



FAMILY HANDBOOK

2025-2026

"The fear of the LORD is the beginning of knowledge..."
Proverbs 1:7

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ABOUT TRINITY

Vision Statement

Trinity Classical Christian School (Trinity) aims to graduate students who love and serve God with wisdom and grace, truth and courage. We want them to recognize God as the beginning and end of all true knowledge and to grow into men and women who listen carefully, think critically, communicate eloquently, serve compassionately, and represent Jesus Christ humbly. We aim to raise the standard of godliness in our culture one student at a time and thereby advance Christ's kingdom in this world.

Mission Statement

Trinity exists to support Christian parents in educating their children to serve God as faithful disciples of Jesus Christ by providing a classical education that is rooted in the Word of God.

Statement of Purpose

Our purpose is to operate a school that will:

- Teach all subjects as parts of an integrated whole with Christ and the Scripture at the center (Colossians 1:17; 2 Timothy 3:16-17).
- Provide a clear model of Biblical Christian living through its staff and board (Matthew 22:37-40).
- Support Christian parents in their duty to raise their children to know and love God (Ephesians 6:4).
- Support local churches in their task of teaching and proclaiming the truth to all generations (1 Timothy 3:15; Psalm 78:1-8).
- Implement a classical model of education.
- Encourage every student to develop a love for God and his world and to achieve his academic potential for the glory of his Creator and Redeemer.
- Provide an orderly atmosphere conducive to the attaining of these goals.

Statement of Faith

- We believe the Bible, both the Old and New Testaments, is the only inspired, infallible and authoritative Word of God, and is the revelation of God to man for all-sufficient instruction in righteous living.

- We believe there is one true God- immutable, infinite, and eternally existent- in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of Christ, God the Son, in His incarnation by virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death on the cross, in His finished work on our behalf, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal and imminent return to earth in power and glory.
- We believe that salvation is a gift available to all by God's grace through personal faith in the Lord Jesus Christ who died as our substitute, making atonement for our sins through His shed blood; and that salvation cannot be gained by good works or kind deeds, but is received through repentance toward God, trust in the Lord Jesus Christ, confession of faith, and regeneration by the Holy Spirit.
- We believe that Satan is a definite personality, the originator of sin, the controller of unregenerate men, and the great adversary of God and His people.
- We believe that man was originally created by the direct act of God and in the image of God, but lost his spiritual life as a consequence of deliberate sin and is now sinful by nature, totally depraved, and of himself, utterly unable to remedy his lost condition.
- We believe the Holy Spirit, the third person of the Trinity, is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling them and sealing them unto the day of redemption, and it is by His power that the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost: the saved unto eternal life in heaven, and the lost unto eternal damnation in hell.
- We believe in the spiritual unity of all believers in Christ who is the only Head of the Church, also known as His body and His bride, and consisting only of those born again, for whom He now makes intercession in heaven and for whom He shall come again.
- We believe in holy Christian living, separated unto God from the way of the world, living in constant subjection to our Lord and Savior, Jesus Christ, bearing witness before others of His all-sufficient grace, power and peace, and we believe in His Great Commission to the Church to go into all the world and preach the Gospel to every creature, baptizing and teaching those who believe.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as defined in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

Non-Discrimination Policy

Trinity admits students of any race, sex, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on

the basis of race, sex, color, national and ethnic origin in administration of its educational policies, scholarship programs, or any other school-administered program.

Final Authority for Matters of Belief and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Trinity's faith, doctrine, practice, policy, and discipline, our Board of Directors is Trinity's final interpretive authority on the Bible's meaning and application.

Philosophy of Education

Our creator God and his holy Word are at the center of the Trinity curriculum. The Christ-centered goal of the curriculum is to guide students to a full and complete understanding of God and his truth as it is revealed in Scripture, the world around us, and through each subject that is taught. Students learn that all knowledge originates with the one true God, and that only as we recognize his sovereignty over all things can we gain wisdom and understanding.

Because the God of the universe is a God of order and beauty, children, being made in the image of God, learn best in an atmosphere of order and beauty. The classical model of education, by its very nature, supplies this sort of atmosphere. It is a well-established, time-tested method of education that was widely used throughout the western world until the mid 1800's and is experiencing a rebirth across the country today. The scholars and artists of the Renaissance, the theologians of the Reformation, our founding fathers in America, and many of the great scientists and philosophers of the twentieth century were classically taught. The classical model emphasizes certain skills and concepts at the appropriate age in relation to the student's development. Thus, children will thrive in an atmosphere that is based on the premise that when taught appropriately, all children love to learn. Students are encouraged to develop this love of learning and an ability to think that will bring them satisfaction and serve them well for the rest of their lives. Trinity Classical Christian School will work with parents to ensure that they understand the methods and materials of the classical approach and feel confident in their ability to support their child's educational growth.

The classical model employed by Trinity Classical Christian School includes basics such as reading, writing and math, with the following emphases in the curriculum:

- History - Knowing where we are in the full scope of human history enables us to serve more effectively in our generation.
- Language - Not only do we use it to speak, but we think with language. Thus, we teach Latin as a tool in learning the fundamentals of language and as a foundation for English vocabulary.
- Logic - Those who cannot think clearly are left to the whims of emotion and charismatic persuasion. We teach formal and informal logic both as a defense against error and as a tool in the pursuit of truth.
- Rhetoric - Students continue their work in the Trivium—the verbal arts—through reading increasingly complex texts in all disciplines and in designated Logic and Rhetoric courses. Wielding true words with skill and eloquence is the goal of the work in the verbal arts. The senior year culminates in a thesis project, drawing together in practice all that students have learned about constructing a thoughtful and persuasive argument on a significant topic.

