basic curriculum to **Elementary** includes the following subjects or classes: Language Arts, Reading, Mathematics, Science, Social Studies, Fine Arts, Bible, Library, Foreign Language and Art.

## Homework

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment and the amount of work the child completes in school that day.

Students will be assigned homework and, on occasion, other projects. Parents are urged to be involved in these assignments without actually doing the assigned work. We try to limit the amount of homework given so as not to interfere with family activities. Expect about 20-30 minutes a night for grades 1-3 and about 45 minutes per night for grades 4-8. If your child's homework load drastically exceeds these estimates, please talk with your child's teacher to explore options.

Homework is given for several purposes:

1. **Drill-** Most students require consistent drilling to master material essential to their educational development.
2. **Practice-** Following classroom explanations, illustrations, and drill on new work, it is given so the material will be mastered.
3. **Remedial Activity-** Homework can be given to help students strengthen their weak areas.
4. **Special Projects-** Book reports, compositions, research papers, and projects allow students the opportunity to apply the material learned.
5. **Reading-** Every grade level will require students to read at home. This is a skill that is a foundation to overall success.

*Parents should be consistent in seeing that all homework is completed properly and turned in when it is due. The responsibility of homework is an important part of your child's academic success.*

*Long-term assignments may require an additional investment of student time. A cooperative effort is expected between student, teacher, and parent to ensure that homework is completed in a timely manner.*

## Credits and Attendance

### Attendance Requirements

The regular attendance of a student is essential to the success of the school experience. No one can ever truly make up or compensate completely for absences. It is important that the student, parents, teachers and administration work together to bridge the gap created by absences. A student with 15 or more unexcused absences during a semester (18 weeks) can result in the retention in the grade level or in some cases removal from the program.

An excused absence or tardy includes those caused by illness or injury, doctors, dentist and other health care professional appointments and family emergencies, such as illness or death. A doctor's excuse or a parental note should be sent to the school office upon the student's return from any absence.

Five Tardies = 1 Absence

### High School Attendance Policy

Students who have excessive absences jeopardize their academic success and progress towards graduation. In order to help students develop good attendance habits, the Trinity Prep Attendance Policy limits students to **10 absences a semester per class**. The absences can be comprised of excused absences or unexcused absences.

Attendance consequences will be made as follows:

- At 10 absences per class, the student may not exempt the final despite their grade in the class.
- After 10 absences per class, the student will have 10 points deducted from their final test average.
- Please note that extensive health situations may excuse the student from the above grade deduction, but that is at the discretion of the administration.
- This attendance policy is separate from the policy of dual enrollment courses.

As our students are preparing for life after high school, it is vital to instill the understanding that attendance is not an option at college, a job, or the military.

### Absences and Make-Up Work

If there is a planned absent, arrangements must be made in advance (preferably two weeks) with the school office and with each of the student's teachers. Please note: tests and all assignments will need to be made up **BEFORE** the scheduled time of absence. If a student has repeated absences due to illness, a doctor's certificate must be submitted to the office. Otherwise, the absences are considered unexcused\*, possibly jeopardizing course credit. Students will be given a day for each day missed to turn in make-up work.

- An excused absence shall be limited to include illness (doctor's note needed for any appeal), a trip that would enhance a student's education, or an urgent family concerns such as the death of a close relative.

For a student to have perfect attendance they do not qualify even with a doctor's note. This includes any excused absence. The only adjustment to this rule is field trips.

### Tardy Policy

All classes start promptly at the time designated on the published schedule, with the first class of the day starting at 8:15 AM. Students who arrive after 8:15 A.M. must enter through the front of the school and are considered tardy for class. The arrival of a student to class late is very disruptive to the class environment. When someone arrives late, the class is disrupted and results in the teacher using precious time to repeat information. Repetitive tardies are disrespectful to both the teacher and fellow students. Because most tardies are during the first hour, Trinity regards promptness as primarily a matter of parental responsibility. Repeated tardiness is viewed as a matter of disrespect and will be enforced by addressing the character issues relating to

respectfulness. Chronic tardiness may be considered a disciplinary issue; parents and student will meet with the Administrator and may result in loss of course credit. Five Tardies = 1 Absence

### **Grading, Evaluation and Feedback**

At Trinity Preparatory School we desire to responsibly implement Godly principles in our grading and evaluation practices. We will strive to view and present grades not as a commentary on the worth and value of the individual but rather as an accurate reflection of the quality of his/her work in a given subject at a given time. While many in our society do indeed use grades for the purpose of classifying students, we commit ourselves to avoid this tendency.

