

Trinitas Christian School

A Classical and Christ-Centered Education



Faculty Handbook 2025-2026

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1. MISSION STATEMENT

By God's grace we endeavor to assist Christian families in the education of their children by providing a stimulating academic program in a distinctly Christ-centered environment expressly designed to equip students to a life of moral and spiritual integrity, personal and social responsibility, and a zeal to know and serve a Holy God.

2. OBJECTIVES

- Ensure that the parental authority over the education of their children is respected and reinforced (Deuteronomy 6:4–9).
- Manifest the basic presupposition that the inerrant Scriptures truthfully reveal God as the Creator of all things (Genesis 1:2, Colossians 1:15).
- Teach all subjects as a part of an integrated whole with the Scriptures at the center (II Timothy 3:16–17).
- Encourage every student to examine and develop his relationship with God the Father through Jesus Christ the Son (Matthew 28:18–20).
- Provide a clear model of the biblical Christian life through the actions of our staff and Board of Governors (Matthew 22:37–40).
- Promote principled thinking by helping each student develop a biblical worldview to be consistently applied to every area of life (2 Corinthians 10:5).
- Cultivate in each student a lifelong love of learning and pursuit of academic and moral excellence for the purpose of bringing glory to God alone (Philippians 4:8).
- Utilize a classical model of education emphasizing the grammar, logic, and rhetoric in each subject.
 - Definitions:
 - Grammar: The fundamental rules of each subject.
 - Logic: The ordered relationship of particulars in each subject area.
 - Rhetoric: The clear expression of the grammar and logic of each subject.
- Train and equip each student to be a servant-leader who has an impact on those God puts within reach by living a God-honoring life.
- Provide an orderly atmosphere conducive to the attainment of the above goals.

3. STATEMENT OF FAITH

- We believe that the Bible is the very Word of God in its entirety and, therefore, is our final authority in matters of faith and practice.
- We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that God created man in His own image, and when man disobeyed God, he fell from innocence and brought sin to all mankind.
- We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone.
- We believe that faith without works is dead.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus.

- We believe that the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other.
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. Rejection of one’s biological sex is a rejection of the image of God within that person.
- We believe in the sanctity of God–given life, that it begins at the moment of conception, and that it is a violation of God’s Sixth Commandment to purposefully and willfully end a life before birth.

Marriage & Family

The Scriptural foundations of Trinitas include a firm belief in the family and in the sanctity of marriage and in the destructiveness and infidelity of divorce. We also recognize that, within the context of the society in which our school exists, adherence to these beliefs is often strained and challenged. Nevertheless, all employees in this school system are expected to respect and adhere to this belief in the sanctity of marriage and to exemplify its truth if they are in a marriage commitment. It is crucial that teachers and other employees who are in the positions of authority serve as good role models for the children we educate.

Separations and divorces cause great pain and stress within families. If employees become involved in separations or divorces, or if these teachers’ attitudes or actions, in the Board of Governors’ judgment, undermine or compromise those employees’ abilities to fulfill their responsibilities as described in the job description for Trinitas, the Board of Governors may deny these teachers continued employment at Trinitas. The Board of Governors will make a thorough review in each case before making a decision of that magnitude.

The Trinitas Statement of Faith contains the central tenets of historic Protestant Christianity. Trinitas is deeply committed to and unreservedly instructs students according to its Statement of Faith. There are clearly doctrinal matters and issues upon which there is diversity of understanding. In order to consistently maintain a non–denominational position with respect to the Holy Scriptures, agreement has been made by the Board of Governors to leave the following matters to the church and the family:

- Church government authority
- Church discipline
- Communion
- Baptism
- Eschatology
- Gifts of the Spirit
- Any other secondary doctrine

In keeping with Trinitas’s purpose and outreach, therefore, there shall be no attempt by a student, teacher, or parent to promote the position of any denomination with regard to these doctrines; however, these issues may be discussed during the course of a student’s education. The school desires to remain united in the salvation and love of Christ and the tenets espoused in the Statement of Faith, avoiding dissension that may be caused by denominational distinctives.

Please Note: The Trinitas curriculum reflects a theological position that is best regarded as historic Protestantism or Reformed. This is by choice and under the conviction of the Board of Governors.

Additionally, the Trinitas Board of Governors has adopted the following statement on creation for the purposes of instruction at the school. All science teachers are required to hold this position as a matter of belief and all teachers are required to teach from this perspective – including to the point of countering positions presented in textbooks or other material presented in class, especially those written from a Christian perspective:

- In the beginning, God created the material universe from nothing in six ordinary days. He spoke, and by the Word of His power, it was. Our science instruction on the nature and time of this event must be determined in full submission to God’s Word.

The Board does not hold that opposing views are necessarily heretical, but the Board does believe, and expects the teachers to support that this position is the most biblical and appropriate to hold and to teach.

Statement of Final Authority

For purposes of school practice, policy, and discipline, the Board of Governors is the school’s final interpretive authority on the Bible’s meaning and application.

4. EDUCATIONAL PHILOSOPHY

Although most Christian schools would agree on certain fundamentals, it is imperative that parents scrutinize the foundational beliefs of any school in which they may enroll their child(ren). Therefore, below are the most important philosophical elements that we at Trinitas believe distinguish our approach to education.

- We believe that the Bible clearly instructs parents, not the Church or State, to “bring children up in the discipline and instruction of the Lord.” The Church’s commission is essentially to spread the Gospel and train believers (Matthew 28:18–20). The State has been directed to enforce God’s laws and protect the innocent (Romans 13). The Church trains parents and the State protects families. The Family raises and educates children (Ephesians 6:14). Therefore, under the delegation of the family, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment.
- We believe that God’s character is revealed not only in His Word but also in every facet of the creation. Therefore, we teach that all knowledge is interrelated and can instruct us about God Himself.
- God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to individually challenge children at all levels and teach them how to learn, by using the centuries–old, proven Classical method of instruction.
- We want to help parents teach their children that all they do should be done “heartily, as unto the Lord” (Colossians 3:23). Therefore, we seek to encourage quality academic work and maintain high standards of conduct. This includes principles of biblical discipline.
- We have committed to offering a full Jr. K–12 program because we believe that as long as a child is under the parents’ authority and undergoing formal education, he should be trained biblically (Deut. 6:6,7; Prov. 22:6).
- Above all, parents can be confident that their student, at every stage of his development in school, will be loved with Christ’s love in Trinitas.

5. VISION STATEMENT

Statement:

We graduate classically educated ladies and gentlemen with abiding faith and whose lives' works are joyfully submitted to the Lord Jesus Christ.

Vision:

We aim to graduate young men and women who think clearly and listen carefully with discernment and understanding; who reason persuasively and articulate precisely; who are capable of evaluating their entire range of experience in the light of the Scriptures; and who do so with eagerness in joyful submission to God. We desire them to recognize the difference between godly and ungodly cultural influences, and to be unswayed towards evil. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of this world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them well paid so that they may make a career at Trinitas. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

6. ESTABLISHMENT

Trinitas was established in the fall of 1999 as a private, Christ-centered school committed to providing a classical and biblically-based education to Christian families. Several dedicated families sought God for direction and prayed that He would provide the necessary resources for their children and other like-minded families to experience the benefits offered by the classical method of education. By the grace of God, our mission is being fulfilled by the work of faithful men and women and the cooperation of committed families.

7. SCHOOL SONG

“Be Thou My Vision”

Be Thou my Vision, O Lord of my heart,
Naught be all else to me save that Thou art;
Thou my best thought by day or by night,
Waking or sleeping Thy presence my light.

Be Thou my wisdom, and Thou my true word,
I ever with Thee, and Thou with me, Lord;
Thou my great Father and I Thy true son,
Thou in me dwelling and I with Thee one.

Be Thou my shield and my sword for the fight,
Be Thou my dignity, be Thou my might;
Thou my soul’s shelter and Thou my high tow’r,
Raise Thou me heav’nward, O pow’r of my pow’r.

Riches I heed not nor man’s empty praise,
Thou mine inheritance now and always;
Thou and Thou only be first in my heart,
High King of heaven, my treasure Thou art.

High King of heaven, when vict’ry is won,
May I reach heaven’s joys, O bright heav’n’s Sun!
Heart of my own heart, whatever befall,
Still be my Vision, O Ruler of all.

8. SCHOOL PRAYER

Gracious and Holy Father,

In power you have created us, in love you have redeemed us, and in wisdom you now guide us. You are the holy and righteous and sovereign God.

We confess that we are sinners because of Adam and because of what we have done, and that our sin would condemn us, were it not for your grace alone.

We look to the cross of our Lord Jesus, your Son, for the gift of righteousness and satisfaction for sin. In Him alone we trust for salvation.

Thank you for your blessed Holy Spirit, your precious Word, and your gifts of grace. Teach us to love, obey, and seek you above all, that we may glorify you and enjoy you forever.

Bless Trinitas, our churches, and our families with awe for your holiness, passion for your truth, and zeal for the Savior, that your name may be hallowed forever.

In Jesus’ name. Amen.

9. DISTINCTIONS

9.1 Christ-Centered Approach

Christianity has been such an integral part of the history and development of western civilization that anything other than an education centered on the person of Jesus Christ fails at what it purports to be. Trinitas holds that all truth is God's truth. We seek to reveal in all subjects the significance of historical Christianity and the teachings of the Scriptures in ways which are natural and not contrived. Our intent is to provide a clear model of the Christian life and a Biblical worldview through our staff, Board of Governors, and volunteers so that every child is encouraged to develop a genuine and meaningful relationship with God through the person of Jesus Christ. Our goal is to foster Christian unity; however, we are unapologetic in the assertion of doctrines which are central to historic orthodox Christianity and strive to reveal these essential Christian teachings across our curriculum. We believe these doctrines are best expressed in the three ecumenical creeds: the Apostles' Creed, the Nicene Creed, and the Athanasian Creed. Students and faculty alike are, however, welcome to their personal and denominational views on issues about which genuine believers disagree. This approach cultivates an appreciation for the views of others, while maintaining a confidence in one's own views and those of one's family and denomination. It should be noted that Trinitas will teach each student the Apostles' Creed and the Nicene Creed.

The Apostles' Creed:

I believe in God the Father Almighty, Maker of heaven and earth;
And in Jesus Christ his only Son, our Lord;
Who was conceived by the Holy Ghost, born of the virgin Mary,
Suffered under Pontius Pilate, was crucified, dead, and buried;
The third day he rose again from the dead; he ascended into heaven,
And sitteth on the right hand of God the Father Almighty;
From thence he shall come to judge the quick and the dead.

I believe in the Holy Ghost; the holy catholic church;
The communion of saints; the forgiveness of sins;
The resurrection of the body; and the life everlasting. Amen.

The Nicene Creed:

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father. Through him all things were made. For us and for our salvation he came down from heaven: by the power of the Holy Spirit he became incarnate from the virgin Mary, and was made man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets.

We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

9.2 Accreditation

While Trinitas has been accredited by several different organizations over the years, the school's current and most enduring accreditation is with the Association of Classical and Christian Schools (ACCS) from 2009 until present. As an accrediting body exclusively for classical Christian schools; the ACCS is qualified to hold Trinitas accountable to its mission and vision as a classical Christian school.

9.3 Governance

Trinitas is a board-directed school. The Board of Governors has complete authority and accepts responsibility for all aspects of operation of Trinitas.

There shall be three appointed board seats and two elected seats. The appointed seats will be filled when necessary by appointment from the existing board. There will be four persons appointed to fill the three appointed seats, with the extra person taking a one-year sabbatical leave from the board. This "sabbatical seat" will rotate through the appointed board every four years.

The two elected board seats will have three-year terms, filled by election as necessary. New board members may be nominated for their terms of service by two or more sitting board members. Any two sitting board members may remove a nominee from consideration. Election will be affirmed by a majority of ballots returned to the board by the date set and written on the ballot made available to association members not less than one week prior to the election date (normally no later than June 30). No elected board member may serve more than two consecutive elected terms.

The full Board of Governors of Trinitas shall meet no less than eight times per year at regular intervals at a regularly designated place at a pre-announced time. All regular meetings of the board shall be open to any member of the parent body and shall be conducted from a pre-published printed agenda, posted outside the administrative offices at least two days in advance.

Special meetings of the board may be held at a time and place designated by the board to address such issues as may come before the board and shall be called by the chairman.

All meetings of the board shall be conducted according to Roberts' Rules of Order using a pre-published, printed agenda. Minutes of all regular board meetings will be published and maintained in a permanent binder in the administrative offices.

There are currently four appointed members of the Board of Governors (one of whom has rotated to the "sabbatical seat" for the year) and two elected members. Article VI of the Trinitas Bylaws outlines the future growth and direction of the Trinitas governing body. It addresses the topics of election and tenure, qualifications, responsibilities, ethics, etc. and may be reviewed upon request.

9.4 Classical Methodology

Trinitas employs the classical approach to learning based in part upon the centuries-old Trivium as described in "The Lost Tools of Learning" by Dorothy L. Sayers. In the grammar school (Jr. K-6) we seek to inspire wonder in students so that they desire the acquisition of knowledge. The logic school (7-9) concentrates on relationships between different bodies of knowledge as guided by formal instruction in logic. The rhetoric school (10-12) develops in students the art of persuasion through articulate speech and writing using the study of formal rhetoric.

Primary sources, rather than textbooks, are used in most classes so that teachers can lead students *ad fontes* or to the original source of knowledge. The goal is to teach our students how to think like

flourishing Christians. We also aim to give them the very tools of learning as they progress through the grammar, logic, and rhetoric stages so that they might, when fully trained, learn on their own without a guide.

The Bible, classical literature, music, and classical languages are not the only components of a Trinitas education, but they do serve to anchor it and to cultivate virtue in students by training them to love the true, good, and beautiful. Classically trained students mature through stages the Proverbs refer to as knowledge, understanding, and wisdom.

Teaching Methodology

Summarizing the classical Christian method of teaching in a single paragraph is an impossibility. At the core, we follow the Trivium as described in “The Lost Tools of Learning” by Dorothy Sayers, though we recognize that this is not all that Sayers had to say on education and that this is but one interpretation of the classical Christian tradition. An outline of Sayers’ philosophy is summarized in the chart “Classical Teaching Methods,” which is provided to teachers. Trinitas also draws heavily from John Milton Gregory’s *The Seven Laws of Teaching*, David Hicks’s *Norms & Nobility*, and Clark & Jain’s *The Liberal Arts Tradition*. These works are foundational to the teaching methodology at Trinitas and are required reading for all teachers. Teachers should revisit these works each year, in part if not in total, to sharpen their teaching.

Teachers must encourage students to perform at their best in every subject. The best incentive is found within the student–teacher relationship. Simple appropriate praise is by far the best motivator. Using prizes or trinkets as incentives to learn does not fit the Trinitas philosophy of education.

9.5 Latin

“I will say at once, quite firmly, that the best grounding for education is the Latin grammar. I say this, not because Latin is traditional and medieval, but simply because even a rudimentary knowledge of Latin cuts down the labor and pains of learning any other subject by at least fifty percent.” — Dorothy

L. Sayers

There really is no better way of acquiring the tools of learning than the rigorous study of Latin, which is the choice of Trinitas and hundreds of other schools for a host of reasons. For example, because few people speak Latin, it is no longer changing with usage as all spoken languages do. This attribute of being nearly frozen in time is one thing that makes Latin the perfect language for students to dissect, translate into their own language, dissect again, and retranslate. All this exercise with language creates in the student an understanding of the need for precision in language in particular and knowledge in general. Furthermore, by introducing a child to Latin as early as 2nd grade we take educational advantage of a child’s great capacity for learning vocabulary and his love for the rhythmic chanting of verb conjugations and noun declensions. The exercise of fitting the number, case, and gender of a Latin word to its English translation strongly develops analytical skills as well as vocabulary. Also, an understanding of the Latin language is quite useful for the full appreciation of classical literature because that literature is riddled with Latin expressions. An understanding of Latin and its place in history helps develop in students a sense of humility concerning their own language and history. Of course, the majority of the English language finds its root in Latin or Greek (another classical language we teach) and so a thorough working knowledge of Latin opens up for students a keen understanding and precision with the English language. On a practical level, it has become widely known in recent decades, and cited in numerous studies, that Latin students outperform students of other languages on the verbal and reading sections of

standardized tests; in fact, on the SAT the score difference between Latin students and students who have had no languages at all can be more than 100 points. Recently, researchers have begun to discover that Latin students tend to outperform other students in the math sections of standardized tests as well—owing perhaps to analytical thinking and practice with the tools of learning that come with the study of Latin.

