

# Parent and Student Handbook



Trinity  
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## **Letter to Parents,**

Recent research shows that the more interest parents display in their child's education and the more actively they support the school's efforts, the better chance those students have to achieve academic success. Here are some ideas you might want to use in your home.

1. Keep Christ as the head of your home. Hold family devotions and attend worship services together.
2. Communicate your pride and praise: Be Specific! Do you love your child? Tell them! A positive self-image goes a long way!
3. Be involved in CAPTAINS (Christian Association of Parents and Teachers Active IN School) and parent/teacher meetings to keep informed on your child's progress.
4. Speak positively in front of your child about the school – EVEN IF YOU DISAGREE WITH SCHOOL POLICY AND / OR ANY SITUATION. If these negative attitudes are picked up by your child (even if the situation is taken care of) then we have been rendered useless as teachers for your children.
5. Ask your child about what they're learning in school.
6. Attend concerts, plays, games, or other events in which your child is involved.
7. Set up a home study area with good lighting and away from distractions (the T.V.??). A table and chair make a good desk. Avoid "cushy" chairs as this tends to put the brain, as well as the body, to sleep!
8. Encourage your child to read the news and discuss the articles. Talk about how the article affects your child, your family, the community, the nation, and the world.
9. Obtain a library card for you and your child and check out books together.
10. View television programs together. Discuss them afterwards.
11. Have your child follow a recipe, measure ingredients, and prepare a dish. Does the recipe have to be cut or doubled?
12. Encourage your child to write stories on pencil and paper and the computer.
13. Have your child write letters and thank you notes to friends and relatives.
14. Contact us if you have any concerns about your child's education. Let's work together!

This list is endless! Add your own ideas and let us know about them!

God's blessings as you support your child and their education!

## **PHILOSOPHY FOR TRINITY SCHOOL:**

Christians believe that God created the heavens and the earth; and, since Christians believe God also created man, man relies on God's love to provide all man's needs. This same love is imitated when teachers teach in Christian love and understanding to their pupils.

This imitation of God's love is carried out when Christian education recognizes two main sources of truth: Divine revelation and human experience. At the same time, this recognizes the important role that reason plays in comprehending the truth implicit in the two sources. The Christian lives in four basic relationships; to God, to Himself, to his fellow-man, and to nature. Christians need to grow in these relationships if man is to develop fully the abilities God has given him.

In Christian education the spiritual need is basic; it is the one that demands fulfillment above all others. The physical, emotional, mental, social, and aesthetic needs also require fulfillment if a child is to grow into a mature Christian.

## **OBJECTIVES OF TRINITY SCHOOL:**

**Our mission** is to provide a Christ-centered education, laying the foundation for academic excellence through faith, rigor, and merit.

**Our Vision** is to forge future leaders to impact the world through Christ.

Trinity School firmly implants the child into the world so that the Church's mission may be strengthened through the individual's God-given abilities. We recognize Christian education as a blessing from God demanding our full support. Our school's primary aim is to increase the Church in the mission areas of classroom, home, congregation, neighborhood, community, and the world at large.

Trinity School utilizes four basic patterns in meeting our objectives: Spiritually, Mentally, Socially, and Physically.

A. Spiritually, our objectives are to:

1. Gain a thorough knowledge of God and His Word.
2. Realize man's sin and need for salvation.
3. Accept Jesus Christ as a personal Savior through the Holy Spirit.
4. Recognize that all spiritual and earthly blessings come from God.
5. Lead a sanctified life by the desire to conform to God's will.

6. Lead others to the Savior.
7. Make use of the means of grace.
8. Serve the Church as a steward of time, talents and our treasures.

B. Mentally our objectives are to:

1. Gain knowledge and skills of the various tools of learning.
2. Develop a mind that inquires, thinks independently, and desires to develop better study habits and work habits.
3. Realize all of man's knowledge to be in the light of divine revelation from God.

C. Socially, our objectives are to:

1. Lead a God-pleasing life.
2. Respect authority of home, church, school, and the state under God.
3. Uphold the Christian obligations of a pupil's place in his family.
4. Distinguish between the rights, privileges and obligations of others with his own.
5. Be useful in the community.

D. Physically, our objectives are to:

1. Regard our body as a temple of the Holy Spirit.
2. Use our physical abilities to the glory of God.
3. Develop and maintain and build desirable mental and physical habits.