At Trinity Preparatory School, grades serve four basic purposes:

- To help us teach, rebuke, correct and train;
- To help us in the ongoing placement of students at a level and in subjects responsive to their needs, background and abilities;
- To provide us with a just and legitimate means of holding students accountable for the quality of their work; and to provide us with an on-going and widely understood means of communicating a student's relative progress and achievement to parents and other parties, such as college entrance boards or other schools to which the students may transfer, who have a legitimate interest in knowing such information.

In order to accomplish this, we purpose to establish just and objective standards that are based on legitimate expectations. This means that students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish. It also means that we will make every reasonable effort to place students properly, basing such placement upon their background and abilities rather than any social criteria (such as age). Finally, it means that students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individual considerations.

The grading standards themselves will be oriented toward the work of the student rather than the student himself. They will be objective and evenly applied within a given class. They will also allow for individual differences by defining minimum passing standards in terms that allow for a range (as it currently stands, 70% - 100% proficiency) of acceptable achievement. The ultimate purpose of these standards is to give students and parents valid and meaningful feedback, to encourage a disciplined approach to academic study and to encourage the student to progress in his learning and achievement.

Students must earn a score of 70% or higher to successfully complete and pass a given course. Students must achieve a cumulative score of 80% or above and not have any class with less than a 70% average for a given grading period in order to remain in good academic standing. A student whose cumulative score falls below 80% or has any grade less than 70% for a course at the end of a semester may be placed on scholastic probation for the following semester. A student placed on scholastic probation must earn a cumulative score of 80% and be passing all their courses the following semester to return to good academic standing. Any student and family placed on academic probation will be required to meet with the Academic Advisor to outline an appropriate course of action to raise those scores. Lunch work periods go in effect if a student falls below a 70 in any subject or has any zeros.

For high school students, any semester in which a student fails (receives a score of below 70%) must be successfully repeated before the student will be allowed to continue enrollment in that course sequence. If the course is repeated and successfully completed, the passing grade earned will absolve the failing grade. The new grade will replace the

failing grade on the student’s transcript. When a failing grade has been absolved in this manner, both attempts at taking the course will be noted on the transcript, but only the passing grade will be recorded and affect the cumulative score. On the transcript, the absolved failing grade will be recorded with NG (no grade). One significant exception to this policy to note is that transcripts for the Hope scholarship require all grades for all courses be submitted.

The administration and or faculty of Trinity reserves the right to place a child in a class to ensure the best interests of the child.

**Grading Scale**

A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
F	0-69	0.0

**Grading Standards**

All students will receive numerical scores for the courses in which they are enrolled. These scores will reflect the quality of work they have done for those particular classes. Each teacher will outline the percentages used to determine those scores. The grades will include but not limited to tests, homework, quizzes, projects, papers, and oral presentations. Teachers will communicate grading policies to parents during parent orientation. Grading standards can change depending on specific classes.

40%	Tests
30%	Quizzes
20%	Homework/Classwork
10%	Participation

**Exam Exemption**

Parents will be given the option for their students to be able to exempt the semester exam. In order to do so, the students need to meet the following requirements:

- 1) No more than 5 unexcused absences (Per Semester)
- 2) No more than 5 unexcused tardies (Per Semester)
- 3) 95 cumulative semester average for the course

**Late Work Policy**

*Whoever loves discipline loves knowledge, but he who hates correction is stupid. (Proverbs 12:1)*

*Diligent hands will rule, but laziness ends in slave labor. (Proverbs 12:24)*

*But the Fruit of the Spirit is . . . self-control, against such things there is no law. (Galatians 5:22-23)*

Desiring to promote both Godly character and high academic standards, Trinity Preparatory School has adopted the following general principles concerning late student assignments. These principles are designed to promote the development of Godly character qualities such as self-discipline, diligence, and self-control in the lives of our students and to give all faculty members a framework for their individual class policies.

1. An academic (i.e., grade) penalty will be assessed for any work turned in late, unless the teacher feels that the student had sufficient reasons for the tardiness or unless prior arrangements have been made. In general, sufficient reasons are events or conditions, such as illness, whose initiation or termination is outside of the immediate control

of either the student or his family. This principle was adopted as a means of encouraging our students to adopt and cultivate the Biblical values of self-discipline, diligence, and self-control.

2. Late work, if turned in within a reasonable period of time following the original due date, will be accepted and evaluated, allowing the student to receive at least some credit for his efforts. This principle was adopted primarily as a means of encouraging students to complete assignments, even when late, so that they might benefit from the learning opportunities those assignments represent.