As classical educators, Trinitas teachers know that Latin is one of the most important tools we have for equipping our students to learn, not just Latin, but everything. That is part of why we are committed to teaching Latin and other classical languages, not to raise test scores, but as a *sine qua non* of classical education.

9.6 Logic

Trinitas maintains that God is a rational God and that humans created in His image are rational beings. We believe that God reveals Himself to humans in rational ways through the Holy Scriptures and through His creation, commonly called nature. Christianity, the way of life through which humans enjoy fellowship with God as their Heavenly Father, is therefore a rational lifestyle. Clearly, all Christian parents desire their children to know the truth of Christianity. Trinitas seeks to aid parents in helping children understand the truth of Christianity through rational means so that the truths each student holds concerning God and Jesus Christ are his own and are truths he can personally defend against those who would challenge his faith. The goal is to educate students, teaching them how to know, through concurrent instruction in logic, Bible, science, etc., rather than to indoctrinate by merely teaching them what to know.

9.7 Rhetoric

“But sanctify the Lord God in your hearts, and always be ready to give a defense to everyone who asks you a reason for the hope that is in you, with meekness and fear.” – I Peter 3:15

The design of rhetoric is to teach the student skills in the art of reading critically and appreciatively all kinds of writing. It also is to instruct and inspire the student to write well in diverse styles, to speak eloquently with persuasion and confidence, and to listen courteously with understanding. The arts of communication and expression are critical for an educated person and essential to the believer who desires to obey God in his call to “always be ready to give a defense.” Trinitas understands that when you supply the student with the tool of rhetoric, you lay the foundation for a lifetime of learning.

9.8 Parental Responsibilities

Trinitas is a discipleship-based educational program and therefore requires that at least one parent profess faith in our Lord and Savior Jesus Christ. It is also essential that both parents (in a single parent home, one parent) have a clear understanding of the biblical philosophy and purpose of Trinitas. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school’s Statement of Faith in various and frequent ways within the school’s program. The parents should be willing to cooperate with and adhere to all the written policies of Trinitas. This is most important in the area of discipline and schoolwork standards, as well as active communication with the respective teacher(s) and administration.

At least one parent is required to be a member in good standing of, and families are required to regularly attend, a local Christian fellowship which is in substantial agreement with the Trinitas Statement of Faith. Questions about which churches meet this criterion should be addressed to the Headmaster.

It is our belief that parents are responsible for educating their children (Deuteronomy 4:9 and 6:6–9). For this reason, Trinitas provides a service to Christian parents for the education of their children. Parents are encouraged to participate at all organizational levels: volunteering in and out of the classroom, serving on or with the faculty or staff, and working on or with the governing board. We welcome parents to visit the classroom and to join children for lunch when schedules permit. Parental involvement and support in the classroom, on field trips, at special services and programs, and annual events are also encouraged.

If one parent is not amenable to the Christian faith or holds antagonistic beliefs to Trinitas' Statement of Faith, the enrollment of his or her child will likely not benefit the child, the school, or the parent. Accordingly, in such a case enrollment is highly discouraged.

Parents are required to attend the Parent Orientation held at the beginning of each academic year. Written notice of the date, time, and location of the Parent Orientation will be provided. Also, parents are required to read *Teach Them Diligently* by Lou Priolo and *Introduction to Classical Education* by Christopher Perrin by the last day of school in their child(ren)'s first year of enrollment. Verification of completing this reading will be required on Sycamore re-enrollment forms for the following year.

Non-Custodial Parents

Divorced and separated families are realities of contemporary life that affect Trinitas's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

- Ordinarily, the school will not resist or interfere with a noncustodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
- A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action. Concerning student activities that require parental consent, the school will accept consent by a court order or comparable legal document.

9.9 Student Health & Safety

If you witness, learn of, or hear information suggesting that an employee has engaged in inappropriate behavior or misconduct that might affect the health, safety, or welfare of a student, including child abuse, you must notify one of the following individuals immediately. If you are unsure whether a particular action or comment is inappropriate, you should err on the side of caution and report the concern. You can also report the situation directly to the state by calling the toll-free Abuse Hotline at (800) 962-2873.

James Cowart, Headmaster, (850) 293-1164

Ken McNeill, President of the Board of Governors, (757) 675-4719

Do not attempt to resolve the situation yourself. It is vital that one of the individuals above be notified so that the school can handle the situation appropriately. You will not be retaliated against or disciplined in any way for making a good faith report of misconduct. In addition, you should note

that Florida’s child abuse reporting law provides immunity to persons who report actual or suspected cases of child abuse in good faith. Failure to promptly report suspected abuse, abandonment, or neglect can result in criminal charges for first degree misdemeanor. In addition, the teaching certificate of any person who knowingly failed to report child abuse, neglect, or abandonment may be suspended.

The administration will assess the information provided and will investigate reports of misconduct. The investigation will be tailored to the report and may include individual interviews with the person who made the complaint, the person accused of inappropriate conduct, and any individuals who observed the alleged conduct or may have relevant knowledge. Trinitas will attempt to maintain confidentiality. Trinitas will discipline any individual found to have engaged in inappropriate conduct that may affect the health, safety, or welfare of students. In addition, Trinitas will discipline any person whom it determines was aware of the incident and failed to report it.

It is the policy of Trinitas that restroom and dressing facilities be used in accordance with one’s biological sex as referenced in the Trinitas Statement of Faith. If you witness, learn of, or hear of these facilities being used in a manner inconsistent with this policy, report the incident immediately to the administration.

9.10 Curriculum

For young children, the educational goal at Trinitas is to develop mastery of the basic learning skills. In older students, critical thinking skills, together with competence in verbal and written methods of communication, are expected. To this end, Trinitas emphasizes language skills (reading, grammar, and spelling), handwriting, history, Bible, mathematics, and Latin in its School of Grammar and supplements these important subjects with science, music, art, drama, and physical education. In the School of Logic, Trinitas offers an integrated approach to studying literature, history, and Bible, along with writing, mathematics, science, Latin, and formal logic. The supplemental courses in the School of Logic are art, music, and physical education. The final stage of our educational model (the Trivium) is the School of Rhetoric. Students will continue in the study of English language (with a strong emphasis on writing skills), literature, mathematics, science, Bible, history, art, music, and the formal study of rhetoric. In support of our classical curriculum structure, we have carefully selected what we believe to be the finest materials available for each skill and subject area at each level of instruction. Nonetheless, our curriculum and support materials are constantly under review and are modified and updated as necessary to best meet our educational goals.

Curriculum Guidelines

Trinitas has developed a comprehensive Junior Kindergarten–12th grade curriculum guide. Questions on all curriculum matters should be directed to the Grammar School Principal or Logic & Rhetoric School Principal.

9.11 Effective Discipline

“Children, obey your parents in the Lord, for this is right . . . and, fathers do not exasperate your children, but bring them up in the nurture and admonition of the Lord” – Ephesians 6:1, 4.

It is our intent at Trinitas to instruct every child to obey his parents and to show respect to all persons. Expecting obedience to those in authority provides training for good citizenship and, more importantly, establishes a lifestyle of obedience to God and His Word. We endeavor to have as few rules as possible and to enforce them through a combination of affirmation and praise balanced with the just and consistent application of appropriate consequences. In fairness to all students and their families, no student is allowed to disrupt the process of instruction or to ill-treat another student. (See 13.2 for discipline policies.)

9.12 Uniforms

Wearing uniforms at Trinitas accomplishes a number of valuable objectives:

- Uniforms instill in students a sense of belonging and loyalty to the school community.
- Student behavior and productivity are generally improved when students wear uniforms.
- Wearing a prescribed uniform helps de-emphasize fashion consciousness and diminishes tendencies to form socioeconomic cliques.
- Most families find that purchasing uniforms costs less than buying the typical student wardrobe, and uniforms help reduce family conflicts over what to buy and what to wear.
- Uniforms serve a practical purpose of safety since students are easily identifiable on field trips and persons not in uniform are easily noticed on our campus; and
- Finally, uniforms look nice and help create a positive impression of our students and our school within our community.

9.13 The Trinitas School Family

Trinitas is a family of Christian parents, students, and teachers who strive together to see the school's mission become a reality daily to the glory of God. The following are descriptions of the Trinitas student, parent, and teacher who are successful in this endeavor.

The successful Trinitas student will:

- demonstrate an understanding of God-ordained authority by his joyful obedience at all times;
- exhibit respect and honor for God, teachers, parents, and classmates;
- have a love for learning and delight in exploring new knowledge;
- be attentive to details and work diligently to give his best effort at all times;
- display humility and prefer others while standing firm for the truths of Scripture.

The successful Trinitas parent will:

- take advantage of every opportunity to grow as a disciple of Jesus Christ and a student of God's Word and lead his or her family to be obedient and biblically-ordered;
- have an understanding of the Trinitas mission and then take ownership and responsibility for furthering the vision of classical and Christ-centered education through our school for the future;
- seek to be an active partner with Trinitas in his child's education by being involved in the classroom, trusting the judgments and decisions of his child's teacher, showing a love for learning himself, and reading all school communications;
- display humility by following biblical principles in addressing concerns.

The successful Trinitas teacher will:

- demonstrate a passion for the things of God and a desire to grow in favor with God and man;
- love families and understand the importance of the family system while deeply appreciating the structure of authority established by God;
- possess the God-given ability to teach and the desire to continually hone that ability;
- instruct, advise, train, and disciple children with an attitude of compassion, devotion, and keen interest;
- hold appropriate degree and credentials and desire to continue the educational process.

9.14 Extra-Curricular and After-School Activities

Trinitas seeks to enhance its curricular programs and fulfill its mission by offering extra-curricular programs. We aim to offer a variety of activities in accordance with the mission and vision of the school and to evaluate them frequently for their effectiveness in helping fulfill the mission and vision. We encourage families to wisely choose which of these programs to participate in considering each student's academic status and interest in the activity. Offerings may include drama club, private

art and music lessons, sports teams, choral ensembles, mock trial or debate teams, and service opportunities. More details, including the cost of activities, will be communicated by the school office.

In considering the various extra-curricular and after-school offerings, the Board of Governors and administration encourages our families to be ever mindful of our Christian community and to consistently seek to edify and strengthen those serving with and around us. We seek to honor our Lord in all things, joyfully keeping his commandments and statutes, always preferring others. The following description of the ideal Trinitas sports fan offers a framework for participating in and observing all events and activities.

The ideal Trinitas sports fan:

- recognizes the God-given gift of athletics and is genuinely thankful for the opportunity provided for our family to participate (God is good);
- appreciates the efforts of all Trinitas players on the field or court of play, regardless of their level of ability (be kindly affectionate to one another);
- develops a delight for and understanding of the respective sport and an enjoyment of the well-played game (appreciate truth, goodness, and beauty);
- recognizes good plays and openly acknowledges the skill and effort demonstrated, even for plays of the opposing team (love your neighbor);
- cheers and applauds robustly and in a timely and appropriate manner, giving consideration for the rules and organization of the particular sport (honest weights and scales are the Lord's);
- identifies with the competitive spirit of the game and agrees to be kind, longsuffering and forgiving with the opponent's support base (love is patient and kind);
- supports the respective Trinitas coaching staff and refrains from gossip and "armchair quarterbacking" before, during, and after the game, leaving coaching to the appointed individual(s) (respects authority);
- supports the game official(s) and abstains from verbalizing complaints, disagreements, and disparaging remarks (submits to authority).

9.15 Morning Meeting

Each Trinitas day begins with Morning Meeting at 7:50 A.M. Parents are encouraged and thus allowed to sit with their children during the Morning Meeting, either with the child's respective class or in the rear of the Grand Hall. Students sitting with their parents are expected to participate in Morning Meeting just like they would if they were sitting with their classes.

Teacher Responsibilities for Morning Meeting

Teacher of 1st hour classes are required to attend Morning Meeting with their students and to model for them active participation in each segment of the event.

10. POSITIONS ON ISSUES IMPORTANT TO FAMILIES

10.1 Dating Relationships

Trinitas does not advocate for a particular position on dating, instead, leaving the decision 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 and will therefore not be allowed during school hours, on school property, or at school functions at any time or place. School is for learning and the pursuit of knowledge and wisdom; if this pursuit is a rigorous pursuit, there should be no time for dating-type relationships or behavior. As parents make decisions about

dating, they should remember, because of texting, social media, and other forms of instant communication, dating-type relationships carried on outside of school can negatively impact the school culture similarly to any carried on in-person at school.

10.2 Societal Sins

The Board of Governors, administration, and teachers of Trinitas believe that our society is committed to a number of activities that are abominations in the eyes of God and which He condemns in His Word. Among these societal sins are abortion, homosexuality, and attempting to alter one's biological sex. We believe that abortion is the wanton destruction of human life, which God condemns in the Ten Commandments (Exodus 20:13). Also, we believe that homosexuality in all forms is a sinful perversion of God's order for marriage, for the family, and for men and women; and God's Word clearly condemns the practice of homosexual behavior (Leviticus 18:22; Romans 1:24-27; I Corinthians 6:9-11; Genesis 1:27).

Substance Abuse Policy

Teachers are to consistently model a godly lifestyle to Trinitas families and students. Therefore, teachers are required to refrain from the use of illegal substances and to use substances considered legal with great wisdom, modesty, and understanding. Faculty shall adhere to the following guidelines.

At school, teachers and staff members may not use or demonstrate the effects of prior use of controlled substances such as alcoholic beverages, illegal drugs, or any other substance the effects of which may endanger the employee or others or damage the Christian witness of the employee or school. No teacher or staff member may use, carry, or sell tobacco products while at school, while escorting students to an activity or event, or while otherwise supervising students. Any employee suspected of showing the effects of alcohol or illegal drugs at school may be asked to submit to testing such as urinalysis, blood tests, or breath tests.

The Headmaster will inform the Board of Governors if he has evidence of an employee's substance abuse. The information will be kept confidential while the administration and Board of Governors ascertains the severity of the problem. The Headmaster may immediately dismiss an employee whose confirmed substance abuse is judged to be detrimental to the mission of the school.

10.3 Pop Culture

Trinitas does not actively promote particular expressions of popular culture, including particular music, movies, television programming, social media, or video games. Decisions about a child's participation in particular expressions of pop culture rest with parents. We believe parents are required to bring up their children in the training and admonition of the Lord, to teach their children to love God with all their heart, mind, soul, and strength, and to train them to know and love truth, goodness, and beauty. Certain expressions of pop culture are not in agreement with those goals and can therefore negatively affect the school culture. When that is the case, families can expect the Board of Governors, administrators, and teachers to warn students against those particular expressions of pop-culture. Even with expressions of pop culture that are not in disagreement with those goals, one family's house rules for participating in those expressions of pop culture will be different from others; therefore, Trinitas administrators and teachers will strive for unity in the body by guiding students to choose topics of conversation that all who are present may engage in.

Music

Music labeled as “Classical” (e.g., Beethoven, Bach) may be played for the students in the classroom. Teachers are encouraged to introduce the music and composer to the students in a simple and appropriate manner. Music may be played during light activity, snack times, social functions, and evaluations. Teachers must control the volume of the selection to ensure that it is not distracting. All other types of music, even Christian labels, must be approved before use in or outside the classroom. Teachers are cautioned in discussing music preferences with students.

10.4 Government Education

The Board of Governors, administration, and teachers of Trinitas believe very strongly that God requires Christian parents to give their children a biblical, Christ-centered education. Accordingly, we believe very strongly in the value of a Christ-centered education. We see a host of systemic and philosophical ills underlying the shortcomings of the contemporary American government education system. Therefore, we believe that Christian parents are biblically required to keep their children out of such a government education system and give their children a Christian education (Deuteronomy 4:5–6; 6:4–9; Ephesians 6:4). However, it is not our desire to condemn or castigate any Christian parent’s decision regarding the education of his or her children. We want to be used by God to repair the ruins in our culture, and so we offer an alternative to Christian parents who understand their biblical responsibilities and want to pursue a classical and Christ-centered education for their children.

Room Appearance

Teachers are responsible for keeping their rooms clean and in good order at all times. Wall hangings, posters, bulletin boards are to be maintained and updated throughout the year. In general, the room should be decorated in a simple manner, reflecting in some way the subject matter being taught. As much as possible, classroom decor must be elegant and classical, reflecting our Western heritage and with priority given to classical art and music. All wall hangings should be trimmed or framed. Refrain from neon colors, exotic patterns, posters with large amounts of text or with modern art or photographs. A guiding principle is “less is more.”

We are proud of our students and the quality of work they produce. It is our desire to display their best work in a manner that is in good taste with the school environment, both in the classroom and in the common areas. Therefore, all decisions to display work must be approved by the administration.