We encourage every student to do his or her very best. More capable students may achieve more, but all students will be challenged to maximize their God-given abilities and be honored for doing so.

Education is about training the whole person for life in God's world, and that includes character. Integrity, industry, courage, fortitude, as well as honesty, loyalty, respect, compassion, goodness, and humility are among the virtues we attempt to cultivate.

Trinity will carry out its classical model of education by using what is known as the Trivium. The Trivium consists of three stages: grammar, logic (dialectic), and rhetoric. Children that are taught with these developmental stages in mind are receiving an education using classical methodology. The other aspect of what makes an education classical is the content. The focus of classical education is on our Western heritage, which students come to know through reading the great works of the West. A classical education is literature-based, with emphasis on the primary sources that capture the essence of our past in order to understand more fully God's world and our place in it. Thus, in both methodology and content the education provided by Trinity is distinctively classical. The following chart, adapted from "The Lost Tools of Learning" by Dorothy Sayers, summarizes the classical methodology of the Trivium.

"The tools of learning are the same, in any and every subject; and the person who knows how to use them will, at any age, get the mastery of a new subject in half the time and with a quarter of the effort expended by the person who has not the tools at his command. To learn six subjects without remembering how they were learnt does nothing to ease the approach to a seventh; to have learnt and remembered the art of learning makes the approach to every subject an open door."

<u>The Trivium</u>	<u>Definition</u>	<u>Child Development Stage</u>	<u>Approximate Age</u>	<u>Characteristics of Student</u>	<u>Sample Teaching Methods</u>
Grammar	The fundamental rules of each subject	Pre-Polly and Poll-parrot	5-11 years of age	Learn easily by heart; love to sing, chant, mimic	Sing, play games, chant, recite, color, draw, paint, build, use of tactile items, body movements, Show and Tell, drama, hear/read/tell stories, short creative projects, hands on, drills, field trips
Logic	The ordered relationship of the particulars of each subject	Pert	11-15 years of age	Love to debate, question, challenge, critique, and organize information	Debates, persuasive reports, drama, reenactments, role playing, evaluate and critique, time lines, charts, maps and other visuals, formal logic, research projects, oral/written presentations, guest speakers, field trips
Rhetoric	How the grammar and logic of each subject can best be expressed orally and in writing	Poetic	15-18 years of age	Desire to express opinions and feelings; concerned with fairness, justice, and understanding	Drama, oral presentations, lecture, guided research w/goal of synthesis of ideas, papers, speeches, debates, in-depth field trips, world view discussion, written papers

An all-important acknowledgement in Trinity's educational philosophy:

As God's stewards of His covenant children, parents bear primary responsibility for the education of the children God has entrusted to them. Trinity gladly partners with like minded parents to provide the knowledge and skills of classical and Christian education to their children, but does not replace the parents' responsibility to be entirely engaged, conscientious, and consistent in educating their children in fear and admonition of the Lord.

Curriculum Overview by Subject Area

Bible

The Bible is studied daily to give students not only a thorough knowledge of its content and historicity, but also to impart a clear understanding of the implications of God's creative and redemptive work in Jesus Christ for their lives. Students will study the Bible from Genesis through Revelation and know the significant characters and events of the Old and New Testaments, including historical dates and geography. Regular scripture memory, as well as memorization of a sampling of selections from a variety of Protestant catechisms and confessions, will systematically build an understanding and love of Biblical truth. Students will be able to articulate the Gospel of Jesus Christ and be nurtured in the application of its truth to their lives.

Language Arts and Literature

The ability to read and write is the foundational tool of learning and the main gateway to acquiring knowledge and expressing it. Beginning in Kindergarten and continuing throughout graduation, students are taught the joy of learning and expressing ideas through stories, excellent literature, and poetry. The goal is for students to develop increasing ability in reading comprehension, recognition and pursuit of excellent literature, the development of critical thinking skills, and a clear, orderly expression of ideas through writing and speaking. Ultimately, students are guided toward a true love of reading and the ability to discern what is true, beautiful, and good.

Reading is taught in Kindergarten through second grade using the time-tested phonics approach. An understanding of the mechanics and structure of English is taught through a thorough study of grammar, spelling, and vocabulary. Writing is taught systematically each year, moving students toward greater complexity and clarity of expression. Literature and writing are integrated throughout the curriculum.

Mathematics

Mathematics is a reflection of God's orderly structure of the universe. Its study helps students to comprehend God's unchanging and logical character, and how the world functions--from knowing the difference in value between a penny and a quarter to understanding how to calculate the revolution of the earth around the sun. A sound mathematical foundation prepares students for a rigorous study of biology, chemistry, and physics in later years.

The study of mathematics in the grammar years focuses on all aspects of arithmetic with increasing inclusion of geometric and algebraic concepts culminating with the study of algebra, geometry, trigonometry, and calculus in the logic and rhetoric schools.

Students study mathematics incrementally, each year building upon the knowledge base acquired the previous year. A strong emphasis is placed on memorization of essential mathematical facts, tables, and formulas, regular review of previously learned material, and the application of math to real life through frequent study of word problems.

History

History is one of the cornerstones of a classical Christian education because history displays God's sovereign and redemptive purposes in the world over the course of time. Understanding history, the story of where we came from, helps us to understand and live fruitfully in the complex world in which we live today.