### **GUIDELINES FOR STUDENTS:**

Student behavior during school and at school functions in and out of town should follow these four guidelines:

1. My actions will give honor and glory to God.
2. My actions will show respect for others--Students, Teachers, and Adults.
3. My actions will show respect for the property of others.
4. My actions will show pride and respect for the school and school property.

## **GENERAL RULES OF CONDUCT AND BEHAVIOR:**

Student conduct and behavior should follow the guidelines listed above as well as these general rules:

1. Running, jumping, skipping, or sliding are to be done in the gym or on the playground and then only with teacher supervision.
2. After school students will: (a) Go directly to their car ride if a car is present. (b) Wait outside of Main Entrance on the sidewalk or in the Main Entrance hallway for their ride to arrive.
3. No gum, candy, or snack is to be eaten in school or on the school grounds, unless a special time has been arranged by the teacher.
4. Food is to be eaten only at approved times: lunch or parties; and only in approved areas.
5. All lunches shall be kept in their designated areas.
6. All school equipment will be used with care and under supervision. Any equipment broken because of misuse will be paid for by the student. Students should not get out any piece of equipment without permission from a teacher.
7. Students will not throw foreign objects, rocks, sticks, etc. because of the danger involved. No snowball throwing will be tolerated.
8. Students are not to open or close blinds or windows unless asked to do so by a teacher.
9. Students are not to touch thermostats.
10. Students will use the bathrooms in an orderly and correct manner.
11. All students will help keep their room and school, including the grounds, clean and clear of trash or safety hazards.
12. No dangerous horse-play or rough housing will be permitted.

## **SCHOOL HOURS:**

**Kindergarten through Grade 6:** 8:00 a.m. - 3:20 p.m.

Students will not enter the building before 7:45 a.m. We ask, therefore, that your children not arrive any earlier than this time. Students should be picked up immediately after 3:20 p.m. as there is no provision for

playground supervision after this time. If you will not be on time on any given day, please call the school and communicate this with the school.

### **ENTERING OUR BUILDING:**

1. Students and/or parents are to enter and exit **ONLY** through the main entrance at the rear of the building.
2. Students and parents will **NOT** be allowed to enter or exit our facility through the doors facing Evans. The **only** use of these doors as exits will be during Fire Drills.
3. Please do **NOT** use the playground or the child Care Center entrance as a short-cut through our facility.

### **ADMISSION OF PUPILS:**

Enrollment in Trinity School and all its programs is open to children and families of all faiths, races, and national origin. All new families shall make an application for enrollment through the principal. This application for enrollment will include the filling out of an official questionnaire and possible interview with the principal. Special testing may be required before a child is accepted. All applicants will be notified personally as to whether their application has been accepted.

### **REGISTRATION:**

Our annual school year tuition is **\$3,500**. Tuition can be paid in full or 9 monthly payments of **\$389**. Regular admission should be made on or before the appointed day of admission unless there is a transfer from another school. Pre-registration for the next school year starts in February of the current year. Tuition and book fees are all combined in the monthly payment made to the school. An annual fee of \$250 is due at the time of registration. Lunch orders are billed separately. It is **ESSENTIAL** that payments on account are made **MONTHLY**. If fees are neglected, the matter will be considered by the Board of Education. Failure to meet financial commitments within the limits determined by the Board forfeits the right of the child to remain a student of Trinity School.

Should a check payment of any kind be returned to the school due to shortage of funds, all payments during the remainder of the school year must be paid by **MONEY ORDER ONLY**. No further checks will be accepted. Your account will also be charged up to \$20.00 for the bank fee.

**ALL TUITION PAYMENTS, FINES, FEES, MUST BE PAID IN FULL ON THE DATE STATED ON YOUR FINANCIAL AGREEMENT.**

## **TUITION ASSISTANCE PROGRAM:**

The per-pupil cost for the education of one child in Trinity School exceeds the amount of tuition and fees which you pay. The remaining expenses are covered by the church. Please prayerfully consider making additional donations above your tuition payments. These donations would be used to benefit the school. Funds will be set aside for assistance to those who cannot afford the tuition. The amount you give would be tax deductible.

No family should feel they cannot send all of their children to Trinity because the cost is too great. Tuition assistance will be provided on a need basis. The procedure for setting up the tuition assistance program can be explained by the principal or one of the Board of Education members. Please contact the principal for further assistance.