10.5 Holidays

The Board of Governors, administration, and teachers of Trinitas desire for the celebration of holidays to be Christ-centered and God-honoring and will determine which holidays will be recognized and celebrated as a class and school.

Halloween

Halloween is not celebrated or acknowledged at Trinitas. During October teachers may celebrate fall and the harvest bounty our Lord has provided. Teachers may wish to acknowledge October 31 as Reformation Day; however, no parties are allowed on this day.

Advent and Christmas

The season of Advent will be acknowledged as a season of reflection and expectancy in accordance with the Christian tradition as we look forward to celebrating the birth of Christ. The emphasis of

Christmas must be the birth of Christ, our Savior and Lord. Santa Claus is not acknowledged at Trinitas. If students ask about Santa Claus, they will be directed to their parents. Trinitas observes the Advent and Christmas seasons with one-half day set aside for class activities and a school-wide event with music and recitations. Exchanging of gifts in the classroom is permitted on this last day of classes before Christmas break but must include the entire class. Students may give gifts to the teacher without including the class.

Valentine's Day

In the Grammar School students may participate in the Valentine's Day celebration through the giving of cards. Parties or other means of celebration are not permitted. The giving or exchange of cards is permitted in the classroom only and must include all students within that particular classroom. Sentiments expressed shall be of a friendship nature only. Cards with attached trinkets or candy are acceptable, but the candy or trinket may not be opened on the school grounds. Students in the Logic and Rhetoric schools may not exchange Valentine's cards, trinkets, or candy with other students on campus. It is acceptable for any student to give a friendly card or gift to a teacher.

Lent and Easter

In accordance with the Christian tradition, the season of Lent will be acknowledged as a period of penitential reflection in preparation for the Easter season. The emphasis of Easter must be the resurrection of Jesus Christ. The Easter Bunny is not acknowledged at Trinitas. If students ask about the Easter Bunny, they will be directed to their parents.

Mardi Gras

Mardi Gras is not celebrated or acknowledged at Trinitas. We know that families celebrate a variety of traditions and holidays in their homes, but we ask that beads, masks, and other Mardi Gras-related paraphernalia not be distributed in classrooms or brought to school.

10.6 Birthday Parties

Birthdays will be appropriately recognized at lunch time by administration and may be recognized at the beginning of the day in the classroom. Parents are welcome to bring treats to lunch (but not gifts or candles) for their child's entire class (but only their class) to share as their dessert in celebration of the birthday.

Other Classroom Celebrations

The administration must approve all other classroom parties or celebrations. The teacher must meet with the appropriate administrator and present their proposal in writing. Following the conference and review of all information the appropriate administrator will make a binding decision.

10.7 Solicitation on School Grounds

The Board, administration, and teachers of Trinitas recognize that there are numerous activities and events in our community that are valuable to the overall spiritual and academic development of our students and families. All such activities and events may be posted on the Grand Hall bulletin board upon approval by the administration. Trinitas will not provide free advertisement in any school-related publication or distribute materials through our school mailing system. We also prohibit our parents or students from using the school grounds as a distribution center for invitations to personal or private gatherings or for selling any merchandise not related to Trinitas.

10.8 Electronic Communication

The Board of Governors, administration, and teachers of Trinitas recognize that families' and students' activities away from school grounds and apart from school functions do not fall under

their governance. Nonetheless, with the support of the Scriptures, we encourage families and students to do all things whether at school, home, or in the community for the glory of God and in accordance with the precepts of His Word. Communications among students while they are at home are the private business of families; however, actions of Trinitas students, even outside of school, reflect positively or negatively on Trinitas and the Trinitas Family.

In keeping with the principles of the Trinitas Honor Code, therefore, we encourage students to honor the Lord, their families, and others by using electronic communications such as the telephone, text messaging, and all forms of social media with integrity and appropriate etiquette, avoiding inappropriate distribution of personal information including email addresses, phone numbers, etc., and refraining from discussions or posts that may dishonor the Lord, any family, individual, or Trinitas. We also encourage parents to carefully supervise and train children in appropriate communication practices knowing that students' interactions with their friends on the phone, email, text messaging, social media, and in-person affect the student's growth as a Christian as well as the culture of the home and school.

While it is not the practice of the administration or teachers to monitor students' electronic communication outside of school, such communication often comes to our attention, especially when it is inappropriate. Students will be held accountable to Scripture and to the Honor Code in and outside of school. See Discipline, section 13, Serious Misconduct.

Some parents prefer that their child's photograph not be posted on the internet in any form; therefore, when taking photographs at a feast day, on a field trip, or at any other school function, ***please obtain permission from parents of students in photographs before posting the photographs on the internet.***

11. APPLICATION AND ADMISSION PROCEDURES

11.1 Admission Statement

Trinitas admits students of any race to all rights, privileges, programs, and activities generally made available to all students. Trinitas practices a biblical philosophy of admissions, not discriminating on the basis of race, biological sex, color, or national origin in the administration of its policies, admissions, scholarships, athletics, and other school-directed programs.

11.2 Admission Procedures

Trinitas uses an admissions procedure similar to the application process used in other highly selective private schools and colleges. This procedure allows the school to more accurately identify and admit students from families who have expressed convictions similar to those upheld by the school regarding the education of their children.

The selection of the Trinitas student body is second only to staff selection in impacting the school's mission and culture. Trinitas seeks to foster a family-like atmosphere due in great measure to the similarity of biblical convictions and principles taught and lived out in many of the homes of our students. As the Lord blesses us with growth and change, we want to maintain that atmosphere.

Trinitas practices continuous enrollment. In this model, all current students will be automatically re-enrolled on February 1 unless parents notify the school no later than the last business day in January that the student(s) will not return the following year.

Priority for acceptance is as follows:

1. Current students
2. Siblings of current students.
3. All other applicants.

The basic process for new applicants is as follows:

- Prospective families will tour the school and have an initial meeting with the admissions counselor.
- Families will submit an enrollment application and application fee for each student.
- Upon approval of application, student will shadow and be tested.
- Family will interview with the Headmaster and afterward may be invited to enroll their child.
- In order for the admission process to be final and the student officially enrolled, Trinitas must receive the following items:
 1. Proof of physical examination
 2. Copy of birth certificate
 3. Current immunization certificate (shot record must be up to date) or Religious Exemption from Immunization Form
 4. All financial arrangements between the family and the school must be understood.
 5. Online enrollment forms must be completed.

Trinitas will consider a student's academic achievements in the application process for grade placement but not as the primary determinant for acceptance. A student entering the following classes should have reached the specified age by August 1 of the fall in which he or she would enter Trinitas:

Junior Kindergarten 4 years old – Kindergarten 5 years old – First Grade 6 years old

A readiness screening is required. If a student has successfully completed the previous school year and his schoolwork and behavior compare favorably to the comparable grade at Trinitas, the student will be placed in the grade for which he is applying. However, if there is evidence to show that the student may not be adequately prepared for the next sequential grade level, he may need to repeat the previous grade. The administration and faculty will work closely with parents in such decisions. Grade level advancement (skipping one or more grade levels) will be a decision based on academic performance and social and emotional development and will be considered only by the request of the parent.

11.3 Tuition and Fees: 2025-2026

Registration Fee:	\$175 per student
Annual Tuition:	\$9,711 – K–5 through 12th grade
	\$6,500 – Half-day Kindergarten
	\$5,337 – Three–day Junior Kindergarten

All tuition and fees will be invoiced monthly through Blackbaud Tuition Management beginning June 1, 2025 and ending May 1, 2026 (monthly due dates are selected by the family in Blackbaud). Annual, quarterly, or early payments are accepted. A late fee of sixty dollars (\$60) will be assessed for all payments not received by due date selected in Blackbaud. A fee of \$30.00 will be assessed for returned checks. New tuition rates for the 2026-2027 school year will be announced before the beginning of the 2025-2026 school year.

Trinitas partners with Blackbaud for the processing and collection of tuition and fees. With Blackbaud families are able to:

- Select the most amenable payment type for the family.
- Manage Blackbaud account online.
- Receive payment and follow-up reminders.
- Speak to a customer service representative 24 hours a day.

Families who withdraw from the school after the first day of the school year shall honor their tuition commitment through the end of the quarter but will not owe for the remainder of the school year. Trinitas may withhold release of student records including, but not limited to, transcripts and report cards for delinquent tuition.

11.4 Tuition Assistance Program (not available for the 2025-26 school year)

In an effort to assist families that demonstrate financial need, Trinitas has elected to use the Financial Assistance for School Tuition (FAST), a third party confidential financial assessment organization. FAST will review the prospective family’s financial data and recommend an amount of tuition assistance to be applied to the family’s tuition package. FAST will forward the tuition assistance recommendation directly to Trinitas, who will then inform the prospective family of the amount of assistance granted. Funds are limited; therefore, tuition assistance will be awarded on a first-come, first-served basis. All appeals should be made in writing to the headmaster. Applications for the following school year can be submitted beginning January 1 and must be submitted prior to March 31.

The Board of Governors is confident that the FAST program will make an education at Trinitas accessible to most families who desire to be a part of Trinitas. A link to the FAST application is available on the school website. The application fee is approximately \$45.

11. ACADEMIC POLICIES

12.1 Academic Program

Trinitas is committed to offering an academic program that is distinctly Christ-centered and at the same time classical in both pedagogy and content. Trinitas students will pursue the subjects of Bible, English grammar, reading, literature, penmanship, history, science, mathematics, Latin, Greek, art, music, logic, and rhetoric during their academic careers at Trinitas.

School of Grammar (Jr.K–6) – School of Logic (7–9) – School of Rhetoric (10–12)

Selection and Use of Materials

The nature of the classical teaching methodology and the specific design of our curriculum provide the framework for teachers to enhance the classroom study by incorporating additional materials and resources into their lesson plans. Teachers must use discernment and great care when selecting these materials and must always have the mission of the school in mind when doing so. Teachers must select materials that:

- best carry out the Trinitas mission and goals;
- support the development of wisdom, virtue, integrity, obedience and honor;
- provide variety of opinion and a balanced view of the issue(s);
- are age appropriate and consider the maturity of the classroom;
- champion a Christian worldview.

Some materials that contain offensive elements (i.e., coarse language, smoking, drinking, gambling, etc.) may be used if, and only if, the administration believes the overall effect of the materials is essential for the subject or issue under consideration. It is always good counsel to review materials with another experienced Trinitas teacher or the administration.

Scope & Sequences, Lesson Plans, & Nuntia

During the Faculty Forum of school each year, teachers (part–time and full–time) are required to create a Scope & Sequence for their curriculum and develop a general teaching plan. This Scope & Sequence should be made in consultation with the Curriculum Guide, providing a bird’s eye view of the year for each subject and grade. Samples can be found on the Network.

Weekly lesson plans are to be submitted to the appropriate folder on the network on Fridays before 7:50AM. These should also be digitally shared with the Grammar School Principal. Lesson plans are important and should be developed in a manner consistent with school guidelines. Each Lesson Plan should indicate a familiarity with the Seven Laws of Teaching, as well as providing touchstones in relation to the Curriculum Guide. Templates are available on the Network.

The Nuntium (grade–specific announcements) is the key form of communication between parents, students, and teachers regarding the upcoming week. Teachers should submit their respective Nuntium to the designated folder on the network on Fridays before 7:50AM. For the Grammar School, enrichment teachers should send pertinent information to the lead teacher via Pass-A-Note or other form of written communication. For the Logic & Rhetoric School, enrichment teachers are responsible to add their own tests, quizzes, and classroom activities to the appropriate Nuntium. In addition, teachers of Jr. K–4th grade should send the next week’s Nuntium home in the Red Home Folder by the first day of the appropriate week.

Teachers will use the following guidelines to measure their preparation.

- Provide a written plan for each unit of teaching available for a substitute in an emergency or for an administrator to guide a class observation.
- Have all handouts, extra equipment (computers, maps, pencils, supplies), and furniture ready before the students arrive for class.
- Begin instruction promptly and complete class work in the time provided.

12.3 Academic Testing and Grading

Students in all grades may expect regular and periodic assessments in all subjects and skill areas. Students and parents will be informed ahead of time of approaching assessments and will be given adequate time to prepare. Students are expected to participate in assessments on the announced date. Exceptions must be approved by the teacher.

Teachers will notify parents when a student is failing a subject and attach a failure notice to each failed test or quiz for parents to review and sign. Teachers will not retest students with the same test unless approved by an administrator. In general, Trinitas does not modify tests or testing procedures to accommodate students with special academic needs or learning disabilities. Any exceptions must be approved by the administration.

Trinitas uses the Classic Learning Tests and the PSAT to assess student progress and to evaluate the ability of our student body against student populations of interest (i.e. private schools, ACCS schools, etc.). These exams are administered each academic year.

Testing

Classroom assessments should foster mastery level learning. Teachers are encouraged to ask their administrator for assistance creating quality assessments when needed. Teachers are required to submit one blank teacher-created major assessment as well as one completed and graded major assessment from each subject per nine weeks period for evaluation. In general, all assessments shall be:

- given regularly and in a timely manner.
- limited to no more than two major assessments and one minor assessment per day; or three minor assessments and no major assessment per day.
- designed in a manner that helps children demonstrate what they have learned rather than what they have memorized or not learned.
- graded and marked accurately and according to the Trinitas grading standards (see 10.9 for Grading Guidelines).
- returned within a maximum of six school days (or before the next assessment in that subject area, whichever comes first) and reviewed to ensure the clear understanding of correct and incorrect responses.
- scheduled with consideration given to other academic testing requirements and evaluations assigned by other teaching staff.

A good benchmark for graded assessments is three major and three minor assessments per subject per nine weeks, along with supporting classwork, homework, or participation assessments. Formal Semester Exams (must be reviewed by administration prior to the scheduled exam date):

Jr. K – 6th grade:	None
7th – 8th grade:	May be given according to a published schedule.
9th – 12th grade:	Shall be given according to a published schedule.

12.4 Computers, Software, and Storage

Students in 10th – 12th grades with laptop or tablet computers may use them for certain projects including senior thesis, with permission of their teachers. In such situations, computers should be powered on only in class and under the supervision of the teacher. Internet, personal email, and social media accounts should be accessed only with the teacher's permission.

All students in Grades 7–12 receive a Google education account under Trinitas' domain name. Through this account students have access to word processing and presentation software and a limited amount of cloud-based storage. For individual assignments, students may use either their own computers and software or Trinitas Chromebooks and accounts. For collaborative assignments, however, students are required to use the software and storage accessed through their Trinitas-issued Google accounts.

Chromebook Computers

1. Computers are provided for students to use for work on assignments for Trinitas classes and school activities such as Yearbook by the direction and under the supervision of a teacher.
2. Computers are not available for students to use for personal activities such as social media, e-mail, or curiosity (“Google-ing” or Wiki-ing”).
3. First priority for computers goes to classes whose teachers reserve a whole set of computers for classroom or club activities.
4. There should be no computers at lunch tables during lunch. Nor should any food or drink be near computers at any time.

5. In general, students' downtime should not be spent on computers. I.e., if a student finishes a test and needs to redeem his or her time, *Boni Libri* books and written assignments are preferred over work on a computer.
6. Students may check out a computer for only one class period at a time. Students should return computers to the cart at the end of a class period. There should never be a computer in a locker, in a backpack, or carried from one class to another.
7. Trinitas' computers are most often used for word processing. No student should browse the internet without a teacher's permission.

12.5 Other Electronic Equipment

Cellular phones are permitted on school grounds for student in the upper school but must be placed in the designated phone caddy upon arriving at school. Using a cell phone to call, send messages, use the internet, or any other purpose is not permitted during school hours. Students who need to contact their parents during school hours may use the telephone in the school office. Likewise, parents who need to communicate with their children during the school day should do so through the school office.

Wearable technology like smartwatches and activity trackers are allowed in grades 7th-12th but must be in airplane mode or otherwise disabled during the school day so that no messages or notifications are sent or received during the school day. Earbuds are not allowed on campus before, during, or after school and will be confiscated if found.

12.6 Homework Philosophy and Policy

Trinitas recognizes that parental involvement is critical to a child's education; therefore, homework affords parents the opportunity to actively assist their child in his studies and train him in the habits that will serve for a lifetime of study. Homework is defined as additional class-related work assigned by the teacher to be completed outside of class, including work not completed in class during the allotted time. Test preparation, personal review of subject materials, and *Boni Libri* reading are not considered homework. Homework at Trinitas is assigned with three guiding principles in mind:

Priority of family time
Completion of assigned class work
Review of material

In many cases the time in class during the school day is not enough for a student to complete the amount of practice required for mastery. A teacher may assign homework to allow for necessary practice. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study. Additionally, older students can benefit from independent study that creates habits that will carry them through higher education and beyond. In general, homework should not be assigned on Wednesdays, weekends, or holidays. Any exceptions must be approved by the Administration.