The origin and development of Western Civilization is the particular focus of our study of history because Christ was born into the Greco-Roman world and the flowering of the Gospel within that context shaped the development of Western culture of which America is a part.

Students study history from creation through the present day, covering the periods of ancient Mesopotamian and Hebrew cultures, Egyptian, Greek, and Roman civilizations, the Middle Ages, Renaissance and Reformation, and the American experience. For each period, students learn a chronology of important events, dates and people, and understand their significance. Related geography, literature, music and art are integrated in the study of each historical time period. Historical study provides a solid framework and foundation from which to begin reading the great books of Western Civilization in subsequent years.

Latin and Greek

Latin is the foundational language of Western Civilization, the source of the five Romance languages, and the root of over fifty percent of English words. Much of modern medical, legal, and theological terminology comes from Latin.

The early study of Latin helps students develop logical thinking skills, increase English vocabulary, reinforce grammatical principles and understanding, prepare for future study of modern languages, and read primary source classical and medieval literature in later years.

Students begin studying Latin in third grade, moving from simple to more complex proficiency and understanding. Students begin by learning Latin vocabulary, helpful English derivatives and Latin mottos, and memorizing verb and noun endings, which prepare them for further study.

Because we are a Christian classical school, we have even greater motivation to study the classical languages, not only those that gave form to Greek and Roman thought, but also those that honor our forefathers in the faith. By learning Greek and Latin, students can read for themselves ancient translations of the Scriptures, such as the Greek translation of the Old Testament - the Septuagint, Jerome's 4th century translation of the Bible - the Vulgate, and most importantly, the Greek New Testament in its original language.

Science

Because God made the universe, it has order and regularity, which make scientific investigation possible. The study of science gives students an appreciation for the magnificence, complexity, and immensity of the creation, and enables them to begin to comprehend the operational principles exhibited in God's design.

The science curriculum in the grammar school years gives students a basic introduction to life science and science of the physical world and teaches them some of the basic principles of the scientific method through simple classroom projects and hands-on experiments. Science in the logic and rhetoric years will follow a traditional sequence, delving more deeply into general and physical science as well as physics, chemistry, and biology.

Fine Arts

Through the observation and experience of God's created order, we discover and define what is beautiful. The fine arts help students to develop their observational and listening skills to recognize and appreciate the beauty inherent in God's creation, to reproduce that beauty visually and musically, and to become well acquainted with the rich artistic and musical heritage of Western culture.

In art, students systematically learn the fundamentals and practice the skills of drawing, painting, and visual composition. Art is integrated throughout the curriculum; students learn to appreciate and understand important works of art, which are part of the historical period they are studying. Students learn to read music and comprehend the fundamentals of music theory. They use their musical knowledge by singing a repertoire of familiar songs, participating in musical productions, and singing joyfully and knowledgeably to the Lord on a regular basis. Music is integrated throughout the curriculum as well as students learn to appreciate and identify significant musical compositions and their composers.

Expected Student Outcomes

Our hope is that graduates of Trinity Classical Christian School:

- love and serve God with wisdom and grace, truth and courage.
- recognize God as the beginning and end of all true knowledge.
- listen carefully, think critically, communicate eloquently, serve compassionately, and represent Jesus Christ faithfully.
- develop the virtues of wisdom, courage, justice, temperance, integrity, industry, honesty, respect, compassion, goodness, and humility.
- appreciate literature and the arts and understand how they express and shape beliefs and values.
- are committed to lifelong learning.
- are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- have the skills needed to solve problems and make wise decisions.
- understand the worth of every human being as created in the image of God.
- can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- understand and commit to a personal relationship with Jesus Christ.
- know, understand, and apply God's Word in daily life.
- treat his/her body as the temple of the Holy Spirit.
- respect and relate appropriately with integrity to the people with whom they work, play, and live.
- understand that work has dignity as an expression of the nature of God.

Student Code of Conduct

Trinity Classical Christian School seeks to uphold Biblical standards among its students. To that end, the following code of conduct will be posted in classrooms, explained to students, and used to measure and encourage godly conduct among our students.

To my parent(s)/guardians(s):

- I will honor and obey my parents(s)/guardian(s) in everything I think, say, and do. (Ex. 20:12)
- I will learn all that I can from them. (Eph. 6:1-3)
- I recognize that the way I act reflects on my parent(s)/guardian(s) as much as on me. (1 Cor. 10:31)

To my teachers and school staff:

- I will demonstrate respect, attentiveness, gratitude, and obedience (Heb. 13:1)
- I will do all the work I have been assigned honestly and thoroughly. (Eph. 5:8-17)
- I will learn as much and achieve as much as I possibly can. (Phil. 4:8-9)

To my classmates:

- I will honor and respect the time, work, and feelings of my fellow students. (Rom. 12:9-18)
- I will model honesty, integrity, kindness, and modesty in my relationships. (Phil. 2:3-7)
- I realize that disturbances affect everyone at school and thus will strive for peace. (Eph. 4:1-6)

POLICIES AND PROCEDURES

Academics

Cursive Handwriting

Students in third grade and above are required to complete all written work using cursive handwriting unless specifically directed by a teacher for a particular assignment or class. For new students without prior cursive handwriting training, an individualized cursive handwriting plan will be developed among the student, parents, teacher, and headmaster.

Extra Help

Teachers are available to offer extra help to students as needed.