## **ACE SCHOLARSHIPS:**

Trinity School is an ACE Scholarship partner. ACE Scholarships can be applied for by April of each school year. Additional information will be sent home in January and is available in the school office. ACE gives up to \$1,750 in tuition scholarships to selected families.

## **AGE REQUIREMENTS:**

**Kindergarten** - All children must be 5 yrs. on or before August 1. (Reach out to our administration if this is a concern and we will work with you.)

**Grade 1** - All children must be 6 yrs. old on or before August 1.

Children who transfer to Trinity with a birthday later than August 1 may be accepted into grades 2 and up after evaluation by the principal and the teacher involved.

## **ENTRANCE LIMITATIONS:**

Children who have had disciplinary problems in school or have had unsatisfactory grades will not be allowed to transfer to Trinity. All new students must be enrolled by the principal and must present all school records before consideration for enrollment above Kindergarten. Any new or transferred students will serve a 30-day probation period to ensure they are a good fit for Trinity's academic program. All which have been denied application for enrollment will be presented to the Board of Education for review.

Trinity School is not staffed or equipped to be of service to a child in need of certain special instruction. We are not staffed or trained to make modifications to the curriculum. Therefore, we reserve the right to direct the family to another more qualified agency.

## **IMMUNIZATION REQUIREMENTS:**

The state of Colorado strongly supports vaccination as one of the easiest and most effective tools in preventing disease. Colorado law requires all students to be vaccinated against:



- **Diphtheria, tetanus, Pertussis (DTaP, DT, DTP, Tdap)**
- **Polio (IPV)**
- **Measles, Mumps, Rubella (MMR)**
- **Hepatitis B (HepB)**
- **Haemophilus Influenzae Type B (Hib)**
- **Pneumococcal (PCV13) and**
- **Varicella (Chickenpox)**

Immunization records must be presented to Trinity School upon school enrollment. However, official exemption forms must be filed every year during the student's school enrollment process.

Medical Exemptions forms and Non-Medical Exemption forms are available in the school office or can be downloaded from the Colorado Department of Public Health at:

<https://www.colorado.gov/pacific/cdphe/vaccine-exemptions>.

### **CHILD ABUSE AND NEGLECT:**

Trinity School makes every effort to provide a safe environment for children. We are required to contact Colorado Department of Social Services whenever there is a suspected case of child abuse. If staff observe a child being abused, a child has been abused, or there is reasonable cause to believe such actions are occurring, that person is obligated to seek assistance from the County Department of Social Services.

### **SCHOOL ATTENDANCE / TARDINESS:**

To receive the greatest benefit from his or her educational experience, your child must be regular in attendance.

1. If a student is to be absent, a parent or guardian must call the office before **8:45 a.m.** each day of absence for both accounting and safety reasons.
2. After extended absences (three days or longer) the student should bring a written excuse from home stating the reason for the absence. Students should give the written excuse to their teacher.
3. If early dismissal is required, a note from home or call to the school secretary is also necessary.
4. Excused absences include: personal illness, family illness, doctor's appointments and death in the family. All other absences are unexcused.
5. Students are NOT allowed to leave the premises during the lunch period. You are welcome to join your child for lunch.
6. In the event of frequent absenteeism, please understand that the school is required to turn problem situations over to the proper authorities. Your child's attendance is essential. Please do not place either yourself or the school into any uncomfortable situations by permitting unnecessary or unexcused absences.
7. Any child's arrival after 9:00 a.m., or departure prior to 2:20 p.m., will be counted as a ½ day absence.

8. In the event of tardies which are later than 9:00 a.m., parents must come in and sign the tardy list.

Please note: Students are counted “absent” or “tardy” even though they may have an excuse. Excuses do not change the marking. Five or more tardies in a quarter will keep a student from receiving perfect school attendance honors in that quarter.

## **ILLNESS:**

**The following procedure is used for an illness:**

1. The school office is a temporary place for ill students until a parent can pick them up.
2. The office personnel can give minor first aid but cannot treat or diagnose injuries or illnesses. School personnel cannot dispense aspirin or other medication unless a Medication Permission Slip has been signed by a doctor and is on file in the office.
3. All prescribed medication to be taken by a student during the school day must have a Medication Permission Slip in the school office that has been signed by the family doctor. Medication will be dispensed from the school office
4. We recommend that a doctor appointment be scheduled for any illnesses lasting three days or longer.
5. If a child is running a temperature, or is too ill to participate in all school activities, including Physical Education and recess, then he/she is too ill to be at school.