Homework

Homework is often a necessity. Utilizing methods of repetition in and out of school can help reinforce new concepts. However, the freedom a teacher is given to assign homework can evolve into inappropriate uses. Homework can become more than a tool to reinforce previously taught concepts. Teachers may be tempted at times to use homework to make up for inadequate use of class time or to cover new material in efforts to free up time for projects, activities, or field trips, but this use of homework is unacceptable.

12.7 *Boni Libri* (“Good Books”): *Trinitas Reading Program*

Trinitas believes that the development of reading skills and the enjoyment of good books and quality writing is the first step to embracing a love of learning. We have therefore adopted a two-phase reading program called *Boni Libri* (“Good Books”), designed to compel our students to read quality, age-appropriate works that are in many cases considered classics by the literary world. The first phase is required for all students while the second phase is optional but strongly encouraged.

1. Each student, Grades Jr.K–12, will be required to read two books every nine-weeks. Jr.K through 1st grade students can either read (when reading skills permit) or have their parents read to them to accomplish either phase. Depending on the size of a selected book, one book may be acceptable in a given grading period as determined by the teacher. The teacher, with consideration for student strengths and interests, will choose a book from the Trinitas *Boni Libri* list, and send home the *Boni Libri* Assignment Form for parental assent. Upon completion of the books, the student will submit a *Boni Libri* 4x6 card, which is a brief book report, for each book by or on the last day of each nine-week period. The format for this book report can be found on Sycamore in the Documents section or picked up in the front office. Beginning in the 2nd semester of second grade, *Boni Libri* cards - including summer *Boni Libri* cards - should be written in cursive. The *Boni Libri* card is a required assignment for all students and must be completed even if it is handed in late. **Failure to complete and submit the *Boni Libri* cards on the due date will result in a Non Satis or a failing nine-weeks grade in literature or the English/literature grade for *Magna Traditio* and a Non Satis in *Citizenship*. Students who did not read the book or complete their cards by the due date will not be allowed to continue in school until the assignment is completed.** The *Boni Libri* cards will be checked by each teacher for accuracy and grammar errors. If necessary, the student will correct and resubmit the card(s) without a late penalty.

Seventh through twelfth grade students will be assigned one selection by their *Magna Traditio* teacher that works in concert with the specific area of study. The second selection will be made by the student who shall select the book from the designated grade level reading list and must have the book approved by the appropriate grade level teacher.

2. In order to meet the optional reading requirement each student must read at least 600 minutes per month with the exception of May and August (300 minutes are required in May and August). This goal is built around the student reading for approximately thirty (30) minutes per day or approximately two and one-half hours (2 1/2) per week. On the reading calendar provided, the student will keep a running record of total minutes read, and the parent will initial to indicate that the goal has been met. Students should list the titles and authors in the spaces provided on the reading calendar both in process and completed that period. Students should not fill out the calendar from memory at the end of the month but rather keep a running total all month. The book the student reads in order to complete the required *Boni Libri* reading will also be counted in the 600-minute total for the month. Students may also include up to 300 minutes read aloud by parents or siblings during family reading times. Jr. K and Kindergarten students can either read (when reading skills permit) or have their parents read to them to accomplish either phase. Please consult the grade level teacher for detailed guidelines. Reading calendars must be submitted to the teacher by 3:15pm on the first school day after the last day of the month. Reading calendars will not be accepted after the due date except in the case of absence.

Audio books are not permitted for either the mandatory or the optional phase of the *Boni Libri* program.

Although Trinitas is not interested in teaching students to read or obey for reward, we believe that students who complete 600 minutes or more each month during the school year deserve recognition for this annual award. Therefore, all students who complete the reading calendar portion of the *Boni Libri* program all ten months of the school year will be appropriately recognized at the end of each academic year.

Boni Libri

The lead teacher for each grade level must post a reading calendar chart in his classroom.

12.8 Summer Reading Requirements

During the summer break, Trinitas students are required to read one book from the Trinitas Summer Reading List assigned by teachers and complete a *Boni Libri* card. Students are strongly encouraged to read more than one book from the list, but one book will satisfy the requirement.

The following are some of the reasons we require students to read from a school–approved selection of books even though school is not officially in session:

- Learning never stops, and reading is central to our goal of developing students who have a passion for learning.
- Reading is the single most important element of the learning process.
- Character (integrity, honor, etc.) is developed by reading good books.
- Reading improves vocabulary, spelling, and comprehension.
- Exposure to great writing develops an appreciation of truth and beauty while enhancing the gift of articulation.
- Good books introduce students to people, places, and things that they would not ordinarily encounter.
- The Bible is best understood when a student is a good reader, and a student must read to become an accomplished reader.

Guidelines for the summer *Boni Libri* card are the same as the guidelines for *Boni Libri* cards completed during the school year with the following caveats: **Summer *Boni Libri* reading cards are due prior to the start of the next school year at the annual Student Orientation.** If the student fails to turn in the reading card at the Student Orientation, his first nine weeks literature or *Magna Traditio* English/literature grade will be reduced by one letter grade. Additionally, the student will not be allowed to begin school until the *Boni Libri* card is complete. New students will also be expected to complete a summer *Boni Libri* card. New students should consult their teacher or an administrator if they have any questions.

Upper School Core Teachers

In some years, staffing will permit for one teacher to function as a grade level’s core teacher. These assignments will be given out by the Academic Dean. The core teacher’s responsibilities include but are not limited to the following: oversight of student discipleship, discipline, and management of student file, parent–teacher conferences, report card evaluation and distribution, *Nuntium* review, make–up work forms, homework and testing coordination, academic or reading award eligibility, and communications with yearbook staff.

12.9 Grading & Progress Report Policy

Trinitas will report academic progress and behavior quarterly with electronic report cards via Sycamore. Dates for release of report cards may be found on the Academic Calendar. We caution parents not to focus on grades as the only measure of learning, but to also ask good questions of their children:

- “Did you give your very best effort?”
- “What have you learned that you did not know before?”
- “What did you learn from the mistakes you made, and how will you approach that differently next time?”

We also advise parents to review all of the teacher’s feedback on assignments with their children as we all work together toward learning rather than merely achieving a particular letter or number grade on an assignment.

Academic grading at Trinitas will be assessed against an objective standard in each class and subject as much as possible. Trinitas will not base grades on a curve. Annual standardized test results will not be included in or considered part of the grade or progress reporting procedures.

Grades will be based on tests, quizzes, writing assignments, class assignments, projects, and homework. Participation in class discussion may also be graded. In addition, projects and oral assessments may stand as tests for some classes. Grades are accessible via Sycamore.

Report Cards

Report Cards are issued electronically via Sycamore at the close of each nine–weeks grading period. All grades must be posted in the Sycamore Education system on the date designated by the administration. Nine weeks grades and semester grades must be reviewed by the administration before being posted for students and families. No nine–weeks or semester grade posted on the report card may exceed a grade of 100%, A+ (Trinitas does not believe in a grading system that includes extra credit.)

Teachers of students who receive a failing grade for a grading period must contact the parents of those students before the report cards are distributed.

On occasion a teacher may find it necessary to provide additional academic information to a parent between report cards. For example, when a student is placed on academic probation due to poor grades from the previous grading period, and the parent desires to be informed of progress or lack thereof. The Progress Report Form, available on the Sycamore website, is the correct document to use in this scenario and any time academic information needs to be provided to the parents. Please provide a copy of the completed report to the appropriate administrative staff.

12.10 Numerical Grading Guidelines

90%–100%	A	Excellent
98%–100%	A+	
94%–97%	A	
90%–93%	A–	
80%–89%	B	Satisfactory
88%–89%	B+	
84%–87%	B	
80%–83%	B–	
70%–79%	C	Needs Improvement
78%–79%	C+	
74%–77%	C	
70%–73%	C–	
69% & below	F	Failing
	I	Incomplete

12.11 Mastery Grading Guidelines

Citizenship in the class and the broader school community will be based upon the student’s manifesting his or her love for God and neighbor through embodiment of the Trinitas Honor Code and etiquette policy as observed by teachers, extracurricular leadership, and administration. The virtues of love, patience, humility, perseverance, constancy, and temperance are assessed via this category.

Citizenship progress as well as work in enrichment courses will be reported quarterly in concert with the student’s academic performance utilizing the following guidelines:

- M Magna Cum Laude - This work is exceptional, memorable, and worth commenting on. Excellence of execution and complexity of opinion predominate.
- C Cum Laude - Clarity of thought and beauty of expression demonstrate a degree of academic maturity and ambition. The student struggled and succeeded in making his thoughts compelling.
- S Satis
- N Non Satis

Junior Kindergarten – Second Grade classes will not receive letter or number grades for academics or citizenship. Their progress in all areas will be reported via a quarterly narrative evaluation.

Narrative Grading

Narrative grading is a practice that has fallen out of fashion, but Trinitas aims to be one of the schools currently bringing it back to the classroom. Narrative grading goes after the heart of learning and the process of learning. It is not an “ends justifies the means” approach. Narrative grading gives a clear picture of where the student is succeeding and where they need practice, rather than attempting to summarize their education with a letter or number. To this end, narrative grading is also the best way to emphasize the importance of virtue formation through a student’s classwork. Narrative grading should focus on areas appropriate to the student’s school (Grammar, Logic, Rhetoric) formed around three basic categories: Habits of the Heart, Habits of the Mind, and Habits of the Body. Samples and templates for these evaluations can be found on the Network.

12.12 Bible Recitation Guidelines

Each student will recite a passage of Scripture from memory from the NKJV each month for his Bible or *Magna Traditio* class. Memory passages for each month are printed in the Morning Meeting Guide. The assessment of this assignment will be based upon memory and delivery at levels

appropriate to the student’s age. These categories are placed in Sycamore as two distinct assessments. The follow charts illustrate these two categories:

Scripture Recitation Guidelines (Jr. K – 12th Grade)			
A student ought to make three accuracy errors or fewer. If a student makes four or more accuracy errors, the student shall try again the following day. Errors are marked in increments of five points.	The student will have three attempts to recite the Scripture passage with an appropriate number of accuracy errors. Each day the possible points resumes from the previous attempt (i.e., eighty-five maximum points on day two, seventy points maximum on day three).	If on the third attempt, a student makes four or more accuracy errors, the student shall be referred to the Head of School, and the situation will be treated as a discipline issue.	
Scripture Delivery Guidelines (4th – 12th Grade)			
The student pays attention to punctuation, intoning its presence. Five possible errors are afforded in this category.	The student inflects appropriately for the meaning in English. Five possible errors are afforded in this category.	The student maintains a volume proper for the audience. Five possible errors are afforded in this category.	The student’s delivery is not rushed nor meandering, but intentional. Five possible errors are afforded in this category.

12.13 Make-up Work

Students who are absent from any class due to an absence are responsible for making up all work missed within two (2) class days of returning to school. In the event that a student is absent for several consecutive days, the teacher, student, and parent will develop a make-up work plan. The plan will seek to expedite the makeup process without penalizing the student.

It is the responsibility of the student and parent to contact the teacher and make the necessary arrangements to make up a missed assignment or test. Students are expected to take tests or examinations scheduled for the date they return from an absence. For example, since Latin quizzes are most often scheduled for Tuesdays, if a student is absent on Monday, he or she is still expected to take the scheduled Latin quiz on Tuesday when he or she returns from absence.

Make-Up Work

The core teacher is responsible for posting the list of make-up work on Sycamore before the end of the school day. Parents will schedule a time with the school secretary to pick up books and other required materials, including a hard copy of the make-up work list, if requested. The core teacher should initiate and supervise the collection of all assignments for each student in his respective class. Circumstances surrounding absences are often very different and require that teachers use common sense and grace without breaching the intent of the makeup policy.

12.14 Late Assignments and Homework

Trinitas’s policy for late assignments or homework applies to all grade levels. An assignment or homework is considered late when it is not turned in at the time assigned by the teacher—the beginning of the class period for the previous day’s homework. Students are encouraged to be organized and diligent in completing and handing in assignments at the time they are due.

A student who fails to hand in an assignment or homework at the time it is due will receive a Parent Notification. If the assignment is handed in the first day after the due date, the student will receive a maximum grade of 89% (89% of earned grade). If the student fails to hand in the assignment or homework on the second day after the due date, the student will receive another Parent Notification Form. If the student then hands in the assignment or homework on the second day, the student will

receive a maximum grade of 69% (69% of earned grade). If the student fails to hand in the assignment or homework on the third day, the student will be sent to the Headmaster, who will treat the student’s behavior as a discipline issue. The student may receive a conduct slip and, after completing the assignment or homework, a grade of 0% on the assignment or homework.

Late Homework Guidelines			
Due Date	Late Day 1	Late Day 2	Late Day 3
Hand in homework assignment	Hand in assignment and parent notification	Hand in assignment and parent notification	Does not hand in homework
Maximum grade: 100%	Maximum grade: 89% (89% of earned grade)	Maximum grade: 69% (69% of earned grade)	Maximum grade: 0% Still completes homework; visit Headmaster

Boni Libri cards are not considered homework. They are handled according to the guidelines in 12.7.

12.15 Academic Honors and Awards

Trinitas maintains a system of formal honors and awards primarily for the following reasons:

- The recognition of good work is endorsed in the Scriptures, from the writings of Solomon (Proverbs), to those of Paul (Romans, Ephesians, etc.). Therefore, we seek to publicly recognize those students who meet the requirements to receive the applicable honor or award.
- We hope to encourage good work among all the students by demonstrating to them that such work is not overlooked, but rather noticed and rewarded.
- We want to draw public attention to the high quality of the work completed by Trinitas students to the glory of God.

Students in grades 4th grade and up are eligible to receive semester awards and end of year awards.

Honors and Awards Reporting

Teachers will be asked to submit an Honors and Awards report form to the school office at the end of the first semester grading period and again at about halfway through the fourth quarter.

Semester awards are given for each semester at three levels:

1. *Cum laude* (working with diligence and virtue) is bestowed upon students having, during the semester in consideration for the award, no more than two semester averages below 90%, no semester average below 87%, no semester average below a “C,” in enrichment courses, no grade below “S” in citizenship, and no failing grade on a semester or final exam.
2. *Magna cum laude* (exceeding expectations) is bestowed upon students having, during the semester in consideration for the award, no semester average below 90%, no semester average below a “C,” in enrichment courses, no grade below “S” in citizenship, and no failing grade on the semester or final exam.
3. *Summa cum laude* (with high honors) is bestowed upon students having, during the semester in consideration for the award, no semester average below 94%, no semester average below a “C,” in enrichment courses, no grade below “S” in citizenship, and no failing grade on the semester or final exam.

End of year awards are based on the end of the year grade, which is the average of the two semester grades. End of year awards are given at three levels:

1. *Cum laude* (working with diligence and virtue) is bestowed upon students having no more than two-year averages below 90%, no year average below 87%, no yearly average below a “C,” in enrichment courses, no grade below “S” in citizenship, and no failing grade on the final exam.

2. *Magna cum laude* (exceeding expectations) is bestowed upon students having no year average below 90%, no yearly average below a “C,” in enrichment courses, no grade below “S” in citizenship, and no failing grade on the final exam.
3. *Summa cum laude* (with high honors) is bestowed upon students having no year average below 94%, no yearly average below a “C,” in enrichment courses, no grade below “S” in citizenship, and no failing grade on the final exam.

Special Awards

The Yearly Reading Award

Students in Jr. K–12th grade who complete the monthly portion of the *Boni Libri* program will be awarded the Yearly Reading Award. Please note that reading calendars must meet or exceed the minimum minutes each month and must be handed in on time (see section 12.7 above). Progress will be posted and tracked in the classroom.

Grace for New Families

Students new to Trinitas who fail to complete a reading calendar in the first month of the school year, will still be eligible for the Yearly Reading Award. It is the responsibility of the teacher to communicate with the new parents the importance of monthly reading calendars, the consequence of not completing them, and the grace that is extended to them if they miss the first month.

Graduation Awards

Honors are awarded to graduating seniors on the basis of their cumulative grade point averages between ninth and twelfth grades.

1. *Cum laude* (working with diligence and virtue) is bestowed upon students who complete the Trinitas graduation requirements with a cumulative GPA between 3.5 and 3.69.
2. *Magna cum laude* (exceeding expectations) is bestowed upon students who complete the Trinitas graduation requirements with a cumulative GPA between 3.7 and 3.84
3. *Summa cum laude* (with high honors) is bestowed upon students who complete the Trinitas graduation requirements with a cumulative GPA between 3.85 and 4.0.