Grading Scale

Trinity Classical Christian School shall measure the academic progress of its K-2 students using the following criteria:

- O: Outstanding - exceeding expectations
- S: Satisfactory - meeting expectations
- I: Continued time and effort needed
- U: Unsatisfactory - needs to improve

Trinity Classical Christian School shall measure the academic progress of its 3rd-12th grade students using the following criteria:

A+	(97-100)	Suma Cum Laude	90% avg. or better on all completed work
A	(94-96)	Magna Cum Laude	90% avg. or better on all completed work
A-	(90-93)	Magna Cum Laude	90% avg. or better on all completed work
B+	(87-89)	Cum Honore	80% avg. or better on all completed work
B	(84-86)	Cum Honore	80% avg. or better on all completed work
B-	(80-83)	Satis	80% avg. or better on all completed work
C+	(77-79)	Satis	70% avg. or better on all completed work

C	(74-76)	Non Satis	70% avg. or better on all completed work
C-	(70-73)	Non Satis	70% avg. or better on all completed work
F	(69 and below)	Cum Defectu	Below 70% on all completed work is failing

Homework Policy

Trinity Classical Christian School seeks to provide a vigorous education to our students. Academic vigor is achieved primarily through diligent work in the classroom. Homework serves as a secondary means of rigorous education, and is assigned at teachers' discretion according to the needs and skills of each student and each class. Since parental involvement is critical in a child's education, homework also serves parents to assist their child and keeps them informed of the child's current topics of study and progress in knowledge and skill.

Promotion Requirements

For a student to be promoted from one grade level to the next at Trinity, cumulative mastery of previous grade-level requirements plus satisfactory completion of all curriculum objectives in the current grade are required. Opportunities for remedial work during the summer may be available at the discretion of the headmaster.

Students enrolled in Kindergarten, 1st, and 2nd grades will be promoted to the next grade based on the following criteria:

- Kindergarten - Behavioral maturity and reading readiness for First Grade.
- 1st Grade - Mastery of above requirements plus ability to read silently and orally with adequate speed, correct use of phonetic skills, fundamental comprehension, ability to write neat, complete sentences. Proficiency in meeting grade level math objectives.
- 2nd Grade - Cumulative mastery of above requirements plus ability to read fluently and independently on a second grade level, ability to write neatly and to correctly identify the basic parts of a sentence, spell correctly, and demonstrate proficiency in meeting grade level objectives in math and other subjects.

Report Cards

Report cards will be issued at the end of each semester. They will be sent home with the students, along with a copy for the family records and are to be returned with a parent's signature within a week. Should a student be having significant difficulty during a particular term, the teacher will inform the parent of the area of difficulty when it becomes apparent.

Attendance

Attendance Policy

Regular attendance is a critical component for success in school, and excessive absence can significantly hinder a student's progress. Because we are concerned about your child's safety and well-being, we ask that you notify the school by phone or email the morning the student is absent by 8:00 AM. Excessive absences can result in failure to meet the minimal requirements for passing a particular subject or an entire class and will be subject to academic review by the headmaster.

Tardies and Early Dismissal

Students who arrive at school after 8:00 AM will be considered tardy. While occasionally circumstances arise and tardiness cannot be avoided, students arriving late to school create a disruption to their classmates, teacher, and the school at large. Students are expected to be in their seats and ready to learn at the beginning of each class period. Being tardy to class means arriving after

the class has begun. Three tardies in the same class equal one unexcused absence. Tardies may be excused for reasons such as illness, medical or dental appointments, family emergencies, or school-approved activities if verified by a parent or guardian. Consequences for unexcused tardies follow a progressive system. The first tardy results in a warning, the second in a teacher conversation, and the third in a parent notification and lunch detention. The fourth and fifth tardies lead to after-school detention and six or more tardies will require a parent conference and may result in further consequences determined by administration.

If a student needs to be dismissed early, the teacher needs to be notified in advance. It is not in the best interest of the student or for the school community for students to miss instructional time or chapel, so doctor and dentist appointments should be scheduled after school hours or during vacation whenever possible. We realize that at times scheduling medical appointments during the school day is unavoidable.

Parents picking up their child should sign in by the office before proceeding to their child's classroom to collect them, and any student leaving before dismissal time should be signed out as well. No student will be dismissed to any individual who is not on the Registration Form as someone to whom the student may be dismissed. No exceptions will be made without written permission from the parent/guardian.

Extracurricular Activities

When students miss class for extracurricular activities, academics remain the first priority. Students must notify teachers at least 24 hours in advance of any planned absence. It is the students responsibility to obtain any notes or assignments they missed. Teachers are not required to reteach material due to absences. Students who are failing two or more classes are not permitted to miss class for extracurricular participation.

Health and Safety

Child Protection Policy

Trinity Classical Christian School desires to provide protective care of all children and adults who participate in school activities by both preventing and reporting abuse and through educating our staff and volunteers. In order to provide this protection, Trinity Classical Christian School's Child Protection Policy is as follows:

- Federal background checks are required for all adults working with children at Trinity.
- The school will participate in CPR and First Aid training opportunities and will discuss Child Protection Policy issues at the beginning of each school year.
- The "three person rule" will be followed whenever possible; that is, there will always be at least three people together at all times during classes and activities. There should always be two adults on the Trinity campus when students are present.
- Physical contact with children should be made with care and discretion.
- It is recommended that doors without glass be kept open during classes and activities.
- Children should have as much privacy as possible when using the restroom.
- The headmaster shall periodically inspect classrooms, offices, work areas, and other areas where children and adults are together.
- No member of the staff shall transport students without parental consent.