## **EXTENDED ABSENCES:**

We strongly recommend that parents plan vacations which coincide with school vacations. Certain things can only be learned through class participation and group interaction. A child’s absence seriously hinders his or her learning. We realize that vacations offer a certain amount of educational experience, but they cannot replace the skills learned in the classroom.

If students are going to be out for a period of time during the school year or at the end of the year, the school needs to be notified at least five (5) school days before the absence. This amount of time will allow teachers to gather work and make arrangements for the absence.

All work given to students must be completed by the second day upon return to school. After the second day, any unfinished assignments will become an automatic zero.

## **PHYSICAL EDUCATIONAL ABSENCES:**

No student can miss physical education for injury or illness unless he/she has a note signed by a parent. A note from the doctor must be obtained after the first day. The parent should contact the teacher if a problem exists.

## **CHILDREN'S WORSHIP SERVICES:**

Growth in the student's worship life is the chief purpose of these services. On Wednesday mornings the entire student body worships in God's house. The service begins at 8:15 a.m. Boys and girls in the upper grades usher and take care of the other details of the service. The school's mission offerings are collected at the service. Parents are welcome and encouraged to come to worship services.

## **CHURCH ATTENDANCE:**

Each family is expected to attend worship services in a Christian congregation on a regular basis. While our mission is not to make "Lutherans" of people, we do invite you to worship with us. Trinity Lutheran Church holds Saturday and Sunday worship services with Sunday School and Bible Study classes held on Sundays. By attending church regularly, the home reinforces the Christian attitude and practice found in God's Word and that which is taught in the school. Faithful Church Attendance awards are given at the awards assembly on the last day of school.

## **ACADEMIC CODE:**

**1. Report cards:** Report cards are issued to students at the end of each 9-week period (4 times during the year). Report cards indicate grades earned, social development, attitudes and work habits, and student's attendance record. **Some of the important goals of education are:** self-regulation, self-responsibility and development toward the objectives of the curriculum with emphasis on individual initiative. Grades naturally reflect the extent to which students are meeting these goals of a Christian centered education.

**2. Make-up work:** When students are absent from school for more than one day, parents may call the office and ask teachers to have homework ready to be picked up at the **END of the school day.**

**3. Homework:** While parents may assist in seeing that the work is done and explaining work when necessary, the **work must be done by the child** and he/she must take the responsibility for it. The parents are invited to discuss this phase of cooperation with the teacher. The parents also should insist that their child bring home papers (tests, projects, etc.) for them to see. Students are expected to arrive at school with the day's work ready to go. Last minute work is often hasty and does not show a good reflection of the student's progress.

We encourage students to work for achievement, not just for grades. In doing such they learn to work in order to achieve, as working for the Lord (Colossians 3:23). **Please do not compare your child's grades with other children.** As each student is different, reports are written on a basis of his or her progress and should be interpreted as such in accordance with the student's ability.

## **CURRICULUM:**

Subjects in the curriculum of Trinity School are presented in the context of a Christian perspective and are supplemented by regular instruction in Biblical teachings. Subject areas include religion, reading, language arts, spelling, mathematics, social studies, science, phonics, physical education, art, music, and computer technology.

## **GRADUATION REQUIREMENTS:**

Completion of studies at Trinity is an achievement worthy of note. Students must complete all required subjects to the satisfaction of their instructors, principal, and the Board of Education prior to the granting of a diploma.

## **HONOR ROLL:**

In order to recognize outstanding academic behavior an Honor Roll system has been established. Honor Roll is based on grade point averages in academic areas. A letter grade “D” or lower disqualifies a student from any Honor Roll consideration.

**First Honors: 3.5 - 4.0**

**Honorable Mention: 3.0 - 3.49**

## **CONSULTATIONS:**

Formal or informal parent – teacher consultations may be held at any time by appointment at the school. Formal parent – teacher conferences are scheduled during or following the first report card period and after the third report card period.

All parents or guardians are asked to attend these formal consultations. We feel this is very important and arrange these meetings for a day when there is no school. That school day is dedicated to consultations. Informal consultations can be held at any other time. If you wish to meet with a teacher after school, it is best to call and set an appointment, as the teacher may already have another appointment.