The two students with the highest and second highest unweighted numerical averages for all graded courses in grades 9th through 12th, excluding any dual enrollment or other courses that are not part of the Trinitas core curriculum, will be named valedictorian and salutatorian, respectively. Special consideration will be given to students who attend Trinitas in the 9th – 12th grade years. The valedictorian and salutatorian will be announced during the Honors and Awards ceremony.

12.16 Academic Probation

Students shall be placed on academic probation for a designated grading period:

1. when they have Non Satis or failing work in any two (2) subjects or skill areas for a given 9–weeks grading period;
2. when they have Non Satis or failing work in one subject or skill area for two (2) consecutive 9–weeks grading periods, even though the subject or skill area is different in the two grading periods;
3. when they have Non Satis or failing work in one subject or skill area for a semester.

In the first two cases, the probation period shall be for the ensuing nine weeks grading period. In the last case, the probation period shall be for the ensuing semester or as determined by the Headmaster. The student on probation must pass all subjects and skill areas during the following nine weeks grading period or semester to remove the probationary status. A student on probation may not participate in school–sponsored extracurricular activities, e.g., athletic teams, or Drama

Club. A student on probation may not participate in private lessons offered during the regular school day. Students on probation for two or more consecutive periods, or three or more non-consecutive periods, may be subject to academic discipline up to and including expulsion.

At the end of each academic year, the Board of Governors will review the progress of students on probation in that year to determine each student's eligibility for admission in the following school year.

Faculty Tutoring

Trinitas encourages all our teachers to provide needed assistance to our students beyond the scheduled class time. Teachers, however, often wonder whether their responsibilities for helping children learn extend beyond the school day (class period), involve other teachers' students, and involve extra pay. The following policy will help to answer many questions.

Teachers are required to:

- offer basic tutorial services to their own students at a time that is convenient to both teacher and student, but which does not interrupt other duties assigned to the teacher;
- provide the administration appropriate data supporting the need and benefit of a regular tutor;
- refrain from accepting fees during the school year for tutoring students in your class or for tutoring students outside the formal program in place at Trinitas.

Teachers interested in serving as tutors for additional pay must notify the administrative staff.

12.17 Participation in Extra-Curricular Activities

Trinitas may offer a variety of extra-curricular activities from time-to-time such as drama, yearbook, Classic Film Society, or Mock Trial. These activities are to enhance, not detract from the school's curriculum (see section 9.14). Only students who maintain an unweighted minimum grade point average of 2.5 for the preceding and current grading periods will be eligible to participate in extra-curricular activities.

Extracurricular Activities

Teachers are expected to take an active role in the life of the school. Trinitas offers a number of extracurricular activities for our student body, each designed to enhance the development of the student and school program. The administration encourages our teaching staff to willingly assist in the operation of these activities and to lead whenever possible. Compensation (time or money) will be considered only for assigned extracurricular duties. Specific activities, functions, or events may be deemed mandatory by the administration.

12.18 Participation in Interscholastic Athletics

The interscholastic athletic teams at Trinitas may participate in the Panhandle Christian Conference (PCC). Only students who maintain an unweighted minimum grade point average of 2.5 for the preceding and current grading periods will be eligible to participate in these activities. Athletes must also sign the Student Athlete and Parent Agreement Form and receive clearance from a physician via a physical exam and the accompanying paperwork before being cleared to participate in Trinitas and PCC athletic competition. Student athletes must also read the entirety of the Trinitas Athletic Handbook. In general, the Trinitas athlete will live the Christ-centered life on and off the field of play.

12.19 Dual Enrollment Policy

The purpose of the Dual Enrollment program is to provide Trinitas students and families the opportunity to enhance their education with post-secondary course offerings and instruction that add the benefit of receiving college credits.

Requirements:

1. Student must be classified as at least a high school freshman.
2. Student must be in good academic standing demonstrated by an unweighted Grade Point Average (GPA) greater than or equal to 3.0
3. Student must reflect maturity and responsibility as noted by school conduct and discipline records.
4. Administration must approve all course selections and actions related to the identified course of study.
5. Parents and students are responsible for the purchase of tuition, books, and all materials related to the chosen course.
6. Parents and students are responsible for the transfer of academic records from the selected Dual Enrollment institution to Trinitas upon completion of the chosen course.
7. Parents and students are responsible for all facets of the application, testing, and registration requirements of the chosen Dual Enrollment institution.
8. Parents and students are responsible for all issues related to transportation to and from the selected Dual Enrollment institution.

Guidelines:

1. The selected course must complement the Trinitas academic program.
2. A selected Dual Enrollment course may not replace a Trinitas course that is designated as a requirement for graduation unless approved by the administration.
3. Students may not participate in the Early Admission program of any Dual Enrollment institution.

12.20 Student Honor Code

“Owe no one anything except to love one another, for he who loves another has fulfilled the law. For the commandments, ‘You shall not commit adultery,’ ‘You shall not murder,’ ‘You shall not steal,’ ‘You shall not bear false witness,’ ‘shall not covet,’ and if there is any other commandment, are all summed up in this saying, namely, ‘You shall love your neighbor as yourself.’ Love does no harm to a neighbor; therefore love is the fulfillment of the law.” – Romans 13:8–10.

Attendance at Trinitas is a great privilege, and like all privileges, it comes with certain responsibilities. Students must, therefore, sign and adhere to the following Christian responsibilities at the beginning of each academic year:

To God Almighty:

- I will seek to honor the Lord in all that I think, say, and do (Deut. 26:17).
- I will submit myself to the authority of His grace and His commands (II Tim. 3:16–17).
- I recognize that my appearance and behavior reflects on Him as much as on me (I Cor. 10:31).

To my parents:

- I will attempt to honor my parents in everything I think, say, and do (Ex. 20:12).
- I will seek to learn all that I can from them (Eph. 6:1–3).
- I acknowledge that I cannot receive what I need in life or godliness without them (Ps. 78: 1–8).

To my church:

- I will submit to all the ecclesiastical authorities God has placed over me (Titus 2:1–15).
- I will make worship, discipleship, and spiritual growth a priority in my life (Gal. 2:20).
- I will attempt to be an ambassador of Christ and His Church wherever I am (Matt. 28:19–20).

To my teachers:

- I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Heb. 13:1).
- I will seek to do all the work I have been assigned with diligence and integrity (Eph. 5:8–17).
- I will do my utmost to learn as much and achieve as much as I possibly can (Col. 3:23).

To my classmates:

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

12.21 Promotion and Retention

A Trinitas student should not ordinarily proceed to another level of learning until he has mastered the materials presented beforehand; all curriculum builds on the previous information and skills. Students are to correct their mistakes on all work. Missed questions should be discussed in class and in some cases individually to ensure that each student understands the concepts.

Students who achieve passing semester grades in all subject and skill areas are eligible for promotion to the next grade level. Students who fail to achieve passing credit in one subject or skill area may be promoted provisionally, provided the subject failed is not the language arts or mathematics. Students who fail to achieve passing grades in the language arts, mathematics, or in any two (2) other subjects or skill areas are subject to retention. Because the goal of a Trinitas education is mastery of the material and not a grade only, administrators and teachers may advise supplementary work in a course for students who do not receive a failing grade. The final decision in promotion and retention matters rests with the Headmaster.

12.22 Field Trips

Field trips are an integral part of the “hands on” learning process at Trinitas. Participation in field trips is required for all students. Parents grant permission to attend annually in the enrollment forms. Teachers will notify parents of upcoming field trips in their weekly communication and may ask for parents to serve as chaperones and drivers. We encourage parental participation and believe that a parent’s attendance enhances the learning process and the moral development of students. Parents who wish to chaperone and transport Trinitas children must submit proof of automobile insurance.

Driver and Chaperone Procedures:

- Drivers and chaperones will meet as a group before leaving the school on the trip.
- Chaperones will be assigned a specific group of students to ride with or drive. These students are under the authority of the chaperones and are their responsibility for the entirety of the trip.
- One student shall sit per seat belt in the vehicle. No student below the age of twelve is to sit in the front passenger seat when there is an air bag for that seat.
- The driver and chaperone should make sure every student is seated and secure inside the vehicle before entering themselves. Upon arrival at the event or the return to school, the students should wait inside the car until an adult is outside of the vehicle and ready to receive them.
- Classroom behavioral standards are expected throughout the entirety of the event, including the ride to and from the designated location. In the vehicle students should remain seated and engage in appropriate conversation at a lowered volume that does not distract the driver.

Chaperones are expected to maintain these standards with the blessing and authority of the teacher and administration.

- Students are not allowed to have or use electronic equipment on field trips; however, teachers may approve cameras on some occasions.
- If drivers choose to play music in the vehicle, it must be classical music.
- Upon arrival at the field trip site, the group of students should wait at the vehicle until the teacher arrives and then remain with their chaperone the entire time. Should the group reconvene and be seated in an auditorium or arena, the chaperone should be seated with his or her group.
- Behavioral standards at the event site should mirror Trinitas expectations in the classroom. Students should show respect and honor to other classmates, the audience, performers, and chaperones. We expect to ask only once for a behavior to cease before the student complies. We expect Trinitas students to act with impeccable dignity and manners, doing only what would be pleasing to God.
- Leaving the event should ideally be a reversal of the entry. The students should sit in the same seats on returning to the school as they did on departure.
- Drivers should use the predetermined route to the event as well as on the return. Drivers should stay in their assigned position in the convoy, waiting patiently for other vehicles in regard to speed and traffic impediments. We ask that you not “run errands” when driving for the school, including stopping for lunch or gas apart from the group. It is important to have the students arrive at relatively the same time.
- After arriving back at the school, drivers should stay with their students until the teacher arrives, and they should not allow the students to enter the room until he or she is present.

Field Trips

Field trips provide hands on, experiential-based learning that enhances the mastery of materials and concepts. They can also breathe life into difficult, monotonous, yet vital information. The following are guidelines for field trips considered beneficial in the learning process:

- Complete a Field Trip Request Form (see Appendix G) and submit it to the administration prior to the start of the school year. Please note: Some excursions may require an unusually large amount of planning and preparation. Administration will only approve field trips that have been planned in advanced and are well-thought through.
- Cost for field trips should be kept to a minimum. A general rule is no more than \$5.00 per person. The school pays these fees for students; they are not charged to the parents.
- Travel should be arranged by the teacher with support from the designated parent assistant.
- Teachers assume responsibility for all facets of the scheduled and approved field trip. The teacher makes all decisions related to travel, student discipline, the planned activity, and any other field trip related matter.
- All release and insurance forms must accompany the teacher on all off-campus activities.
- Teachers must inform elective faculty and the activities coordinator of impending field trip.

12.23 Reverence Policy

In all areas of instruction, especially Bible classes and related activities, teachers and students will give God’s character proper respect and consideration. Specifically, class songs, skits, stories, and discussions that include references to the name and attributes of the Lord must be consistent with biblical principles. Reverent reference to the Lord is necessary for the sake of the students’ spiritual training, joyful encouragement, and instruction. The following list is not meant to be all inclusive, but is characteristic of the kind of activities to avoid:

- Silly or trite references to Jesus Christ and His work on the cross.

- Mockery of angelic powers, demonic or heavenly.
- Emphasis on good feelings or works versus humble obedience and grace.

Sensitive Topics

Topics such as drugs, sex, divorce, alcohol, and other sensitive social issues are to be answered simply, briefly, and biblically and the child referred to his parents. When a teacher deems it appropriate, the parent should be alerted. It is the responsibility of the staff member to keep the administrative staff advised on all issues.

12.24 Graduation Requirements

The following are the Trinitas standard graduation requirements, as approved by the Board of Governors:

- 28 credits consisting of the following classes:

<i>Magna Traditio:</i>	10 credits
English:	4 credits
History:	4 credits
Theology:	2 credits
Math:	4 credits
Science:	4 credits
Rhetoric:	3 credits
<i>Senior Thesis</i>	1 credit
Foreign Language:	4 credits
Logic:	1 credit
Physical Education:	1 credit
Performing & Applied Art:	1 credit

Trinitas uses the Carnegie Unit, 120 hours classroom contact time, to define the high school credit. Credits are awarded in .5–credit increments for each semester of a passed class. In the event a student fails one or more semesters of a course, and the two semesters average to a failing grade for the year, he will be required to repeat the course (or complete a comparable body of work to satisfy the requirements of the course) for the semester(s) failed. The grade he receives for repeating the course will be a maximum of 70%. Because the goal of a Trinitas education is mastery of the material and not a grade only, administrators and teachers may advise supplementary work in a course for students who do not receive a failing grade.

- Grade point average of 2.0.
- *Completion of 160 Servant Hours:* The purpose of Servant Hours is to enhance the world and life view of the Trinitas student and foster selfless service, concern for community, and appreciation for parents, church, and school. To that end, Trinitas desires its students to engage in a variety of service opportunities and not complete all their service hours in one field. Students are required to complete 160 hours. A minimum of 40 hours must be completed each year in the 9th–12th grades. No more than 20 of those 40 hours may come from any one field or project each year without prior administrative approval. Students must submit a signed, completed service log to the school office by the last day of the 4th quarter each school year. Seniors should plan to turn in their final servant hours report by the last day of the first semester of their senior year.
- *Complete and defend a senior thesis:* The senior thesis project is the capstone of the Trinitas student’s classical and Christ–centered education. In the thesis, the student will demonstrate his abilities in grammar, logic, and rhetoric being encouraged to humbly admire and seek after the riches of wisdom offered by God in studying Western Culture. The thesis provides further opportunity for the student to mature in Christ–centered scholarship and show gratitude toward parents,

teachers, and classmates. In the senior thesis project, the student engages in original research upon one of a number of topics listed in the senior thesis syllabus. Particular topics are continually added and rotated but may be recognized under the general categories of 1) exploring an aspect (e.g., works of literature, theological topics, mathematical concepts, or applications) of Western Culture from a Christian perspective, 2) advancing a Christian apologetic in an enduring or contemporary controversy, and 3) discovering the enduring significance of an important figure or historical moment in Western Culture. The project is a 3,000–4,000–word research-based writing assignment and bibliography, followed by a public presentation and an oral defense before a panel comprised of members of the faculty and Board of Governors.

Transcript and Recommendation Requests

The administration and faculty are pleased to provide student recommendations and transcripts upon request through the Sycamore education website (see “Online Documents” tab). Teachers should direct students to Sycamore to make those requests. All recommendations, when complete, should be submitted to the office unsealed in order to properly document the student file. Please note that students are required to make all requests at least 14 days in advance of the due date.

12.25 Private Music Lessons

1. Private music lessons will be available during or after school for students of Trinitas from several instructors approved by the school administration who ascribe to the philosophy above and follow the guidelines below. Music lessons for three-day Jr. K students are not available on their principal instruction days, Monday-Wednesday-Friday, but are available on Tuesday or Thursday.
2. Private music lessons will be for the purpose of augmenting the music class and reaching stated music goals for every student as well as developing musicianship, achieving proficiency with the chosen instrument or voice, gaining knowledge of the classical repertoire for the chosen instrument or voice, and acquiring the experience necessary to perform with confidence. A goal of every private music student should be to perform at the Trinitas music recital.
3. Private music instruction will focus on teaching the children to read and play from music notation, not by ear, without neglecting appropriate ear training.
4. Private music instructors will teach classical music technique as appropriate for the chosen instrument, i.e., proper hand position, bowing technique, posture, etc.
5. Private music instructors will teach classical musicianship with an emphasis on the fundamentals of music performance, i.e., phrasing, articulation, dynamics, and expressiveness.
6. Private music students will learn and perform pieces chosen from a classical repertoire that includes all four periods of music history, not excluding 20th Century classical music or traditional folk music and hymns. Popular music and contemporary Christian music are not appropriate for private lessons or public performance at Trinitas. Beginning students should play from a proven, traditional, classically based method book series supplemented whenever possible by arrangements of classical pieces based on the level of accomplishment.
7. Private music students will be expected to come to lessons prepared and to practice regularly for an amount of time agreed upon by the instructor and the parents of each student. Students who neglect practice and preparedness will lose the privilege of taking private music lessons during class time.