- Teachers and parent volunteers using their vehicles to transport students to and from field trips and/or other student body activities requiring transportation must have a safe driving record and must commit to having students properly buckled and in appropriate car seats or boosters (when needed) at all times.
- All members of the staff will strive to keep their conduct above suspicion at all times.
- Any suspicions of child or sexual abuse must be reported to the headmaster who shall take it to the appropriate authorities; namely, DCS or the police.
- The headmaster must be notified of any volunteers on the premises during classes and activities.
- The Trinity Classical Christian School Anti-Bullying Policy, Social Media Policy, and Abuse and Molestation Policy are available for viewing upon request. Faculty and staff are required to review and affirm these policies annually.

Student Illness or Injury During School

The school must receive written parental permission before issuing prescription medication to a student. Students must participate fully in all classes and activities. If a student has a condition or injury that hinders participation in any class or activity, the headmaster must receive a phone call from the parent detailing the limitation. If participation is inhibited for an extended period of time, the school must receive a doctor's note detailing the nature of the condition/injury and specific limitations. Food allergies should be reported to the headmaster at the beginning of the school year and will be communicated to all faculty, staff, and volunteers. Students needing inhalers or epi-pens may keep them on their person during the school day with parental permission. Parents should notify the headmaster if their child needs to carry an inhaler or epi-pen. It is the responsibility of the parents to ensure that such devices are in good working order and are not expired.

Throughout the year, students may express or demonstrate symptoms of illness or develop injuries during class or recess. If this occurs, teachers will evaluate the symptoms/injury and notify the headmaster immediately. The teacher and headmaster will determine a course of action, and the parents will be notified. If the child appears to have an illness that is contagious, the parents will be asked to come pick up the child as soon as possible. Trinity will not administer over-the-counter drugs to any student without permission from the parent or guardian. Please do not send your child to school with a contagious disease.

Technology

As a matter of principle, Trinity would recommend that parents not put smartphones in the hands of minor children. We believe the risks and dangers far outweigh the benefits. However, families have different needs and convictions regarding the use of technology, therefore the school does not make this a requirement for admission. Trinity would prefer that children who do possess phones, leave them at home and use the school's phone if contact with parent or guardian needs to be made. If a student brings a phone to school, the following guidelines will be followed.

K-8th Grades - Students in Kindergarten through 8th grade may not use electronic devices, including smart watches, during the school day or on field trips. **Parents who wish their K-8th grade students to bring cellphones and/or smart watches to school must turn them off during the day and place them in the classroom cell phone storage box, which will be supervised by their teacher. Students who do not wish to leave their cell phones in the classroom cell phone storage must leave them at home instead.**

9th - 12th Grades - Students in 9th-12th grades may be allowed to bring technological devices (laptops and tablets only – not cell phones) for the purpose of research and assignment

completion. Permission will be given on a course-by-course basis at the discretion of the course teacher and the headmaster and will be closely supervised. During the school day (including during morning and dismissal time), students may not use technological devices to make phone calls or texts, for entertainment, or to access social media. Students found to be in violation of this policy will receive disciplinary action in accordance with the severity of the violation. **9th-12th grade students who bring cellphones and/or smart watches to school must turn them off during the day and place them in the classroom cell phone storage box, which will be supervised by their teacher. Students who do not wish to leave their cell phones in the classroom cell phone storage must leave them at home instead.** Any necessary communication with parents or anyone outside the school building should be coordinated through the headmaster and/or teacher.

Students are responsible to print their own work at home and submit it to their teacher by the due date. Students should only use the school printers on an emergency basis. Fees will be issued for large-volume usage of school printers and will be added to the family's student fees.

The use of Artificial Intelligence (AI) to complete a student's work in place of their own effort is strictly prohibited. If it is discovered that AI was used improperly, the assignment will receive a grade of 0, and further disciplinary action may follow. Each teacher may apply this policy specifically to their class, so students should check with their teacher for any additional guidelines.

For All Students - School expectations concerning technology, and particularly the use of cell phones, also apply during extra-curricular school events. To promote the mental and emotional health and wellbeing of our students and the building of strong and loving relationships within our school community, students are asked not to bring or use cellphones at school events and activities.

Relationships and Discipline

Covenantal Partnership

At Trinity Classical Christian School, the idea of "Covenantal Partnership" means that we are in covenant with one another and with God in a shared vision and mission. This partnership is at the very core of who we are as a community of faith and learning.

Covenantal partnership goes beyond involvement -- it means that we share core and agreed-upon principles and objectives; that we commit together to do the hard work of honest, timely, and biblically-guided communication; and that we will strive to model those things that are true, good, and beautiful for the children entrusted to our care. Our partnership with Christian parents whose faith is growing within the care of a church ensures that the minds and hearts of students are cultivated not only at school but at home and church as well. We are convinced that if we are truly aligned on the major objectives, walking shoulder to shoulder in the same direction, we will not only avoid much distraction and division but will give our children a profoundly formative academic, social, and spiritual education.

Three Partnership Principles

- **Shared and Agreed-Upon Goals**
 - With a clear picture of the desired outcome of a Trinity education as seen in our school's Vision Statement, we work backwards from graduation to our youngest

grades, assessing the school's curriculum and culture to be sure that they align with our Mission and Vision. In joining the Trinity community, families are agreeing on the objectives captured in that vision.