If parents or guardians feel there is a problem, contact the teacher promptly and do not let the problem or question go unanswered for a long time. Teachers are to have close contact with parents. Parents sometimes see things at home and should bring it to the teacher’s attention. If further consultation is needed, please contact the principal.

## **MISSING OR LATE ASSIGNMENTS:**

If a student fails to have an assignment satisfactorily completed when due:

**The teacher –**

- a. Will issue a MISSING ASSIGNMENT NOTICE (Blue Slip) to inform the parents of the incomplete work.

- b. Will work with the student to help him/her overcome the problem and become more responsible for his learning.
- c. Will change the failing grade if the student completes the assignment satisfactorily and returns it WITH THE BLUE SLIP PROPERLY SIGNED.
- d. Will issue a DETENTION NOTICE (Pink Slip) if the student receives three blue slips within five consecutive school days, or if the student fails to return the blue slip, properly signed, with the completed assignment the next day.
- e. Will schedule a conference, which will include both the parents and the student, should the student receive two pink slips in one calendar month.

**The student –**

- a. Will take the blue slip home and present it to the parents.
- b. Will return it to school the next day, properly signed.
- c. Will complete the assignment and return it with the blue slip.

**The parent –**

- a. Will sign the blue slip merely to affirm that it has been received.
- b. Will contact the teacher if there is some question about the missing assignment.
- c. May work with the student to help them understand and complete the assignment.

**The principal –**

- a. Will work with the students to help them learn the importance of sincere and faithful effort on assignments.
- b. Will work with the parents and teacher, as necessary, to search for ways to help the student overcome the problem.

**The Detention Period:**

We will conduct a detention period after school for students who fail to meet the behavioral goals or rules. The detention period will begin at 3:30 p.m. and will last until 4:00 p.m.

The student will receive a detention assignment slip to be taken home and signed by a parent. Detention will be served on the date given on the slip, unless a parent arranges for an alternate date with the teacher who issued the slip.

## DISCIPLINE POLICY:

### Biblical Basis:

- 1. Source of authority:** All authority originates with God. Romans 13:1 says, "...for there is no authority except that which God has established." God has given parents authority over their children. This is stated clearly in one of the Ten Commandments: Honor your father and mother. This is repeated in the New Testament passages such as Colossians 3:20, "Children obey your parents in everything, for this pleases the Lord." Parents, because they are unable to give all the training necessary to their children, delegate part of this task to the teachers in the school who then receive this God-given authority from the parents.
- 2. God's command to discipline:** In Proverbs 23:13a God says, "Do not withhold discipline from a child." He also states in Proverbs 13:24, "Whoever spares the rod hates their children, but the one who loves their children is careful to discipline them."
- 3. The purpose of discipline:** Proverbs 22:6 tells us that if we "Start children off on the way they should go, and when they are old they will not turn from it." God promises in Proverbs 29:17, "Discipline your children, and they will give you peace; they will bring delight to your soul." And in Proverbs 29:15 he declares, "A rod and a reprimand impart wisdom, but a child left undisciplined disgraces its parents."

Trinity School enforces a **ZERO** tolerance policy in regards to student behavior to other students, whether it is verbal, physical, or mental. Any violent or abusive behavior may result in **immediate expulsion and possible forfeiture** of further enrollment at Trinity.

Student action shall be defined as disruptive and subject to disciplinary action when the rights of others to receive instruction is hampered or otherwise interferes with their learning activities. The teacher shall be responsible for classroom discipline at all times and is expected to utilize acceptable judgment with regard to current activity, age of student and nature of offense when taking disciplinary action. **Any child starting or engaging in a fight will automatically receive a one- or two-day school suspension.**

At no time will disrespectful action by any student towards any member of the staff or other students be tolerated. Any use of **vulgar, profane or other unsuitable language or gestures** by students when addressing or referring to staff members or other students or guests **will result in a one- or two-day school suspension** as determined by the staff members. Parent consultation will be mandatory before the student returns to class.

Bringing **weapons of any kind** on the school property may result in a **three-day school suspension**, as determined by the faculty. Additionally, bringing, distributing or viewing **pornographic material** of any kind on school property will result in a **minimum of a three-day school suspension**, with a possibility of expulsion if a satisfactory resolution cannot be reached

with the offending party or parties. Any student **possessing or distributing any alcoholic beverages or controlled substances** will immediately be **expelled** from Trinity.