Unless prior arrangements have been made with the individual teacher or unless there are sufficient reasons for turning the work in later, no late work will be accepted more than three days beyond its due date, or any time after the end of the semester in which it is due. This principle was adopted in order to assure that a student's grade at any given time is a reasonable accurate reflection of both his actual level of work and achievement up to that time and his current standing in the course.

Teachers will communicate to students their policies on late work the first week of school.

Trinity Preparatory School allows three days for a student to turn in late assignments at the cost of one letter grade per day. After three days, the student will be given the grade of "zero".

### **Academic Incompletes**

Students may be awarded a grade of –I (incomplete) when circumstances **beyond their control** renders them incapable of fulfilling all of the requirements for completing a given course by the end of the semester in which it is offered. All academic incompletes must be approved by both the course instructor and the administration. A conference between the course instructor, Academic Advisor, parent and student will determine if the course can be completed and in what manner it will be completed.

All course requirements must be fulfilled by whatever date may be determined by the course instructor and the administration. Any required work not completed by that date will be awarded a grade of zero. The student's final grade will be calculated after the date given for completion of the course and will include all grades earned up to that time.

### **Use of Computer Lab**

All Trinity Preparatory School students should have access to a personal computer and access to the Internet at home to complete school assignments. Therefore, use of the school computer lab is permitted only for the completion of a student's assignments and earned computer time.

### **RULES FOR USING INTERNET**

All students using the internet must:

Have permission of their teacher.

Must be directly supervised by their teacher.

Use of the internet must be limited to the accomplishment of assigned academic tasks.

Surfing or browsing are not permitted, specific web addresses will be provided for finding information.

No Food or Drinks are allowed under any circumstance in the computer labs or library.

Chat-rooms are not to be used by students while in school.

Students are not to download information without prior approval of their teacher.

Students are not allowed to install any software or play games on the computer unless authorized by both teacher and the principal.

Students who do not follow all these rules will lose all internet privileges.

Students are to refrain from any social networking sites such as Facebook, Instagram, and others.

Proxy servers must not be used on any of the school computers. If used, students will lose all computer privileges for the remainder of that semester.

If these rules are violated, the student will lose any internet privileges for the length of one quarter.

Students are not to access Pornographic or other non-appropriate sites.

## **Computer Software**

Students are not allowed to use or install any personal computer software on any computer belonging to the school unless specifically authorized to do so by the principal.

## **Testing**

The school's testing program is intended to assist teachers and administration in a systematic evaluation of the academic programs, to diagnose students' strengths and weaknesses, and to aid in the revision of the curriculum and planning of instruction.

In addition to academic test for grading purposes, the school will administer standardized achievement test in the spring of each year for 2nd, 5th, and 8th grades.

## **Policy on Academic Dishonesty**

### **Significance and Purpose**

One of the major goals of Trinity Preparatory School is to aid parents in making disciples of the students admitted to the school. We expect our families to adhere to high standards of personal integrity. We desire students to understand that academic dishonesty, in any form, is a serious breach of personal integrity and a serious hindrance to real student learning. Because of this, Trinity has developed the following policy in relationship to academic dishonesty.

### **Definitions**

**General:** Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of that course. This includes but is not limited to:

- Claiming or indicating that the student has fulfilled an assignment or other academic responsibility, when in fact he has not done so,
- Using any assistance, such as copying the work of other students, in taking quizzes, tests, or examinations,
- Using any resources, such as solution manuals and teacher edition textbooks.

**Specific:** The following guidelines define the School's standard application of the general definition given above to (a) quizzes, tests, and other examinations, (b) homework, and (c) major papers and projects. Individual course instructors may grant exceptions to these guidelines and should put the exceptions in writing on the student assignment sheets. Any academic assignments that are not addressed by these guidelines will be governed by the course instructor's guidelines.

Quizzes, tests, and other examinations: all quizzes, tests, and other examinations, whether conducted in the classroom or in some other location, must be taken at a single sitting and without outside assistance of any sort, such as books, notes, other individuals, reference works, and audio or visual media.

**Homework:** Homework should be done by the student alone and without assistance of any sort, such as teacher edition textbooks.

Major papers and projects: major papers and projects should be completed only by the student or members of a student group designated by the instructor without other assistance.

### **Enforcement**

*Discovery and Determination of Academic Dishonesty:* Determination of academic dishonesty may be made by

the course instructor. Other school officials, including proctors or other instructor substitutes, may alert the instructor to the possibility of academic dishonesty should they have credible evidence. If the instructor determines that academic dishonesty has occurred, the instructor will inform the affected student(s) and relevant school officials. The Administrator shall impose the proper penalties.