- We also strive to clearly communicate the educational and cultural Core Beliefs of Trinity as a Christian and classical school. Our Core Beliefs include our Statement of Faith, as well as our classical distinctives, such as instruction in Latin and Logic, Greek and Rhetoric; pursuit of students' hearts along with their behavior; the study of great literature, art, and music; integration of disciplines; commitment to orthodox Christian theology and standards of morality; and the cultivation of students' affections.
- **Healthy Communication**
 - Partnering well requires healthy, biblical communication from everyone in the community. The school must communicate the goals and priorities mentioned above; teachers must communicate students' academic and social progress; parents must communicate questions, concerns, or helpful information about their children.
 - A key to healthy communication is understanding the power of the tongue and taking our words seriously. The tongue is a tool that can cause great good as well as great harm. As Christians involved in covenant with one another, we should take great care that our words are life-giving, full of grace, and a source of encouragement. When they are not, we should repent to God and to those we have offended. Some of the surest indicators of true gospel-centered relationships are admitting mistakes and confessing sin against one another.
- **Parent Engagement**
 - "Engagement" rather than "involvement" is the best way to describe a parent's role at Trinity Classical Christian School. Parental involvement -- volunteering, attending school events, etc. -- is important and necessarily fluctuates with seasons of life. **However, parental engagement is vital, both with children and their studies and with other adults and families of the Trinity community, providing strong support for students as they learn and socialize with classmates. To be part of Trinity is to partner not only with the school but also with the other families God has brought together in this important work.**
 - See "Volunteer Organization" portion of the Parent/Student Handbook for further information regarding volunteer options at Trinity.

More about Communication

One of the benefits offered by a classical Christian school is the close cooperation between the school and the home. Trinity Classical Christian School will meet our communication and cooperation responsibilities by implementing the following as school policy:

- Weekly communications from teachers will be given to students informing them and parents of classroom agendas.
- Primary school communication will be conducted through email newsletters and the school website.
- Prompt take-home notices, phone calls, or in-person conversations will be initiated by faculty or the administration when student academic or behavioral issues arise.
- Parents are welcome to visit classrooms with proper notice to teachers; see student work, ask questions, and join field trips.

- Parent-Teacher Conferences will be formally scheduled twice per year. A parent may request additional conferences with the teacher or the headmaster.
- The headmaster is available to respond to parental concerns.

We ask parents to meet their communication and cooperation responsibilities by making the following commitments:

- Keep informed. Read material sent home from school. Be sure to check email newsletters and the school website before sending personal texts, phone calls, or emails to teachers or administrative staff.
- Attend all scheduled conferences, special events, and parent orientation meetings.
- Volunteer. Be willing and ready to support the school with your time.
- Take the time to build relationships with other parents.
- Follow school procedure for communication with teachers:
 - Write a note or ask the teacher in person to set up a meeting. Mention the nature of concern as well as a convenient way and time to communicate with you.
 - Meetings and call backs can also be set up through the school secretary.
- Follow the biblical principles of Matthew 18 for conflict resolution detailed below.
- Support the school and teachers in prayer.
- During school hours, check in with the school secretary. For extended visits the secretary will have parents sign in and receive a visitor lanyard.

Conflict Resolution

Trinity Classical Christian School is a community of believers, and Biblical guidelines will be followed in all areas of concern or whenever disputes arise. The Bible teaches that conflicts should be handled discreetly and carefully, in a spirit of reconciliation and humility, while believing and speaking the best about each individual involved. The following guidelines establish the process for resolving misunderstandings, differences of opinion, concerns, disputes, and grievances concerning any aspect of Trinity Classical Christian School's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administrators, and board members. If at any point the proper channel for communication is not clear, do not hesitate to contact an administrator or the headmaster for counsel/direction.

The following protocol will be followed in dealing with any conflicts:

- In problems involving the classroom, the issue must first be discussed privately by the teacher and the parents.
- If the problem is not resolved, the parents may bring the concern to the headmaster.
- If the problem has to do with the general operation of the school, the concerns should be brought first to the headmaster.

It is critical that all members of the Trinity Classical Christian School community guard against discussion of problems, conflicts, or disputes with others who are not involved in the issue, as doing so can seriously hinder the spiritual and educational objectives of the school and harm the Body of Christ.

Discipline Code

The following attitudes and behaviors are expected of all our students:

- Students are expected to demonstrate basic Christian standards of behavior and conversation. This includes speaking the truth, not exaggerating, and abstaining from disrespectful or casual

use of the Lord's name as well as other unacceptable language commonly known as "swearing."

- Students should always show respect to teachers, staff, volunteers, fellow students, and visitors to the school. There must be no talking back or arguing with teachers, staff, or volunteers. Requests from those in authority should not have to be repeated. Prompt and cheerful obedience is expected.
- Students are expected to do their own work on tests, assignments, and homework. Cheating or copying another student's work will not be tolerated.
- Students are expected to treat all school materials and facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks.
- Students are expected to respect one another's personal space and belongings. This means that students should refrain from most forms of physical contact and should not handle another student's belongings without permission.
- Students must abstain from all physical contact of a sexual nature. This includes hand-holding, kissing, and other forms of intimate sexual conduct. Students must also abstain from other forms of sexual misconduct, including but not limited to pornography, inappropriate language, and innuendo/jokes of a sexual nature.
- Students are required to dress and must use restrooms and changing areas in conformance with their biological sex.
- No chewing gum, electronic devices (see policy regarding technology for more information), or other distracting items are allowed at school.
- Students may not engage in behaviors such as smoking cigarettes, vaping, drinking alcohol, or participating in drug use of any sort.
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.