Disciplinary action by all other staff members, such as secretaries, custodians, kitchen helpers, drivers, voluntary helpers, and others shall be limited to verbal reprimands and reporting, in writing, to the appropriate teacher, principal or pastor.

Specific rules and regulations regarding conduct, punctuality, work assignments, dress and other related functions are addressed in other sections of this document. Students will be informed of any new regulations or modifications of existing rules of conduct and behavior.

## **SUSPENSION:**

When a student has a suspension from school, he/she is not permitted to be at the school or to rely on a teacher for help in learning. These opportunities have been forfeited by the student's misbehavior and lack of cooperation while at school. Our hope is that the student will be more responsible in the future and exhibit appropriate behavior in the classroom.

The principal will specify the date when the student is allowed to return. At that time we will welcome the student back eagerly provided that:

1. There has been a parent conference with the principal and/or teacher regarding the suspension,
2. The student has fully completed every assignment due during his/her absence and also for the day he/she returns, and
3. The student is able to demonstrate a more willing and cooperative spirit toward the school and toward his/her work.

Our hope and prayer is always to help a child grow to be more Christ-like. A detention and suspension is intended to serve this goal.

A student who receives more than two suspensions in a school year will be expelled. Such an expulsion may be appealed. If an appeal is made to reinstate a student, one or more members of the Board of Education will meet with the parent(s), the classroom teacher, the principal, and the student to determine if the student should be readmitted. The Board of Education will make the decision. It is our fervent prayer that this decision will help the student set a God-pleasing and profitable direction in life.

This policy provides a framework of rules for students and teachers to live and work toward our common goal to grow in our life with God. Additionally, it helps parents be more informed about their child's work and behavior at Trinity. It should provide an early and clear signal if a child's behavior is inappropriate and enable student, parent, teacher, and principal to work together more effectively to help the child improve his behavior.

May God bless each of us as we work together. May the Holy Spirit guide us in our thoughts, words, and actions so that we will also grow in our oneness with each other and with our God.

### **MUSIC POLICY:**

Choir is mandatory for all grades. This includes a General Music Class for K – 6<sup>th</sup> grades.

Requirements and commitments for Music may include a Fall Concert, Christmas Concert, and Spring Concert. When scheduling family activities, please reserve time for these events. Students will also be asked on occasion to perform for Church Services at Trinity Lutheran Church.

### **TEXTBOOKS:**

Students should furnish their own Bibles, notebooks, assignment books, paper, pens, pencils, etc. Book covers are required on all hardcover textbooks checked out to them. These fees are charged for lost or damaged books:

1. \$75 for a hardcover textbook
2. \$50 for a softcover textbook
3. \$25 for a workbook
3. \$20 for a Chapter Book
4. \$10 for a Leveled Reader

### **SCHOOL POSTPONEMENTS:**

School closings because of hazardous weather conditions, such as ice or snow, will be announced on **Classroom DOJO** by 6:30 a.m. or possibly the evening before. Cancellations are also announced via **Classroom DOJO**, **family email accounts**, and **KOAA TV - Channel 5**.

### **TELEPHONE USE:**

The office phone is for the use of the school personnel. The school number is 719-542-1864. Parents are asked to call the school only when absolutely necessary during school hours. Students are not permitted to use the phone for personal reasons, such as calling friends or making last minute arrangements for visiting friends. Students should use the phone only when they have received permission from their teacher or the principal. Students will be asked to explain their need to use the phone.

### **USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES:**

The possession and use of cell phones or any other electronic devices by students at school or at any school event is strongly discouraged. This includes smartphones, iPads, iWatch, etc. The following guidelines apply to students who bring any electronic device or cell phone to school:



1. Students will place their electronic device on their teacher's desk or appointed place when they arrive at school. (All devices MUST be turned off as soon as they enter the building.)
2. Students may not use their device during the school day, during any school event, or at any field trip. This includes activities such as placing a phone call, watching a video, or playing a game.
3. Students may take their device when they are dismissed. They may NOT use them until they are picked up after school.
4. If students need to use their device for any reason, they should first obtain permission from their teacher or the principal
5. Any student that chooses to violate this policy may face a one-day suspension from school.