13. SCHOOL DISCIPLINE

13.1 Etiquette

- The Trinitas student ought to be marked by a humble and charitable character, befitting a young person who is growing in stature and maturity (1 Sam. 2:26). As such, students should think of their behavior in positive terms, reflecting the admonition of Saint Paul to the Church in Thessalonica (1 Thess. 5:11-18). Students shall seek to comfort each other in brotherly affection.
- Students shall seek to edify each other, rather than attempting to tear each other down.
- Students shall recognize those who exercise authority over them, knowing that this is God's will for their life.
- Students shall always seek to be at peace with one another, not provoking one another.
- Students shall give wise counsel to their peers who are unruly.
- Students shall strive to be patient with everyone in class.
- Students shall pursue what is good for themselves and their peers, refusing to repay evil with more evil.
- Students shall rejoice every day in song and in action.
- Students shall express gratitude in and out of the classroom, in a genuine way that understands the ways in which God has blessed them.

Trinitas "House Rules"

Students will often need specific examples of what constitutes unacceptable behavior in the classroom. While we don't want to cultivate a rule-based culture, these are the kind of behaviors that teachers will train their students to avoid.

Trinitas students will not...

- walk across desk seats or dash across the room to get to their desks.
- throw paper from their desks to the trash.
- chew gum on campus, ever.
- eat or drink in class without approval of a teacher.
- disturb anything on the teacher's desk (including reference books) without permission.
- sit at the teacher's desk or open drawers in the desk when the teacher is not in the room.
- prop their feet up on desks.
- throw anything across the room to another student.
- write on desks, walls, textbooks, posters, etc.
- leave trash lying around their learning areas.
- adjust blinds or open or close windows without permission from the teacher.
- rearrange desks without permission from the teacher.
- pass notes, nor ask others to pass notes.
- talk while the teacher is talking, nor interrupt other students during class discussion.
- bring games, PE equipment, electronic devices (e.g., toys, iPods, etc.) without permission from respective teacher.
- work on other homework assignments during class (until they have finished with assigned work and received permission from their teacher).

13.2 Disciplinary Policy

Trinitas seeks to base discipline on biblical principles and to administer it with love and consistency in light of the student's behavior and attitude. The teacher or administrator will determine the kind of discipline in respect to the policies established by the Board of Governors. The majority of discipline problems are handled by the teacher at the classroom level. Trinitas seeks to teach students to demonstrate their love for God by giving honor and obedience to their parents and the authorities divinely placed in their lives.

Office Visits

There are five basic behaviors that will automatically necessitate discipline from the Headmaster (versus the teacher). Those behaviors are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar, or profane language, or behavior, including taking the name of the Lord in vain.

During the visit with the headmaster, the headmaster will determine the nature of the discipline and decide whether parents will be notified. If a student is given a Conduct Slip by the headmaster, his Citizenship grade for that 9-week period will be a "U."

If for any reason a student receives discipline from the headmaster, the following accounting will be observed. Within either semester of the school year:

1. The first two times a student is sent to the headmaster for discipline the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. A meeting with the student's parents and the headmaster will follow the third office visit. At this time, a student may be placed on disciplinary probation.
3. Should the student require a fourth office visit, an appropriate suspension will be imposed on the student.
4. If a fifth office visit is required, the student may be expelled from the school.

Expulsion

The Trinitas Board of Governors realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restoration are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student may be expelled.

Serious Misconduct

Should a student commit an act with such 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 to the school facilities, lewd or obscene conduct, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct that occurs outside of school.

Re-admittance

Should the expelled student desire to be readmitted to Trinitas at a later date, the Board of Governors, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

14. ATTENDANCE & TARDY POLICY

14.1 Attendance Statement

Trinitas expects students to be present each day school is in session. The school calendar is provided to aid in the planning of family activities and various personal appointments. Attendance will be recorded daily and documented on students' nine weeks report cards.

Attendance Reporting

Teachers should submit attendance via Sycamore by 9:00 A.M.

14.2 Attendance & Tardy Policy

Any student who is not with his class or seated in the Grand Hall with his family when Morning Meeting begins at 7:50 a.m. will be considered tardy. After the twelfth tardy instance within one semester, a student may receive a Conduct Slip. Therefore, we encourage parents and students to give serious attention to arriving to school and class on time. Receiving a Conduct Slip necessarily results in a "Non Satis" for Citizenship grade for the 9-weeks.

Short-Term Absences

If a student needs to be absent from school for one to two days, the parents should contact the school office by phone as soon as possible. It is the responsibility of the student and parent to find out what work was missed during an absence and to arrange for make-up class work and tests. Work should be made up in two days' time for every day missed. For example, if a student is out for two days, upon his return he will have four days to make up the work missed.

Absence & Leave Policy

In the event of an illness, the administration is to be notified by 6:15 A.M. The administration will then assume responsibility for securing a substitute teacher. If a teacher elects to take a personal day or a professional day of leave, the teacher must arrange for his or her substitute from available approved personnel. Teachers should schedule all personal, medical, legal, and other outside appointments for after school hours. School time is missed only because of illness, jury duty, death of immediate family, or emergencies. Trinitas grants full-time teachers (those on duty 32 or more hours per week) up to seven paid sick days (for the teacher or his or her immediate family) per year. Immediate family is defined to mean the teacher's child, parent, grandparent, spouse, sibling, or parent-in-law. Unused sick days may accumulate up to fourteen days, but are not paid to the teacher when the employment contract is terminated. Each full-time teacher is also granted two personal days per year. Personal days must be arranged with the Headmaster at least one week in advance and are dependent upon availability of substitutes. Teachers will arrange for their own substitutes for personal days and inform the school office of those dates and who will be substituting from available approved personnel. Full-time teachers are also eligible for three professional days of leave each year. Professional leave must contribute to your teacher certification or teaching responsibilities and must be approved by administration. Professional leave must be planned well in advance and teachers should arrange for their own substitutes. Part-time teachers who work greater than 20 hours per week are granted four sick days and one personal day per year.

Each teacher should prepare a file or box of activities or lessons (which will require no explanation by the teacher), along with a class schedule to be used by the substitute in an emergency situation.

It is the responsibility of the student and parent to contact the teacher and make the necessary arrangements to make up a missed assignment or test. (See Academic Testing and Grading in section 12.3 above.)

Jury Duty & Trial Witness

When called for jury duty, an employee should inform the Headmaster. If serving on jury duty would greatly impair the operation of the school, the Headmaster may attempt to have the employee excused from service or attempt to defer service to a time more favorable. When an employee does serve, he does so without loss of pay.

Long-Term Absences

If a student needs to be absent for three or more consecutive days, the parents should notify the school in writing. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. (See Academic Testing and Grading in section 12.3 above.)

Funeral & Bereavement

The death or imminent death of an immediate family member may warrant special consideration of paid absence from employment and employment-related responsibilities. Immediate family member is defined as spouse, child, parent, brother, sister, grandchild, or grandparent. If you are married, your spouse's immediate family is also included. The headmaster will review funeral and bereavement matters on a case-by-case basis. Several factors will influence the decision of a funeral and bereavement matters such as:

Type and length of illness in the case of impending death.

The employee's responsibility for the affairs of the individual.

Length of service to Trinitas.

Typically, the extended leave granted will be between one and five days. However, under circumstances viewed as unusual additional days may be granted or leave without pay may be considered.

Extended Absences

We do not recommend that families take their children from school for extended vacations because it can be difficult for students to catch up upon return; furthermore, students rarely perform as well on make-up work as they do when they complete it in community with their class. Managing make-up work also places an extra burden on the teacher. However, when parents choose to remove students from school for voluntary extended absences (versus emergency or illness), we strongly recommend all significant schoolwork be completed prior to the absence. Parents should consult the teacher well ahead of the absence to make arrangements for completing work prior to the absence. This planning eliminates both the need to work while on vacation and decreases the amount of make-up work after the absence.

Vacation

Faculty members and office personnel hired under a ten-month contract are entitled to the vacation time designated on the yearly school calendar. Faculty members and office personnel hired under a twelve-month contract will receive time in the summer months to take vacation days as outlined in their respective contracts.

Excessive Absences

Parents will be notified if a student has absences above a total of five full days or five absences from any one class in a semester. After a student is absent ten days within one semester, the Board of Governors may examine the student's case to determine if credit can be granted for the course.

14.3 Early Dismissal

It is preferable that doctor’s appointments, dental visits, etc. be arranged for after school hours. When this is not possible, the parent or authorized adult picking up a student must come into the office to sign the early dismissal log. For the safety of our students and so the school can fulfill its responsibility to parents, students are required to report to the office where they will meet their parent or the parent’s designated representative. Students who drive may only check themselves out if they have a signed note from their parents. Absent a note, office personnel must contact a parent to obtain electronic permission to release the student. No student may leave the school without following one of these procedures. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment and are to check in at the office immediately upon returning to school.

14.4 Authorization of Student Release

Students will be released to a parent–authorized representative only. Please send written confirmation when your student is to be released to someone other than those named on the emergency form. Regarding divorced parents and custody relationships, the school must have legal documentation to prevent a non–custodial parent from picking up his student or visiting his student on the premises. A written statement by the custodial parent is not adequate proof to restrict rights in such cases. All materials from the school will be delivered to the custodial parent. Duplicate materials may be delivered to the non–custodial parent upon receipt of written instruction signed by both parents. Legal documentation (held confidential) will help us meet your needs and the needs of your student.

14.5 Arrival and Departure

Trinitas will provide supervision for students arriving between 7:30 a.m. and 7:50 a.m. Students should not arrive at school before 7:30 a.m.

School begins at 7:50 a.m. Students should be seated in Morning Meeting with their belongings put away, ready to begin the day at 7:50 a.m. Students who arrive between 7:45 a.m. and 7:50 a.m. should go directly to the Grand Hall and prepare for Morning Meeting even though they may not have had time to visit their classroom or locker to put their belongings away. Please do not plan to arrive at 7:50 a.m. Students who arrive at or after 7:50 a.m. will be considered tardy and must sign in at the office and wait in the designated area until Morning Meeting is over.

Departure Time: 3:00 p.m. Monday through Thursday (all grades); 1:30 p.m. Friday (all grades)
Parents or guardians must pick up students in Jr. K through 4th grades from their teachers in the Grand Hall within fifteen minutes after dismissal. Students may not loiter on campus, inside or outside, after dismissal.

Students left at school past 3:15 p.m. (1:45 p.m. on Fridays) will be placed in an after–school room supervised by a Trinitas staff member and charged accordingly.

<i>School Hours For Faculty/Staff</i>		
Full Time	M/Tu/Th	7:20 A.M. - 3:30 P.M. (4:30 P.M. for Faculty Meetings)
	W	7:05 A.M. - 3:30 P.M.
	F	7:20 A.M. - 2:00 P.M.
Part Time	Designated by the administration.	

Morning and Afternoon Procedures for Faculty & Staff

At the beginning of each academic year, a morning and after-school master duty schedule is developed to distribute hospitality and supervision responsibilities among the teaching staff. Duty stations are designated at the beginning of each year at Faculty Forum. Teachers are required to engage in hospitality and monitor student activity during these times, not simply be present. This is not the time for grading, class preparation, and other school related work or personal reading.

In general teachers should:

- joyfully interact with the students and parents (smile, use an enthusiastic tone, call students and parents by name, extend a firm handshake, engage in conversation).
- walk around the area supervised to ensure a presence of authority.
- listen to conversations and observe interactions. The school standards regarding student relationships must be taught at all times and in every school related environment.

Some grammar school teachers are exempt from duty stations since their students are dropped off and picked up in the classroom or Grand Hall, thus necessitating teacher supervision. Grammar school students in the Jr. K through Fourth grades are to be picked up in the afternoons by their parents or guardians from the Grand Hall and not allowed to exit the building alone.

14.6 Afterschool Program

An afterschool program is available to provide child supervision for parents who are not able to arrive at school by 3:15 p.m. each day. The program will be available Monday – Thursday, 3:15 p.m. – 5:30 p.m., and Friday, 1:45 p.m. – 5:30 p.m. for students in JK through 12th grades. Aftercare will not be available on days when the school releases at noon. The cost for a family's first child is \$10 per hour and all subsequent children, \$6 per hour, charged by the hour for any portion of an hour. All children remaining in the building after 3:15 p.m. on Mondays through Thursdays or 1:45 p.m. on Fridays will be placed in after-school care. Parents will be responsible for the cost of this service. Children will not be permitted to wait outside the building or sit in the library or Grand Hall unsupervised. Please ensure that your child is picked up from the after-school program by 5:30 p.m. to avoid an additional \$25.00 late fee. This fee is assessed per child per occurrence.

All Trinitas policies and procedures governing student behavior and classroom demeanor are to be observed during all after school activities.

Incident Report

Trinitas is designed to be a safe, secure, and enjoyable place of learning. The Board of Governors and administration greatly desires to maintain this type of environment and will constantly seek to improve relevant policies and procedures. Therefore, to manage and correctly respond to all matters associated with student and teacher related accidents and incidents of consequence (i.e., student arguments, fights, destruction of property, classroom acts of disorder, or disrespect, etc.), teachers or staff members involved in an accident or incident are required to submit a completed Incident Report form to the administrative staff before the end of the school day.

14.7 Medical Policies

Unwell Children

Students should not come to school with fever (100.4° F) or signs of communicable illnesses (this includes students who have vomited or displayed symptoms of stomach viruses or flu within the past 48 hours.) Please see that your students are without fever or signs of communicable illnesses for at least 48 hours without fever reducing medication before permitting them to return to school. We wish to reduce the spread of illness to other students and faculty members.

Parents will be called to pick up their child from school if he or she becomes ill during the school day. Sick students will wait in the sick bay. Medications that must be administered during the school day will be handled by trained office staff. Signed permission and instructions from the parents must be provided. All Trinitas students must have on file the appropriate original immunization cards, a Medical Information Form for use in the Trinitas office, and an Annual Release and Consent Agreement Form that needs to be notarized by a notary public (the teacher will take this with him or her on all field trips). The school office has a small first aid kit to be used for cuts and scrapes. Over-the-counter medications such as Acetaminophen, Ibuprofen, antacid tablets, Pepto-Bismol, and Benadryl will be dispensed as needed with parental permission (phone call or medical form). Parents of students who are regularly provided with medication will be informed by the school office and asked to provide the medications their students most regularly require.

Emergency Medical Occurrences

Medical expenses incurred while at Trinitas are the responsibility of the parents. In the event a student becomes ill or is seriously injured while under school supervision, school authorities will take the following steps:

1. Contact a parent of the student and follow his instructions.
2. Contact the student's physician and follow his instructions in the event neither parent can be reached and the situation is urgent but not emergent.
3. If the student's physician cannot be reached, school authorities will use their own discretion and contact a properly licensed physician and follow his instructions.

If, in the opinion of a properly licensed and practicing physician, a student needs medical or surgical services which require parental consent before being supplied and the parent cannot be reached, the Headmaster or the teacher, or the designee of the Headmaster or the teacher, will furnish such authorization. The Headmaster, teacher, or the designee of the Headmaster or teacher, Trinitas, and its Board of Governors are released from any liability which might arise from giving such authorization so that the student may be furnished with emergency medical or surgical services as soon as reasonably possible after the need arises

Serious Disease

A serious disease is one that is life-threatening, or which can cause permanent bodily damage, and can be communicated from one person to another (other than genetically). Spinal (or viral) meningitis, AIDS (Acquired Immune Deficiency Syndrome), and pneumonia are examples of the type of diseases herein referred to. Common colds, influenza (mild forms), chickenpox, strep throat, etc., though unpleasant and contagious, are not considered serious diseases.

Teachers and staff members must inform the administration of any information regarding a serious disease immediately. Any contagious illness is a matter of concern and must be managed appropriately. However, a serious disease as described above is a matter of greater distress and must be managed efficiently, effectively and with kindness and grace.

The following are guidelines to assist in the management of a serious disease report:

- The Headmaster will take every appropriate precaution to reduce the risk of infection of any student or teacher by any known serious diseases. This will include isolating the student(s) who may have the disease or have been exposed to it.
- Trinitas cannot be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.
- Upon receiving reliable information that a student or teacher at Trinitas has contracted, or has been in contact with, a serious disease, the Headmaster will immediately contact the President of the Board of Governors, local health officials and, if necessary, the Disease Control Center in Atlanta, Georgia, to obtain more information.
- The information sought should answer such questions as:
 - To what degree is the disease communicable?
 - How is it transmitted?
 - What is the incubation period for the disease?
 - What are the disease symptoms?
 - What precautions should the school take?
 - What information would be helpful to the school's families?

Based upon the answers to the above questions, the Headmaster, in consultation with the Board of Governors will determine what actions are necessary. He will then contact the parents of the affected student(s) and share with them the information he has received, as well as the decisions he has made. The infected person may be asked to remain home for a specific, or undetermined, length of time. Closure of the school may be necessary in extreme cases. The Headmaster will report cases of serious diseases that have affected or could affect the school to the Board of Governors.