Students who do not follow the discipline code will be disciplined based on Biblical principles. Each situation will be handled individually based on the behavior as well as the attitude of the student. Discipline, administered with grace and mercy, will include punishment (non-corporal), restoration of fellowship, and no lingering attitudes. The vast majority of discipline problems will be dealt with at the classroom level.

Office Visits:

The following behaviors will result in discipline by the headmaster:

- Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
- Disrespect shown to fellow classmates, such as habitual distracting behaviors.
- Dishonesty in any form, including lying, cheating, and stealing.
- Rebellion in whatever form, such as deliberate disobedience to instructions.
- Fighting or striking or attempting to strike another person in anger with the intention to harm.
- Obscene, vulgar, or profane language in any form, as well as taking the name of the Lord in vain.
- Sexual impropriety of any kind.

During the visit with the headmaster, the headmaster will determine the nature of the discipline, which may include restitution, janitorial or other work, parental attendance with the student during

the school day, or other measures consistent with Biblical guidelines which may be appropriate. (Corporal punishment is not a disciplinary measure used at Trinity.)

If for any reason a student requires discipline from the headmaster, the student's parents will be contacted and given the details of the visit. A meeting with the teacher, headmaster, and parents may occur. The parents' assistance and support in averting further problems will be sought. Should continued visits occur, the headmaster will use just discretion to determine whether suspension or expulsion is necessary.

Serious Misconduct:

Should a student commit an act with sufficiently serious consequences that the headmaster deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence/vandalism of the school facilities, violations of civil law, sexual impropriety, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

Refusal to Re-enroll:

At the discretion of the headmaster, a student may be refused re-enrollment for the following school year. Such refusal is not considered a direct disciplinary act and does not require accumulated office visits or serious misconduct to be taken. Refusal to re-enroll is not the equivalent of suspension or expulsion.

Etiquette and Manners

There are numerous ways that students are encouraged and expected to show kindness to one another, and to their teachers, during their hours at Trinity. Periodically, students will receive teaching and reminders about these expectations. It is our prayer that these actions will characterize our Christian relationships and fellowship each day at Trinity.

Dating Relationships

Trinity does not advocate any position on the legitimacy of dating for its students. We believe this is a decision best left to individual families and churches. The school does not, however, allow dating-type relationships among students during school hours. Furthermore, dating, romantic relationships, courting behavior, and other displays of romantic affection are not conducive to learning the knowledge, wisdom, and skills of classical education, nor do they form virtue in young people; and will therefore not be allowed during school hours, on school property, or at school functions.

Tuition and Student Fees

Tuition and fees are set on an annual basis by the Board of Directors. Trinity recognizes that sacrifices must be made by families choosing to educate their children in a private Christian school. We also believe that God will bless families who make such sacrifices. A limited amount of need-based tuition assistance is available for those families who desire this type of education for their children but whose financial resources may make enrollment prohibitive.

Monthly tuition must be paid via an automatic recurring method. It is due within the first five business days of each month. A tuition statement will be sent out to all families by the end of the month indicating any past due tuition. If payment is not complete on the scheduled automatic payment date, a representative of the Trinity Board of Directors will contact the family to set up a meeting. Nonpayment of tuition cannot be tolerated as it impacts the education of all the children

enrolled at Trinity and is grounds for removing a student from the school. Families may choose to pay the full year up front or on a monthly basis using a 12-month payment plan. The 12-month payment plan runs from September 1, 2024 through August 1, 2025. Families will receive an email upon admission with all instructions and options for tuition payment.

Student Fees

A nonrefundable enrollment fee of \$250 per student will be assessed upon acceptance of your child(ren) into the school. This fee funds supplies, books, and materials for the entire school year. Additional school fees (pizza, field trips, etc.) will be communicated as the events are planned and payment required prior to the event occurring. Cash and check are acceptable forms of payment and are to be turned in to the school secretary. Please indicate the purpose of the payment on the memo line of the check.

GENERAL AND MISCELLANEOUS INFORMATION

Campus Hours

The school will be open from 7:45 AM until 3:15 PM Monday through Thursday.

Change of Contact Information

When families move during the course of a school 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. Please notify the school office as soon as possible of a change of address or telephone.

Conference Scheduling

Parent/Teacher Conferences are scheduled twice a year; however, parents are strongly encouraged to keep in close contact with their child's teachers throughout the course of the year.

Delivery and Pick-up of Students

All Grades - Students should be dropped off in the parking lot between 7:45 and 8:00 AM.

Trinity school entrance is in the back on the south west corner of the Trinity school building. Trinity families will not have access to the front main entrance of the building. Please do not try to access the building from the front as this is the entrance to the Power County Headstart. Please ensure that your child safely enters the building before you leave. Morning Chapel will be held from 8:00-8:15 in the main hall and parents, guardians, and loved ones are encouraged to attend.

All Students - Students and faculty will end each day with Closing Chapel, held in the main hall from 3:05-3:15 PM. Parents, guardians, and loved ones are welcome and encouraged to attend Closing Chapel. Students will be dismissed promptly beginning at 3:15 PM. Students are not to leave the building without a teacher supervising them as they walk to their vehicles or without a parent or a pre-approved individual meeting them at the door of the building.

Dress Code

Students are required to adhere to the Uniform Guide published separately from this handbook.