### **CLOTHING: DRESS CODE**

“Therefore, I urge you, brothers and sisters, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship.” Romans 12:1

### **OUR PURPOSE FOR REQUIRING UNIFORM DRESS CODE:**

Uniform dress:

1. Tends to instill in students a sense of loyalty and belonging to the school and community,
2. Helps de-emphasize socio-economic differences and excessive fashion consciousness,
3. Can save families money and time, as well as decrease conflicts over wardrobe choices,
4. Can promote safety on field trips and on campus where students are easily identifiable,
5. Helps to create a positive impression of our students and our school within the community,
6. Allows students to dress modestly and comfortably to focus on learning, not looking, and
7. Emphasizes modesty and safety.

This uniform code has been adopted for students in grades Kindergarten and up. Teachers are required to check the children for dress code compliance. Dress code is separated into three categories: DAILY UNIFORM, CHAPEL UNIFORM, AND SPIRIT DAY UNIFORM. Please see below for the requirements of each section.

**DAILY UNIFORM** – This dress code is to be followed every Monday, Tuesday, and Thursday. \*Please write your child’s name on the tag of all garments! The uniforms all look the same, your child’s name is the only differentiating factor that allows us to return the garment to the proper owner.

## Top

- Black or burgundy button-up polo shirt with sleeves and with TLS logo
- Appropriate coat, jacket, or cardigan with TLS logo

\*\*\*For winter months, an unadorned turtle neck or crew neck long sleeved shirt of any color may be worn beneath the TLS polo.

## Bottom

- Girls may wear twill or corduroy skirts, skorts or jumpers (hem must come to three inches above the kneecap when standing or longer).
- Boys and girls may wear twill, corduroy slacks or jeans without excessive pockets.

During the first (1<sup>st</sup>) and fourth (4<sup>th</sup>) quarters, boys and girls may wear twill style shorts, no shorter than three inches above the kneecap when standing, without excessive pockets. Bottom garments may be black or khaki twill, corduroy or denim. Blue denim (jeans) are also acceptable.

## **GENERAL UNIFORM REQUIREMENTS:**

- Girls may wear shorts or leggings underneath skirts, dresses, and jumpers. Slacks must fit appropriately, length not above the ankles and not touching the floor, and fitted for the waist.
- Garments should be replaced when faded, discolored, or threadbare (no patches).

## Shoes

- All students must wear plain tennis shoes with socks. Shoes may be any color with no cartoon characters or radical symbols, i.e. flames, skulls, video game characters, etc.
- Shoes must have plain shoe strings that match the shoes or Velcro straps. Slip-on tennis shoes that cover the whole foot are acceptable. Shoestrings must always remain tied.

## Hair and Accessories

- Jewelry must be modest in size and coloring. Students may lose the privilege of wearing jewelry if it interferes with their learning or the learning of others.
- Boys' hairstyles should be above the eyebrows, trimmed neatly on the sides, and not touching the collar.
- Girls' hairstyles should be worn in a manner that does not limit vision.
- Some accessories are acceptable for girls at parent's discretion, if there is no interference with students' productivity, positive behavior, or tasteful demeanor. The school reserves the

right to refuse these accessories should problems arise: fake fingernails, decorative belts, hair pieces matching natural coloring, and other hair accessories.

- No extreme fad hairstyles are allowed; including, but not limited to tails, shaved locks, and bleached hair. Hair must be the student's natural color.

#### Prohibited Clothing:

- Sweatpants, slouched or baggy slacks or shorts, oversized, extra-long shorts that fail to stay secured around the waist, slacks with patches or frayed hems slacks or shorts with excessive pockets, and hooded sweatshirts without the TLS logo may not be worn.
- Hats or caps may not be worn inside the building but may be worn outside at teacher's discretion (hats should be plain or contain content appropriate for a Christian school). They must be worn properly, and Trinity reserves the right to discern if the hat should be worn on campus.
- Body piercing is not permitted.
- Girls are permitted ear piercings; boys may not wear earrings.

**CHAPEL UNIFORM** – Every Wednesday students participate in Chapel and a modified dress code will be required:

#### Top

- Boys must wear a collared dress shirt.
- Girls may wear a dress top or dress.
- Students may wear a cardigan or hoodie with the TLS logo over the dress shirt during colder months.
- Dress shoes are required, and sandals must be secured with a strap on the back.

#### Bottom

- Boys may wear dress slacks or shorts.
- Girls must wear a dress, skirt, skorts, or jumper.