15. DRESS & UNIFORM POLICY

15.1 Make-Up & Grooming

Any dress code can be circumvented in effect while obeyed in the letter, so students are encouraged to work at reestablishing a Christian culture of beautiful, appropriate dress designed for the benefit, comfort, and respect of others. These are basic guidelines for grooming practices at Trinitas. We are aware that these precepts do not cover every contingency; therefore, the following principles are offered:

1. Nothing which draws attention to oneself.
2. No priority on self-expression.
3. Cheerful submission to the community of Trinitas and its values.

4. Dress and grooming that are clean, neat, modest, and conducive to order and learning.

A Note on Modesty: Keeping oneself presentable in company is important for students of all ages; it is an issue of loving one's neighbor. Consider the following guidelines as rules of thumb for modesty at Trinitas: clothes should not be excessively tight or form fitting; shirt buttons should be fastened to minimize chest exposure; skort, skirt, and shorts lengths should rise above the knee only minimally so as to cover the majority of the thigh area. Consider the fit in a variety of positions that may be encountered: standing, sitting, kneeling.

It is expected that both gentlemen and ladies will keep their hair well-groomed, clean, and in an acceptable style as determined by the administration. Each student's hair must be styled with or without hair accessories such that hair is kept out of the face for the entirety of the school day without regular adjustments. Hairbands may not be worn on the wrist.

For boys, the following are unacceptable grooming practices:

1. Shaved heads, ornamental cuts, or shaved designs in hair;
2. Ponytails, top knots, hair accessories, and bleached, colored, or dyed hair (no alteration of natural hair color)*;
3. Hair length in the eyes, over the ears, or on the shirt collar;
4. Any visible jewelry (watches are not considered jewelry);
5. Tattoos or visible body piercing, including earrings;
6. Facial hair; mustache, goatee, long sideburns, beard, etc.
7. Colored contacts that are not a natural eye color. Eye color should remain consistent throughout the entire year.

For young ladies, the following are unacceptable grooming practices:

1. Shaved heads, ornamental cuts, shaved designs in hair, or hair pieces (no false hair);
2. Bleached or dyed hair*;
3. Tattoos or visible body piercing (stud earrings are permitted, one per ear, but must not hang below the lobe of the ear);
4. Exposed necklaces, all bracelets (including hairbands), toe rings, and anklets (modestly simple watches are acceptable);
5. More than one ring per hand; rings should be simple rather than expensive or flashy
6. False fingernails or colored nail polish (clear acceptable; French tips grades 7–12);
7. Colored contacts that are not a natural eye color. Eye color should remain consistent throughout the entire year; and
8. Heavy application of makeup including dark eye makeup and dark lipstick. Please be modest in application of all makeup.

*It is the opinion of the Board of Governors that a student's original hair color is best; however, the Board of Governors understands that hair coloring is a matter of preference and not a moral issue. Therefore, the Board is willing to provide some liberty in this area as long as it does not violate the high standards we desire to maintain at Trinitas. In consideration of the four guiding principles listed above (not drawing attention to oneself, no priority on self-expression, cheerful submission to the Trinitas community, and appearance conducive to order and learning), alterations of hair color (natural hair colors or natural highlights only) must be accomplished prior to the first day of school or enrollment in the school and maintained throughout the entire school year.

Faculty Dress Requirements

Teachers are expected to dress as adult role models for students and to be aware of the effects their clothing has on students. Teachers should wear clothing that is functional, modest, professional, and aesthetically pleasing, demonstrating Christian stewardship of God's resources. As with the student dress code, teacher dress should not be used to draw attention to self or used for self-expression. The standard for teachers and staff in every situation is at least one step more formal than the students. General guidelines include:

Ladies

Monday through Thursday

Dress, skirt or loose-fitting dress slacks with shirt or blouse

Friday (dress day)

White blouse with khaki colored (not chino) skirt, or navy-blue dress, navy blazer (to the elbow sleeve navy blue dress negates necessity of blazer), closed toe dress shoes

* Jewelry should be conservative, not flashy, or gaudy, and appropriate for the teaching milieu.

Gentlemen

Monday, Tuesday, Wednesday, and Thursday

Collared dress shirt and slacks, and either tie or jacket required. Sweaters and vests are appropriate but must be worn with a tie.

Friday (dress day)

White button down or dress shirt with khaki colored dress slacks (not chino pants), tie, and navy blazer required.

*Gentlemen must be either clean-shaven or appropriately managing well-groomed beard hair.

Teachers are not permitted to wear sneakers or tennis shoes or casual sandals. Garments must be in good repair and appropriately laundered and pressed. All tattoos must be covered as much as possible while on school campus or at school-related activities.

Special Activities The type of activity that you are participating in should determine the type of dress you select. Nature outings may require modest walking shorts and comfortable shoes. The symphony may require formal attire. It is always best to seek counsel from the Headmaster or appropriate administrator if you have questions.

15.2 Uniform Code

Uniforms must be purchased through Land's End Direct Merchant School Uniform catalog, with the exception of the following items:

- Young men's Hopsack, navy blue, two-button blazer in a polyester and wool blend. Must have gold buttons; may not be double-breasted. The young ladies' blazer must be purchased from Land's End, due to the style and cut of feminine blazers.
- Shoes
- Belts
- Socks and tights

(These items may be purchased at area retailers providing their appearance and fabric content is like that shown in the Land's End catalog.)

When ordering from Land's End, please use the following:

Land's End Preferred School Number: 900044116

Land's End Logo Number: 1419398K

The designated uniform shall be properly worn at all times, before, during, and after school. Uniforms that are free from stains, holes, tears, and the like are considered clean and neat (and are otherwise in accordance with the principles outlined in section 15.1). Students should retire those uniforms that no longer fit or become stained, worn, or tattered.

The administration has the final say on all matters pertaining to dress.

Gentlemen

Casual (everyday) uniforms are worn Monday through Thursday. Dress uniforms are worn on Friday and on designated field trips or on days deemed appropriate by the administration.

Everyday Uniform: Jr. K – 12th

- Plain Front Blended or Stain–resist, wrinkle–resist Chino Pants – khaki, navy, and arctic gray. Minimum length of pants to brush the top of the shoe.
- Plain Front Blended or Stain–resist, wrinkle–resist Chino Shorts – khaki, navy, and arctic gray. Shorts should terminate slightly above the knee.
- Belts – Brown, single buckle, leather, business casual, unornamented.
- Shirts – Mesh or Interlock Polo, long or short sleeves, in classic navy, blue, or white with logo. Shirts must be tucked into pants or shorts at all times, including after school, and the bottom button is to be buttoned. **Please do not wear long sleeved undershirt with short sleeve polo.**
- Turtleneck and Mock Turtleneck Shirts – navy or white. Turtlenecks are only acceptable for use with our casual uniform sweater (not under short sleeve polos). If selected shirt is to be used as outer garment, then Trinitas logo must be on shirt.
- Socks – White crew, quarter, or ankle socks.
- Shoes – White traditional athletic shoes (not mid– or high–top). Shoes must be 95% white with the possible exception of a small logo. Pay careful attention to the tongue, collar, and sole color. Shoes must be laced to tie style with no cartoon or toy figures anywhere on the shoe.
- Sweater (Optional) – Navy or pewter heather. Drifter and Performance Drifter zip–front cardigan, vest, cardigan, crew, or v–neck, all to have Trinitas logo.
- Jacket (Optional) – Lands’ End Midweight Fleece Jacket or Microfleece Half–Zip, classic navy, with Trinitas logo, may be worn with casual uniform during school hours during the winter months. Spirit wear such as Trinitas hoodies or tee shirt are not part of the school uniform. Hoodies may be worn as outerwear at PE or on the playground, but not indoors as part of the uniform.

Dress Uniform: Jr. K – 3rd

- Blue Long Sleeve Shirt, Easy–care Oxford or No–Iron Pinpoint – Lands’ End only with logo.
- Tie – Lands’ End hunter classic navy plaid*
- Plain front Iron–Knee [Stain Resist Wrinkle Resist] Chino Khaki Pants – Minimum length of pant to brush top of shoe.
- Dress Belt –brown, one buckle (solid leather, smooth)
- Dress Shoes – brown loafer (with or without penny slot), No “boat” shoes.
- Dress Socks – 3/4 length or longer, khaki
- No blazer permitted; Trinitas logo cardigan acceptable

Dress Uniform: 4th – 12th

- Blue Long Sleeve Shirt Easy–care Oxford or No–Iron Pinpoint – Lands’ End only with logo.
- Tie – Lands’ End hunter classic navy plaid. *Rhetoric School only: bow tie to be purchased from school office.

- Plain front Iron–Knee [Stain Resist Wrinkle Resist] Chino Khaki Pants – Minimum length to brush top of shoe.
- Dress Belt – brown, one buckle (solid leather, smooth)
- Dress Shoes –brown loafer(with or without penny slot, No “boat” shoes.)
- Dress Socks – 3/4 length or longer, khaki
- Blazer – Navy Hopsack single–breasted, gold two–button, (fabric: polyester and wool blend)

Rhetoric School Uniform Options

Students in the rhetoric school have the opportunity to enhance their dress Monday through Thursday, following what we call the “plus one” principle. Gentlemen may wear their uniform pants with long–sleeve button down oxford uniform shirt—white or blue—plus tie or blazer. The gentlemen may wear their own bow ties, within the spirit of the law, i.e.: no novelty bow ties.

Note:

- A student who forgets his tie or belt must rent one for \$3 per day. He should report to the office for a rental and be responsible for returning the item at the end of the day.

PE Uniform

Students in Jr. K through second grade will remain in their everyday uniform during PE, including shoes. Students in third through twelfth grades are required to wear the Trinitas PE tee shirt. Gentlemen may wear everyday uniform shorts or Lands’ End classic navy mesh athletic shorts or classic navy mesh gym shorts. Students have the option of wearing the Lands’ End classic navy sweatpants in lieu of the athletic or gym shorts. Parents will be notified via parent notification when a student attends PE without the appropriate uniform. Students should plan to keep their change of clothes in an athletic bag in their classroom or locker while at PE.

Young Ladies

Casual (everyday) uniforms are worn Monday through Thursday. Dress uniforms are worn on Friday and on designated field trips or on days deemed appropriate by the administration.

Tasteful hair accessories are appropriate but must not be used as self–expression. Hair accessories (clips, pins, bands, ribbons, etc.) should be in hair colors, or uniform color with no sequins. Young ladies’ hair must be styled in a manner that prevents hair from hanging in their faces or eyes.

Everyday Uniform: Jr. K – 12th

- Skort – Top of Knee or Below the Knee Blend Chino Skort, in khaki, navy, or gray (loose fitting, minimally above the knee see 15.1 note).
- Box–Pleat Skirt – Top of Knee or Below the Knee. Navy, khaki, or gray, with bike shorts underneath if necessary (minimally above the knee see 15.1 note). Pleated skirts should be appropriately ironed.
- Skirt – Solid A–line skirt in khaki, navy, or gray, with bike shorts underneath if necessary.
- Shirts – Interlock Polo long or short sleeves, in navy, blue, or white with logo. Feminine Fit polos are acceptable. Ladies are to button at least the bottom button.
- Turtleneck or Mock Turtleneck shirts (navy or white) are acceptable for use with casual uniform sweaters (not under short sleeve polos). If selected shirt is to be used as outer garment, then Trinitas logo must be on shirt.
- Socks – **White** crew, quarter, knee, or ankle socks. During winter, white tights may be worn.
- Shoes – White traditional athletic shoes (not mid– or high–tops). Shoes must be 95% white with the possible exception of a small logo. Pay careful attention to the tongue, collar, and sole color. Shoes must be laced to tie style with no cartoon or toy figures anywhere on the shoe. No beads, sequins, stacked, or mules are permitted.

- Sweater (Optional) – Navy or pewter heather. Drifter and Performance Drifter v-neck vest, v-neck zip-front cardigan, performance fine gauge cardigan, with Trinitas logo.
- Jacket (Optional)– Midweight fleece jacket or Microfleece half-zip, navy with logo, may be worn during school hours in winter months. Spirit wear such as Trinitas hoodies or tee shirt are not part of the school uniform. Hoodies may be worn as outerwear at PE or on the playground, but not indoors as part of the uniform.
- If girls choose to wear biker shorts under their skirts, they should be solid white, navy, or black.

Dress Uniform: K5 – 3rd

- Plaid Jumper – Hunter and classic navy plaid jumper (no shorter than 1 inch above, no longer than 1 inch below the knee) Note: Kindergarten students should wear bike shorts under their jumper for modesty during nap.
- Shirt – Blue, Peter Pan knit top, long sleeve, without Trinitas logo.
- Socks – navy-blue knee socks or tights, cable or plain (no ornamentation)..
- Dress Shoes – Black or navy T-strap or Mary Jane dress shoe or unornamented ballet flat (no patent leather, velvet, buckles, or sequins – a small bow is acceptable).
- Cardigan (Optional) – Navy monogrammed fine gauge or performance fine gauge cotton.

Dress Uniform: 4th – 12th

- Plaid Pleated Skirt – Hunter and classic navy plaid pleated. Pleated skirts should be appropriately ironed.
- Shirt – Blue long-sleeve Oxford, or No-Iron Pinpoint blouse with Trinitas logo.
- Jacket, Blazer – Deep Navy, Emily Schoolboy
- Tie – Classic navy cross tie. *Rhetoric School only: scarf tie to be purchased from school office and tied in a French knot.
- Stockings or Knee Socks – Nude color stockings or navy knee socks.
- Dress Shoes – Black or navy unornamented, loafer-style, or classic ballet flat, with 1” heel or less (no open toe, mules, patent leather, velvet, or sequins – a small bow is acceptable).

Notes:

- A student who forgets her tie or scarf must rent one for \$3 per day. She should report to the office for a rental and be responsible for returning the item at the end of the day.

PE Uniform

Students in Kindergarten through second grade will remain in their everyday uniform during PE, including shoes. Students in third through twelfth grades are required to wear the Trinitas PE tee shirt. Ladies may wear the everyday uniform skorts or Lands End classic navy mesh athletic shorts or classic navy mesh gym shorts. Ladies have the option of wearing the Lands End classic navy sweatpants in lieu of the athletic or gym shorts. Parents will be notified by Parent Notification Form when the student attends PE without the appropriate uniform.

Rhetoric School Uniform Options

Students in the rhetoric school have the opportunity to enhance their dress Monday through Thursday, following what we call the “plus one” principle. Ladies may wear their uniform skirt with long-sleeve oxford uniform shirt, plus cross tie, dressy scarf of their choosing within the spirit of the law, i.e: not novelty scarves, or blazer.

Cold Weather Outerwear

On the playground or otherwise outside during cold weather, students may wear outerwear such as sweaters, fleeces, coats, and jackets without the monogrammed Trinitas uniform logo. Hats and mittens are also appropriate if following the guiding principles of the uniform policy (15.1; and see

15.4 for further clarity). All sweaters and fleeces worn indoors must be uniform apparel and be appropriately monogrammed with the Trinitas uniform logo. Spirit wear such as hoodies may be worn on the playground and at PE, but not indoors.

After-school Activities and Extended Care

Students who remain in afterschool activities have the option, as directed and approved by the coach or teacher, to wear the Trinitas PE uniform in full or the casual uniform in full. Students in extended care should remain in casual uniforms Monday – Thursday and may change into casual uniforms after school on Fridays.

15.3 Students Out of Uniform

Circumstances may require that students change out of their Trinitas school uniform prior to leaving campus. In such cases, students may change clothes in the restroom and leave campus immediately. All students should be dressed modestly, even when out of uniform. Any student in uniform is to wear it correctly, shirt tucked in and all parts present, at all times unless otherwise directed by administration.

Uniform Violations

Teachers should review the dress of their students each morning to ensure that the dress code is being followed. Violations must be handled with Parent Notification forms, or a Conduct Slip issued by the headmaster when necessary.

15.4 Uniformity of School Supplies

Students should follow the guiding principles of the uniform policy as they select backpacks, lunchboxes, and folders (see 15.1 above). In order to minimize the influence of popular culture and to honor differences in parental decisions that would affect other children, school supplies featuring characters, teams, or icons are not allowed at Trinitas.

15.5 Lost and Found

A lost and found area is maintained by the front office. Items found in the classroom or on the school grounds that are not appropriately marked or cannot be correctly identified must be turned in to the front office. Items will be reported to the school, and if unclaimed, donated to a local charitable organization.