*Appeals Process:* Should a student desire to appeal, he/she must request in writing a meeting with the Administrator. The Administrator will arrange for a conference with the student, one or both parents (or guardians), and the instructor of the course. During this conference, all relevant evidence will be presented and examined. At the conclusion of the meeting, the Administrator will determine if the weight and credibility presented evidence represents academic dishonesty.

*Penalties:* The primary intention of penalizing academic dishonesty are to (a) act as a deterrent against such conduct, (b) to enhance the integrity of grades awarded by Trinity, and (c) to place pressure on an errant student in the hope of motivating him/her to change the behavior. The penalties are assessed on the number of instances of academic dishonesty during a full academic year (at least two full semesters).

First offense: a first offense will result in:

1. A written warning from the teacher to the student and his parent(s),
2. A grade of zero (0) for the assignment affected by the academic dishonesty.

Second offense: a second offense will result in:

1. A written warning from the Administrator to both the student and his parent(s),
2. A grade of zero (0) for the assignment,
3. A conference between the Administrator and the parent(s) of the student, and
4. A writing assignment for the student, in which he investigates and reports on Biblical instruction regarding honesty and integrity.

Third offense: a third offense will result in:

1. A one-day suspension from school, in accordance with the guidelines generally applicable to such a suspension,
2. A grade of zero (0) for the assignment,
3. Placement of the student on scholastic probation for one semester,
4. Loss of Credit for Course (High School Only).

Fourth Offense: a fourth offense will result in expulsion from Trinity.

## **Student Dress Code**

### **Trinity Prep Uniform Policy Purchasing Options**

Below is the basic information that can also be found on our school website, [www.trinityprep.net](http://www.trinityprep.net), under the new "Uniform" tab on the main menu.

#### **Lands' End: your school uniform source.**

Online: Go to [landsend.com/school](http://landsend.com/school) and create or sign in to your account. Include your student and school information in My Account (or find your School using the Preferred School Number Search: 900190257). Start shopping with your personalized product checklist.

Shop now via the direct link:

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900190257>

Phone: Call 1-800-469-2222 and reference your student's Preferred School Number 900190257, grade level and gender. Lands' End's team of consultants are available 24/7 for assistance.

DON'T FORGET TO SIGN UP ON LANSEND.COM/SCHOOL FOR EMAIL UPDATES FROM LANDS' END.

### **Under Armour Polo Option**

Please see the attached form for the ability to order Under Armour Trinity Prep School Polos. **THIS ORDER IS SEPARATE FROM LANDS' END.**

These polos are \$40 for all sizes other than sizes 3XL and 4XL that will cost \$44. In order to have these polos by the start of the school year, please bring the order form (ATTACHED) and check payable to Trinity Prep School by July 10. Otherwise, we will have additional orders once the school year begins.

### **New Uniform Policy for TPS Students**

- \* Previously used polos are accepted and available in the front office
- \* Otherwise, you must utilize Lands' End Polo's or Under Armour Polo's
- \* Prices are affordable and comparable to previously implemented uniform
- \* Students must wear polo Monday -Thursday with Khaki or black pants, shorts or skirts- unless wearing TPS polo dress
- \* No jeans are allowed Monday – Thursday
- \* Students must wear Lands' End khakis or black pants, or they may wear UNIFORM style pants that are khaki or black. "Uniform Style" must be in the product description for external pants to be approved.
- \* Acceptable pants are up to the discretion of the administration
- \* NO jeggings or leggings are accepted
- \* Spirit Wear including all t-shirts accepted on Friday ONLY
- \* Jeans are allowed on Friday
- \* Holes in pants are not accepted at any time

Trinity Preparatory School's dress code is intended to give a concrete, practical witness to the school's commitment to fulfill its stated aims to honor God and disciple students. It is designed to encourage modesty, decency, and propriety. Furthermore, a dress code allows the instructor to focus on academics without wasting precious classroom time determining if a student's dress is appropriate or inappropriate (Matthew 6:28-34; 1 Corinthians 9:19-23; 1 Peter 3:2-4; 1 Timothy 2:9, 10; James 2:1-5). A dress code will prepare the student for adulthood and the dress codes that will be enforced in the workforce. The Administrator retains the authority to determine the appropriateness of a student's attire or hairstyle and may remove from the campus or discipline any student deemed to be inappropriately dressed. The Administrator may also grant a limited variance to the dress code for special purposes, such as special dress days or instructional exercises. It is expected that students always maintain high standards of modesty and decency. Cross dressing is not allowed.