Lunch Program – Snacks and Beverages

Trinity Classical Christian School expects students to bring their own lunch each day. The school has microwaves in the classrooms, available during lunch. Please be mindful of other students' needs and preferences when sending food that requires heating. Food must not be left at the school overnight. Parents will be notified of any special programs during which lunch will be provided. The school will notify parents if there are any extreme allergy concerns that may prohibit certain types of food allowed on campus.

First and Second Form Students (grades Kindergarten through fifth) will have a designated snack time during the school day; parents who send snacks with their children should make sure that they are nutritious and nonperishable (i.e., fruits, vegetables, nuts, crackers, pretzels, water, juice).

Students should bring a water bottle to school and may have a water bottle accessible during class at the teacher's discretion. Water bottles should contain water only. No caffeinated beverages are allowed by students on campus.

Publicity Release Form

Trinity often publishes photos and videos of students on our website, in promotional materials, and in local newspapers and magazines. All parents who are willing to allow Trinity to use photos and videos of their children in this manner must sign the Publicity Release.

School Activities Calendar

Trinity Classical Christian School seeks to develop excellence and character in its students by providing opportunities throughout the year in the areas of service, music, drama, and sports. The School Calendar details planned events for the current year and will be kept updated on the school website. Field trips and other activities and events will be added to the calendar as they are determined. Each student must have a signed **Student Field Trip Form** in order to attend any field trips or off-campus events. .

School Closure Information

In the event of inclement weather, an announcement regarding school closing or delayed opening will be sent via email and through push notifications. Trinity closures will **not** necessarily align with American Falls or Pocatello School District weather closures. Every attempt will be made to give advance notice of a delay or school closing.

Volunteer Organization

Trinity Classical Christian School is to be a school community in which the servanthood of Christ is modeled for our students and where parents take an active role in the school's mission. Therefore, it is expected that each Trinity family will contribute its time and effort to help meet the needs of the school. This service provides a way for parents to remain more intimately connected to the school community while also helping to keep the tuition cost down.

Some of the areas in which volunteers are needed include:

- Parent Fellowship Volunteers
 - Provide teacher support (Teacher Appreciation Day, classroom help, notes of encouragement, prayer, etc.)
 - Provide support for Student Body activity days
- Recess Supervisors
- Classroom aid
 - Special classroom events and projects
- Physical Education aid

- Office/clerical aid
- Field trip Chaperones and Drivers
- Fundraising
- Special event set-up/clean-up
- Maintenance, cleaning, and odd jobs

Please contact the school office if you are able to help out in any of these areas. If you have other suggestions or ways that you feel your gifts and abilities can be utilized at Trinity, please see the headmaster. We would love to hear your ideas!

DISCLAIMER

The Trinity Classical Christian School Faculty Handbook and Parent-Student Handbooks do not serve to contractually bind the school in any way. All faculty, staff, volunteers, students, parents, and members of the school community should note that the school handbooks are subject to change without notice by the school's governing body – the Trinity Classical Christian School Board of Directors.

MEDICINE DISBURSEMENT POLICY

The proper care and safety of students while they are at school is of paramount importance to the Trinity Administration, Faculty, and Staff. Key to this is the disbursement of over-the-counter (OTC) medications and prescription drugs to students consistent with nominal school policies and federal and state laws. The Trinity Medicine Disbursement Policy defines how these drugs will be managed and disbursed to students during the school day. Any exceptions to this policy will require Trinity Administration and headmaster approval.

OTC MEDICINE

- Generally, OTC medications should be administered to a student by their parent/guardian before and after school.
- Trinity may administer the following OTC medications to a student in an **urgent** situation only if a parent/guardian completes and signs the **Emergency Medical Form**.
 - Acetaminophen
 - Ibuprofen
 - Topical Hydrocortisone Ointment
 - Topical Antibiotic Ointment
 - Benadryl (emergencies only)
- Trinity may administer cough drops to students only with parental consent.
- If a parent/guardian wishes Trinity to administer OTC medications other than from the list above, the parent/guardian must provide the medication to the teacher in its original container with a signed note that provides detailed instructions on how/when to administer the medication to the student. This includes cough drops, insect repellent, and sunscreen.
- Lip balm is permitted for self-carry and self-use.
- If there is no medication on hand in the event of an emergency, Trinity will notify the parent/guardian and/or call 911.

PRESCRIPTION MEDICINE (INCLUDES INHALERS AND EPIPENS)

- All students that require prescription medication, including inhalers, antihistamine, and/or EpiPens, must have a Parent and Physician Order for Medication Form: Form 1702 that is completed and signed by the student's physician and parent/guardian and turned into the school. This form can be obtained from the physician's office. A new form must be completed every year and anytime there are changes in medication directions.
- Trinity will not administer prescription medication unless it is in a container dispensed by a pharmacy or original container for an antihistamine with the student's name, name of medication, date prescription filled, expiration date, and directions clearly marked.
- Parents/guardians are responsible for monitoring medication expiration dates and replacing medication when expired.
- It is the parent/guardian's responsibility to inform the school if their child may require the use of inhalers/antihistamines/EpiPens while on campus and where the medication will be stored.
- At the beginning of each school year, the student's parent/guardian will need to bring the medicine along with the signed and completed Parent and Physician Order for Medication Form.

Please sign and return this page to Trinity Classical Christian School.

I, _____, have read and agreed to the Trinity Family Handbook for the 2025-2026 school year.

(Parent Signature)

(Date)