Students have the choice to dress formally on this day (i.e., formal dress and dress shoes for girls; suit coat or vest and tie, dress pants for boys.) Jeans and t-shirts or polo shirts are NOT allowed on chapel days.

#### **SPIRIT DAY UNIFORM -**

- No leggings or extreme stretch “denim” may be worn.

- Students are to wear a “spirit shirt” – a shirt of any style bearing the TLS logo (can be a shirt from previous school years).

**VIOLATIONS OF DRESS CODE** – The school reserves the right to place restrictions on specific garments, as well as make individual requirements, should the need arise. Modesty and acceptability will be defined at the school’s discretion. The school also reserves the right to require children to return home to change their appearance if the attire, grooming, etc. is not acceptable by the school’s standards. Any Trinity staff member may issue a dress code violation. When the first (1<sup>st</sup>) and second (2<sup>nd</sup>) violations are issued, a note will be sent home with the student stating the violation. When the third (3<sup>rd</sup>) violation has been issued, the principal will contact the parent for a conference. Spirit Day privileges may be suspended or revoked for students that misuse the dress code.

**P.E. DRESS REQUIREMENTS** – Please refer to your student’s teacher for specific P.E. attire.

**SPECIAL DRESS DAYS** – Occasionally we will have special dress days on which the dress code will be suspended or altered, such as school picture day and celebration days. These days will be announced in advance via newsletter and notes home.

**FIELD TRIPS** – Dress code will remain unaltered for field trips, unless otherwise noted by your student’s teacher via newsletter or a note home. Please dress your student according to the dress code required for that day.

### **VISITING SCHOOL:**

Parents are welcome to visit classrooms and observe classes. The teacher should be notified a day in advance. A visit should be limited to 30 - 45 minutes. Parents should realize that behavior while they are in the class may differ from what is normal as children will sometimes show-off for adults.

All persons are to report to the school secretary when they enter the school and are to indicate the purpose of their visit to the school personnel on duty. Children will not be permitted to leave school with adults not listed on the "Release Form" unless a call has been made to the principal by the parents or guardians giving that permission. Parents are to knock before entering a classroom. Please be a good example to the students.

### **WEEKLY NEWSLETTER:**

Each week a newsletter will be sent home with your child and emailed to each parent’s email address that has been provided. The newsletter will keep you informed of upcoming events, activities, and important deadlines. Parents should read the newsletter each week. Special event reminders will be distributed by Classroom DOJO in addition to the newsletter.

## **CAPTAINS – Christian Association of Parents and Teachers Active IN School:**

CAPTAINS is our parent/teacher organization and has been a key part of Trinity for over 20 years. Parents and teachers work together to create a positive environment at the school, encourage each other and the students, and improve communication in all areas of the school. CAPTAINS organizes parental volunteers to help with many school improvement projects and provides opportunities for every parent to contribute.

## **FUNDRAISING:**

During the school year, fundraising sales projects are conducted. All students are encouraged to participate in these sales. The profit is used to purchase equipment for the improvement of the child's education – and improvements to the school campus.

## **LUNCH PROGRAM:**

Lunch is provided by local restaurants. Orders are placed in the school office. Payment by check or money order is due at the time of ordering. Refunds will not be given for missed lunches. Any profit from hot lunches is used to support our music, art, technology and other school needs.

## **PICTURES / YEARBOOK:**

Arrangements are made to have individual student pictures taken each fall, and parents have the opportunity to purchase them. These individual pictures, plus many candid classroom shots, are included in our school yearbook, along with pictures of activities and events during the school year. The yearbook may be purchased by filling out an order form early in the year to reserve one for your child(ren).

## **LOST AND FOUND:**

All outer clothing, lunch boxes, and other possessions should be name-tagged or marked for easy identification. If personal items are lost, your child is asked to assume responsibility for checking the LOST AND FOUND collection. When you become aware of a missing item, please check for yourself and have your child look for it immediately. Any unclaimed articles will be given to a charitable organization at the end of the second and fourth academic quarters.

## **TOYS:**

Toys from home are not allowed, unless the teacher schedules an event for a specific date/time.

**As we embark on this journey of education and spiritual growth together, we at Trinity are committed to nurturing both the minds and hearts of our students. We believe that with a strong foundation in faith, academics, and character, every student will be equipped to fulfill their God-given potential. We thank you for entrusting us with the privilege of partnering in your child's development, and we look forward to a year filled with learning, growth, and the love of Christ.**