All elements of the dress code should be honored inside the building from 8:00 AM to 4:00 PM on school days. Students are not allowed to change into street clothes and remain on campus. Provisions and standards relating to modesty and decency should be respected by the students and are enforceable by the staff anywhere on the campus (inside the building or on the grounds) and at all times.

### **General Guidelines:**

- \*All clothes should be neat and clean at the beginning of the day and should not be torn or frayed.

- \*Students are to refrain from all forms of cross-dressing.
- \*Clothes should fit properly and not be excessively tight and form fitting or excessively loose.
- \*Clothing should be worn in a modest manner.
- \*Shirts should cover the stomach area when a student lifts their arms.
- \*Skirts or shorts must not be shorter than 3” above the knee, no slits in skirts.
- \*Uniform pants must be worn with a belt at the student’s waist.
- \*There should be no tears, rips, or holes.
- \*Socks must be solid color: Black, Gray, or White
- \*Socks are NOT to be worn with open toed sandals.
- \*Outside jackets may be worn in class if solid black. Coats and jackets without the TPS must be worn UNZIPPED so that the TPS logo is exposed. Other jackets will be stored in lockers or backpacks. Trinity Letterman jackets may be worn in class.
- \*All shoes need to have some type of back and must be closed toe. (Shoes must have non-marking soles.) No wedge shoes. High school students may wear sandals and flip flops.
- \*Boys are allowed to wear beards, but they MUST be neatly kept and trimmed close.
- \*Hair should be neat and clean in appearance. Girls’ and boys’ hair should not cover the eyes. Only natural hair colors are allowed. \*\* (Full Coloring or Highlights are subject to administrative approval)
- \*Girls may have no more than two piercings in each ear.
- \*No dangling pierced jewelry should be worn on campus, unless permission is given for special circumstances.
- \*Guys are not allowed to wear any pierced jewelry while on campus or at school functions including clear spacers used to hold the piercing open.
- \*Any other types of pierced jewelry are prohibited while on campus or at school functions and must either be removed or covered while on campus.
- \*Tattoos, either temporary or permanent, should not be exposed on campus.
- \*Please do not wear hats, scarves or bandannas, in the building. (They will be taken up and returned at the end of the day.)
- \*Parents should make sure the student’s name is on each piece of clothing in case it gets misplaced or lost.
- \*Students should be aware of bodily hygiene, this includes but is not limited to self and clothing cleanliness use of antiperspirant/deodorant when appropriate .

### **Students May Not Wear:**

- \*Any top/shirt other than a Trinity Preparatory School uniform shirt. (Monday – Thursday Only)
- \*Rock or Country music slogans, demons or devil slogans, political, or the like
- \*Clothing or accessories that have offensive or suggestive pictures or language.
- \*Clothing or accessories that promote tobacco products, alcoholic beverages, or other prohibited substances.
- \*Clothing or accessories that are derisive, or promote attitudes not conducive to Christian character.
- \*Tank Tops, dresses or shirts with spaghetti straps, or shirts with sleeves cut off.
- \*Head coverings other than appropriate hats.
- \*Tight or ill-fitting clothes.
- \*Jackets with inappropriate slogans or designs.
- \*Cut-off pants.
- \*Pocket Chains, Dog Chains, or Spikes Political shirts

### **Enforcement**

Although a dress code has been written to cover most areas of dress for students, it can never be all inclusive. For this reason any questions concerning appropriate attire can be addressed by the school administration. All decisions made by the administration are final. If in doubt as to whether an item and/or style of clothing is permissible, consult the administration before wearing it to school. The

members of the faculty and administration will be respected in the decision they make as to a student's compliance with the dress code.

We believe that parents are the primary enforcers of the dress code. At Trinity, the dress code will be enforced primarily by the faculty who will check dress code while taking attendance. If a student is not within dress code, the teacher will individually speak to the student ask the student to correct the violation. If the student is not able to correct it, they will be sent to the office. Faculty and staff may also address dress code violations outside the classroom. Any student dressed immodest will be removed from class or other student areas. Consequently, the following guidelines are used for dress code violations:

- 1st warning verbal notification and correction.
- 2nd warning email and phone parents.
- 3rd warning parents will be asked to come to school to correct the infraction.
- 4th warning considered a disciplinary issue and may result in suspension or expulsion.

### **Parent-Teacher Communication**

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students.

Parents are expected to stay abreast DAILY with RenWeb and all teacher emails. Please email the teacher directly through RenWeb to set up a time to speak to the teacher. Parent and teacher conferences can be scheduled throughout the school year if necessary.

In the event a parent desires to discuss a problem with their child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem but cannot suspend their class time to speak at length with a parent. Meetings must be scheduled.

### **Other School Communication**

Email is Trinity's main source of communication. Information can be obtained through our website [www.trinityprep.net](http://www.trinityprep.net) or through RenWeb, our district code is TP-GA. Trinity also has a Facebook page (Trinity Prep School).

### **Updating Personal Info**

When families move during the course of a year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. In the event of a move (or any other number change) you must notify the office with new address and phone number immediately. You may also update names and addresses on Renweb.

It is the parent's responsibility to let us know if you are not receiving emails. At least one a week goes out and usually much more. If you have gone a week or two without an email from the school, please let us know!

### **Child Custody and Guardianship**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parents to provide the Administration with a true and correct copy of the legal document for any child for which is a legal custody agreement or for any child not residing with his or her parent.

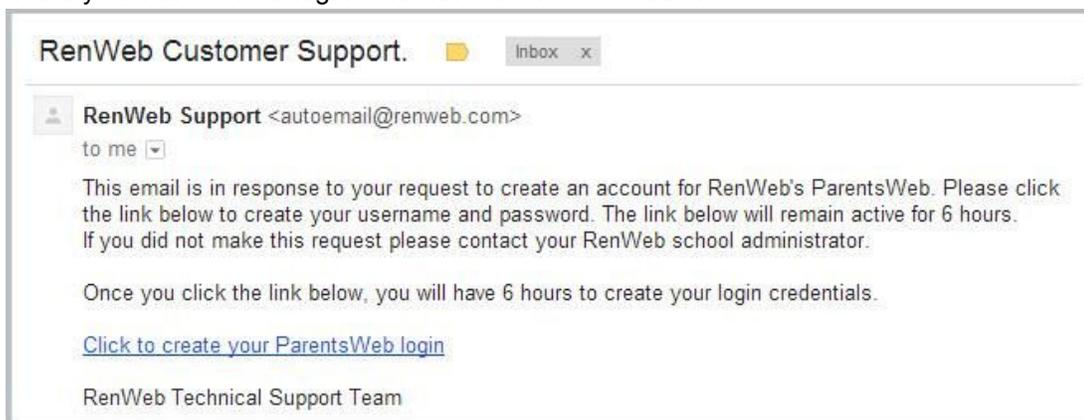
## **Accessing ParentsWeb**

**FACTS Management** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet!

**ParentsWeb** from **FACTS** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You may view your child's grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here's how to access our easy-to-use **ParentsWeb**:

- In Chrome, Firefox, Safari, or Internet Explorer go to [www.factsmgt.com](http://www.factsmgt.com) and click **Parent Login**, then select **FACTS Family Online (ParentsWeb)**.
- Type the school's **District Code TP-GA**
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and RenWeb **Person ID**.
- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
				<input type="button" value="Save User Name and/or Password"/>

- Click **Save User Name and/or Password**. A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value=""/>
				<input type="button" value="Save User Name and/or Password"/>

- You may now log in to ParentsWeb using your new User Name and Password.
- ParentsWeb allows you to access:

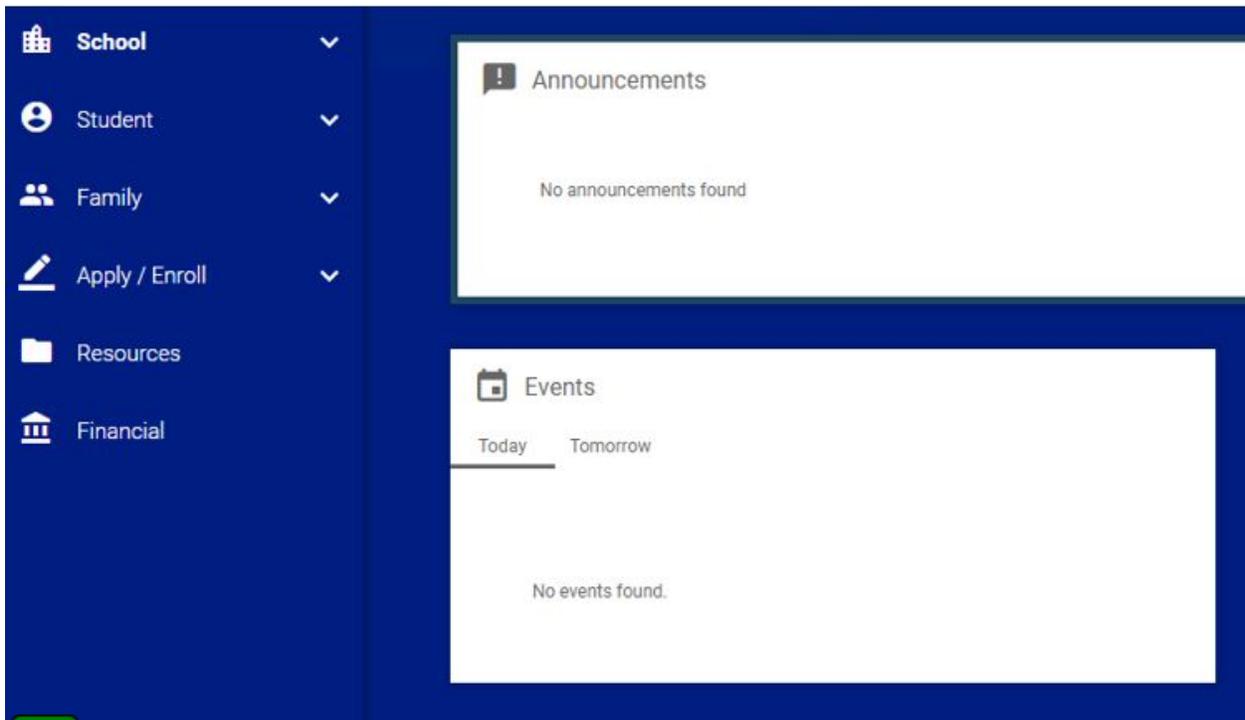
- Student attendance and daily grades
- Progress reports, report cards and transcripts
- Lesson plans and homework
- School events and lunch calendar

## Setting up a FACTS Payment Plan

### Items needed during this process:

- **Financial Account information**

- 1 Sign in to ParentsWeb. <https://tp-ga.client.renweb.com/pw/>
- 2 Click on the FACTS Financial Tab on the left side menu.



- 3 In the Financial Links box, select Set up a Payment Plan.
- 4 Click Begin to set up your payment plan.
- 5 **Plan Options:** Select a payment plan and click Next.
- 6 **Payment Details:** Enter your financial account information.
- 7 **Payment Schedule:** Select your payment date and review your schedule.
- 8

**Review & Authorize:** You can select the “Change” links to the right to go back and edit the entries.  
Check the box to agree to the Terms & Conditions and click Done.

You may contact a **FACTS** representative at (866) 441-4637 with questions.

## Miscellaneous

### Meals

Hot lunches are provided each day for a fee. If a child is not buying lunch, he or she should bring a lunch to school. Lunches brought from home should be clearly labeled with your child’s name and grade. Student lunches from home must be complete meals offering nutrition, and not just a snack. Student lunches should be ready to eat as due to time restraints teachers are not able to heat up student lunches. 5th grade and up students are able to use the microwave for heating their food. Lunch fees must be paid for and ordered monthly.

### Snacks

“Snack Shack” is offered during lunch and during after care for 1st- 12th grade at additional cost. If your child attends after school, you must send your child with a snack and drink daily.

### Illnesses

Any child with a fever of 101.0 degrees or higher will be sent home. They will also be sent home if they have contagious infections, diseases, rashes, diarrhea, vomiting or other unknown conditions. When parents are notified by the school that their child is ill, they must be picked up within ONE hour of the call.

Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free and symptom free for 24 hours without taking anti fever medications, the student may return to school.

\*\*\*\*\*When a student is requesting not to participate in physical education and or recess, parents are required to submit a written statement from their child’s physician which states any activity restrictions with regard to participation in physical education classes and or recess. The statement is expected to include a specific time frame for the activity restrictions.

### Lice

TPS is a “Nit-Free” school. If your child is found to have lice or nits you must remove all nits before returning to school. Your child will be checked at drop-off to give the clear. Please be patient and understanding if your child is not given the clear and you are required to take your child back home. We want nothing more than to have your child at school. Sometimes it is a lengthy process.

### Medications

\*\*\*\*\*ALL prescribed and non prescribed medications that are kept at the school must be in the labeled prescription bottle and a medical release form must be filled out by the parent. ALL medications (prescription and/or over the counter) MUST remain in the front office and not with the student.

\*\*\*\*\*Trinity is not a peanut safe school. If your child has a severe allergy to any allergens, you must supply the school with EPI pen or like product.

### Inclement Weather

Trinity follows Walton County school decisions and rare occasion if Walton County Public School closes

and the closure is not valid to Trinity, we will have school. Trinity Prep School of Loganville will be listed on Channels 2, 11, and 46 for school closures. Also an email and a calling post will be sent out.

### **Fire and Tornado Drills**

All classes regularly practice exiting through planned fire drill routes. If a student is somewhere in the building other than with a teacher during a fire drill, he/she should leave by the nearest exit and join his/her class in the assigned area. There are designated safe areas inside the building for each class during a tornado drill.

### **School Visitors**

During school hours, all persons other than school staff are to report to the school office immediately upon entering school grounds. All persons must sign in and wear a visitor's tag during school hours. Parents are not to pick up their child from the playground and leave through the gate. Students are only allowed to exit through the front door of the building with an authorized adult after being signed out. *Minors may not pick up students of Trinity.*

### **Child abuse**

All Trinity employees are required by law to report any suspected child abuse to the appropriate authorities.

### **Lost and found**

Each year many articles of clothing are put in the lost and found box and remain unclaimed. Please put your child's name on ALL items brought to school. If items are not claimed in a timely manner all unclaimed items are taken to Goodwill.

### **Drop-off and Dismissal**

If parents are in the carpool line it is understood that you would need to wait for the cars in front of you to move before you can move. Do not pull through grass or beep your horn to the people in front of you to get them to move. During this time children are walking around cars and parents need to be patient and understand that the school is working very hard to get you off and going as soon as possible; however, the safety of our students is our first priority. If you are in a very big hurry or need to come in please park in the large parking lot.

*Please do not park in carpool line and get out of your vehicle and do not let your children out unless a staff member of Trinity is there to take them.*

*HANDICAPPED PARKING IS FOR CARS WITH HANDICAPPED STICKERS ONLY!! Violators will have their cars towed at their expense!*

### **Special Activities**

At Trinity, there are many special events to keep everyone busy and entertained. There are field trips with parents, special programs, project days, fall festival, plays, field day, Christmas programs, holiday parties, banquets, sports events, awards, presentations and many others. To be successful, these activities depend on the support and enthusiasm of parents and students. These activities, which supplement a strong academic curriculum, are an integral part of education. Everyone is encouraged to get involved.

Family support and participation are very important to the child and to the School. Trinity hopes that every family will have active parents who become participants and supporters of the school's extracurricular activities.

**Parties**

Birthdays are important to children! We welcome birthday treats to celebrate. Please contact your child's teacher for the best day and time to bring in the treats.

**Valuable Items**

Trinity is not responsible for any personal items brought to school.

**Sign and return this form to your child’s Homeroom teacher. The front office can make additional copies for multiple children.**

I/We, parent/legal guardians of \_\_\_\_\_ do hereby agree to the following Family Commitments. (Note: Parents and Students initial by each item)

We agree to uphold the school consistently in prayer, to support the volunteer programs and fundraising efforts and to serve the school with our time and talents. We agree to support Trinity with our actions, deeds, and support the TPS Statement of Faith and Code of Conduct beliefs.

We agree that the school reserves the right to deny entrance or to dismiss any new family or re-applying family without any refund. Non-acceptance of application may be for reasons of non-cooperation in areas such as school policies, philosophy, and/or educational process. We further understand and agree that if at any time it becomes apparent to TPS that they are unable to serve a student, then the school reserves the right to dismiss that student without any refund.

We understand and accept the fact that the Administration has the responsibility and freedom to determine when it is in the student’s and/or school’s best interest for a student to withdraw. If this is determined in the case of our family, we will cooperate and support the decision to withdraw as quietly as possible, avoiding discussion with those not involved.

We agree that transcripts and school records will not be released if there is an outstanding balance on our account.

We agree to be responsible in providing the school with the most current custody or guardianship information and any vital health information that could be necessary in the proper care and safety of the student. We further agree that in the event of legal separation and/or divorce to provide TPS with certified copies of court orders regarding custody and visitation.

We agree to follow scriptural principles when questions or areas of concern arise. We agree to go through the proper channels and the Biblical example of dealing with conflict as described in Matthew 18.

We understand and agree to abide by the policies and procedures in the Parent-Student Handbook and understand upon enrollment that the TPS Policy and Admission Agreements and Student Covenant were signed.

We pledge our loyalty to the aims and ideals of the Academy, agree to abide by all policies of TPS, and will direct any criticisms to the appropriate person.

**Perpetual Contract Coverage:**

By signing this contract, I agree that this contract is valid as long as I have my student at Trinity Prep School for this school year and for subsequent years. I understand that if the handbook is amended, parents will be notified.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_