16. LUNCH & RECES

16.1 Regular Lunch Procedures

Students are required to bring a lunch from home and will eat lunch either in the area designated as the lunchroom or in the area designated by the classroom teacher. Students should bring any dishes

Teacher Lunch Duties

Teachers are expected to eat lunch with their students. This is a training opportunity and should be treated as such. During this time, teachers should:

- listen to and guide table conversations (avoid topics that may violate families' house rules such as video games and other pop-culture topics).
- develop the existing student-teacher relationship.
- instruct on table manners, appropriate posture, and cleanliness.
- ensure lunchroom policies are being followed.
- ensure that all equipment and resources are being used appropriately and as designed.

or utensils they may need as well as a napkin. Students will not be permitted to bring hard candy, carbonated drinks, or energy drinks for their lunch. Because of the danger of food allergies, students in Jr. K – 6th grades may not share food and students in 7th – 12th should honor their parents with regard to sharing food. Access to a microwave is available for 1st – 12th grade students but should only be used to heat or reheat a food item (30–60 seconds).

16.2 Special Lunch Program

Parent volunteers administer our special lunch program. On designated day(s), a lunch selection is provided by an outside vendor such as Chick–fil–A. Students may order the selection at a cost or bring their own lunch as usual.

16.3 Snack Program

Food items such as chips, cookies, granola bars, bottled water, etc., may be available for purchase by students from the snack cart. The snack program is based on the honor system. Parents can develop honesty and integrity in even their young children by assisting the school in training students ahead of time to purchase snacks on the honor system. Please note: The front office is not equipped or responsible to provide change for students with incorrect coinage or large bills.

16.4 Recess and Snacks

Jr. K through 6th grade classes will participate in outside recess and snack time daily as weather allows. Classes will remain indoors for recess and snack time on Fridays, as students will be wearing their dress uniforms.

16.5 Rhetoric School Tea

From time–to–time the rhetoric school students may host an informal or light tea in the Grand Hall (a light tea is one where the participants stand with teacup and saucer in hand and have one or two small, edible treats). All available parents, faculty, and staff are encouraged to attend the teatime in order to train proper conversation.

Teacher Recess Duties

Teachers or an aid must accompany their respective class to recess and supervise the entire activity. Teachers should correct any students on the playground that are not following the policies, procedures, or directions of the supervising teachers. Teachers must work together in this activity to ensure unity and harmony amongst the teaching staff.

Students may:

- play on playground equipment as designed or play various games on the playground that consider the whole group.
- eat a snack from the snack cart or their lunch box at the designated location.
- play with any Trinitas student on the playground.
- check–out designated playground equipment with the permission of the supervising teacher.

Students may not:

- play on or with playground equipment in a manner inconsistent with its intended use.
- leave food wrappers at the tables or on the playground.
- leave the group or act in a solitary manner.
- take advantage of smaller children.
- run and play while eating.

17. PARENT–SCHOOL COMMUNICATION

17.1 Parent Volunteers

Parent volunteers support the mission of the school by providing support for the ministry of Trinitas under the direction of the administration and Board of Governors. Parent volunteers work on two levels: 1) Classroom Support; and 2) School Development. We are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few ways we do this. Please feel free to ask if you would like to try additional ideas.

- Visit the school and class at any time. (Simply call ahead out of courtesy to the teacher.)
- Assist in the classroom. (Again, arrangements should be made with the teacher in advance.)
- Act as chaperone on field trips, library visits, etc.
- Serve as a story–reader, song–leader, or guest artist, or offer your special talents.
- With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
- Share your experience, trips, vacations, as they may relate to an area of study in a class.
- Help host class parties, at home or in the classroom.
- Attend all Parent–Teacher Conferences. Formally conducted conferences will be announced. Informal conferences may be held at the parent’s request.
- Closely monitor and praise your child’s progress by reading all teacher notes and student papers sent home! Review your child’s communication folder daily.
- Invite the teacher into your home for a meal and fellowship.
- Pray for the students and teachers.
- Attend all parent meetings and *Parent Traditios* when possible.

Parent Volunteers

Parents are encouraged to be involved in the education of their children at Trinitas. Teachers are encouraged to utilize parents’ abilities in and out of the classroom and to welcome them to observe the classroom at appropriate times.

17.2 Parent Notification

Teachers use the Parent Notification Form to communicate with parents, notifying them of areas of concern or commendation. Teachers use the Parent Notification Form to let parents know about missed assignments or homework, behavior problems, uniform concerns, outstanding work, acts of kindness, commendable service to the Trinitas community, or other issues of which teachers feel parents should be aware. A Parent Notification Form should be returned signed the next day so that the communication loop is closed. In this way, the student is involved in the communication process.

Remember!

It is always best to have a colleague or administrator proofread Parent Notification Forms before sending them home.

17.3 Parent–Teacher Conferences

The teaching staff at Trinitas will make every effort to keep our parents informed of their students’ progress. If you would like to discuss an issue relevant to your student’s development, we invite you to contact the school secretary to set up a meeting time.

Mandatory parent–teacher conferences are scheduled in each semester of the school year. At least one parent or guardian must be present at these meetings; however, we encourage both to attend.

PTC Guidelines for Teachers

- begin and end conferences on time.
- welcome the parents promptly and graciously. Seek to begin with a positive attitude and comments.
- frame the discussion around the student’s progress toward becoming the kind of student described in the school’s Vision and not on academics alone.
- plan for conferences carefully by gathering work of the student, reading available information about the family, and copying relevant information for the parent.
- develop pertinent questions for the parents that will provide insight into the academic strength or weakness of the student.
- seek an even balance between telling and listening. Accept the parents’ comments with interest and not judgment. Ask probing questions that demonstrate an appreciation for the student and the learning process.
- be honest and objective with parents about the student’s progress or lack of progress in any area of learning or social development. Refrain from making comparisons to other students. Parents need to know what you think, not what you feel.
- steer all parental criticism about the school, the administration, another teacher, or other students by quickly advising the parents to consult the appropriate party with their concerns or criticisms.
- make no promises that you cannot keep. Act quickly in response to any pledge you make to a parent.

17.4 Conferences with the Headmaster

Parents may bring concerns to the Headmaster. However, as noted, it is the policy of the school to encourage parents to discuss any problem between themselves and a faculty member directly with that faculty member first. In almost every instance, frankness and consideration can bring about a solution (Matthew 18:15). Should questions still remain, parents may bring the questions to the Headmaster. Parents who desire an appointment should contact the school secretary.

17.5 Telephone Communications

We discourage all parents from making efforts to talk with teachers by telephone during school hours. Parents may call the school secretary and leave a message for a teacher to return their call at a time best for students and the teacher.

Cell Phones and Social Media Usage

Teachers are discouraged from conducting parent conferences on the telephone. Face-to-face meetings are much more productive. When it is impossible to meet face-to-face, however, teachers are encouraged to use the phones after hours to check up on a sick student or inform a parent of a particular incident that occurred during the school day. Teachers must not use personal cell phones to make or receive calls or visit social media sites during class hours.

17.6 Parent–Teacher Communication (Matthew 18 Principle)

Questions and complaints inevitably arise even in a well-run school. It is important that these be handled courteously and promptly. The following steps are an application of the biblical injunction recorded in Matthew 18 for the resolution of a problem between believers:

1. Request a conference with the teacher and meet privately to seek the resolution with a spirit of reconciliation. Both want the good of the student and are not in an adversarial position.
2. If unresolved, the teacher and the parent meet with a third party, the Headmaster. Any subsequent meetings would also involve the Headmaster.
3. If still unresolved, the matter is presented to the president of the Board of Governors. He will call upon the parties involved as seems warranted, all in the spirit of reconciliation.
4. If still unresolved, the problem is brought before the entire Board of Governors. The board calls upon the parties involved as seems warranted, still in the spirit of reconciliation. If reconciliation still does not occur, the board makes the judgment and takes appropriate action.

The principle underlying this procedure is clear: Solve each complaint with the persons directly involved at the lowest level possible, moving the matter up the chain of authority to the level where it is finally resolved.

When the Matthew 18 principle is ignored, gossip and bitterness will be the result. Few sins infect, embitter, and destroy Christian community the way gossip does. For the good of the Trinitas Family and the glory of God, let us speak the truth to each other in love, resolving our differences quickly and Christianly.

17.7 Annual Renewal Forms

Each year, it is important that the school office have updated forms on all Trinitas families. These electronic enrollment forms must be completed prior to Student Orientation. Students may not attend school until the forms are completed.

17.8 Visitors Policy

First Peter enjoins us to be hospitable; therefore, we thoroughly enjoy the privilege of allowing guests into our school home. In order to accommodate visitors, we ask that they inform the school office of the intended visit no later than the day before. The visitor will sign in and receive a visitor's badge at the front office. All parents are welcome to eat lunch with their students without a visitor's pass or prior notification; however, all other classroom and campus visits will require admission through the front office. With this in mind, it is important that the classroom environment is not adversely affected by visitors. We encourage parents to set up their visit with the respective classroom teacher.

17.9 School Management Software

Trinitas has selected Sycamore Education as the school's administrative software company. Sycamore Education is a web-based school management system that enhances productivity in the school office and provides a number of additional services to our staff, students, and parents. A link to Sycamore can be found on the regular Trinitas website.

18. INCLEMENT WEATHER AND EMERGENCY DRILL POLICIES

18.1 Inclement Weather & Emergency Closing

Trinitas will take all necessary precautions to ensure your student's safety and to aid in your family's preparation for severe weather and other emergency situations. In case of inclement weather, Trinitas will be notified by and in contact with the Escambia County Emergency Management Team to make and maintain proper assessment of the current weather conditions. Decisions to open or close the school will be made with this information and the recommendation of the Escambia County Emergency Management Team. Announcements may be made on social media but texts and emails will always be used to communicate directly and will be the preferred methods to communicate with families to advise of school closings.

18.2 Emergency Drills

Trinitas will conduct periodic drills to acquaint teachers and students with various emergency procedures. These will include fire, tornado, and school lockdown drills. If you have questions regarding specific procedures, please see the Headmaster.

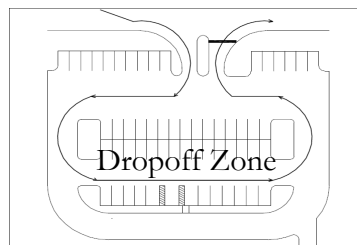
Emergency Drills

During emergency drill, faculty/staff are responsible to:

- teach their students the designated evacuation route(s).
- make sure all students located in the classroom at the time of the drill are out of the room before exiting.
- turn off all lights before exiting.
- direct students to assigned meeting location in an expeditious, quiet, orderly manner.
- take attendance and ensure all students are accounted for at the meeting location.
- report student attendance to designated administrator or staff member upon request.

E. Johnson Ave.

18.3 Parking Lot Flow Chart



Please use portico only on rainy days

19. EMPLOYEE-SPECIFIC POLICIES

19.1 Human Dignity

Trinitas intends to provide its teaching staff and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, the Trinitas administration and the Board of Governors expect all persons to treat each other with great respect. Humans are made in the image of God and must be treated as such. Below are listed a few guidelines or features of this policy.

- Trinitas prohibits the harassment of others by teachers, administration, support staff, students, or other persons present in our facility.
- Any person who believes he has been subjected to harassment should report it immediately to the Headmaster or appropriate Board of Governors member. Students may report an incident to a teacher or Headmaster. Each report will be given serious consideration and investigated thoroughly.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report and the person accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for teachers and support staff) or expulsion (for students).
- Unwelcome sexual advances, engaging in inappropriate or improper physical contact, making improper sexual comments, creating an intimidating, hostile, or offensive learning

environment, or any explicitly sexual behavior that is aimed at another person is considered sexual harassment.

- Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in such misbehavior will be disciplined.
- All students and all school employees are expected to conduct themselves with respect for the dignity of others.

Please Note:

According to F.S. section 39.203, Any person, official, or institution reporting in good faith any instance of child abuse, abandonment, or neglect to the Department of Children Services or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect. Any person making a report of child abuse, abandonment, or neglect, shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

According F.S. section 768095, An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

19.2 Non-Discriminatory Policy

Subject to the Constitution of the United States and all applicable state and federal laws, Trinitas does not discriminate in its employment practices or in the administration and dissemination of its programs and services.

19.3 Background Check

Trinitas administration will complete a thorough background check on all employees, prior to the employee's interaction with students.

19.4 Legal Coverage

Trinitas is aware that a teacher or other employee may be falsely accused of wrongdoing. The Board of Governors and administration will always seek the truth in these difficult matters and make every effort to protect the dignity and honor of the accused. The Board of Governors maintains General Liability coverage on the faculty and staff to assist in the legal defense of such accusations. The Board of Governors and administration expect the accused teacher or staff member to:

- fully cooperate with the board's inquiry concerning the accusation by
- providing full disclosure of the circumstances surrounding the charge.
- keep the entire matter in confidence.

19.5 Health Requirements

Prior to or during employment at Trinitas, faculty members may be requested to submit proof of a recent physical examination, including a chest x-ray or TB skin test, which will be kept in their personnel folder.

No teacher or staff member shall be qualified for employment that has any type of serious communicable disease, illness, or infection, such as tuberculosis. It is the responsibility of employees to convey information to the administration upon diagnosis or to certify good health upon administrative request.

19.6 Professional Guidelines

The role of teacher at Trinitas is to instruct, advise, train, and coach children with an attitude of compassion, devotion, and keen interest. Our caring, outstanding teaching faculty defines the character of Trinitas and, therefore, is essential to the school's fulfilling its stated mission of "developing students for a life of moral and spiritual integrity, personal and social responsibility, and a zeal to know and serve a Holy God."

God places a high value on children and upon those who teach and train them. It is true that the responsibility of this task of teaching and training falls squarely upon the shoulders of parents; the command of Deuteronomy 6 is quite obvious and most specific. However, equally as clear is the position and duty of the teacher. John 13:13, James 3:1, Matthew 5:19, and Matthew 18:2-7 give indication of the high calling of this profession while Proverbs 5:7-14, Proverbs 3, and Psalm 1 afford each of us a glimpse at the consequences of our failure. Accordingly, the highest professional standards and dedication are appropriate in teachers who are given the care and interest over these children.

"In all things show yourself to be an example of good deeds with purity in doctrine, dignified, sound in speech which is beyond reproach, that the opponent may be put to shame, having nothing bad to say about us." (Titus 2:7-8) You will be recognized as a Trinitas teacher or staff member as well as a believer and therefore must, "...make it (y)our aim . . . to be well pleasing to Him" (II Corinthians 5:9).

Teachers should realize that their conduct both on and off campus will determine whether Trinitas will be criticized or esteemed. Accordingly, actions that are unsuitable for Christian leaders that might damage the reputation of the school must be avoided. Teachers are expected to exercise discernment in the activities and entertainment in which they choose to engage. The reputation of its faculty is of utmost concern to the Administration and Board of Governors. Actions that may cause harm to the school's reputation are considered to be serious offenses.

The order and tranquility of the Trinitas family depends on the faculty's active support and implementation of the mission, philosophy, and leadership of the school. Comments about these policies or the methods of implementation should always be addressed to the Headmaster. Criticism of the personality or practices of a colleague on the faculty or administration should always be presented in person, and privately, to that colleague.

Should assistance be needed, or problems occur, refer questions to the Headmaster. The school leadership depends upon teachers to have timely and cooperative responses to administrative initiatives for a positive school atmosphere. Upon the acceptance of annual faculty contracts, Trinitas teachers choose to be an integral part of the school family, supporting and sharing the Statement of Faith, Mission, Philosophy, and Goals of Trinitas.

19.7 Smoke-Free Workplace

Trinitas is dedicated to providing a healthy, comfortable, and productive work environment for our teachers, administration, and support staff as well as our student body.

Smoking is prohibited within school buildings including offices, hallways, waiting rooms, restrooms, lunchroom, meeting rooms, and in community work areas. This policy applies to all employees, volunteers, contractors, and visitors. Smoking shall only occur at a reasonable distance (e.g., 20 feet or more) outside any enclosed area where smoking is prohibited to ensure that environmental tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means. All employees share in the responsibility of adhering to and enforcing this policy that prohibits cigarettes, cigars, e-cigarettes, vaping devices, and all other methods of smoking on campus or at school events.

19.8 Job Descriptions, Sample Contract, & Conditions of Employment

Trinitas seeks teachers who:

- demonstrate a passion for the things of God and a desire to grow in favor with God and man.
- understand the importance of the family system and deeply appreciate the structure of authority established by God.
- possess the God-given ability to teach.
- hold appropriate degree and credentials and desire to continue the educational process.

Please see Job Descriptions and a sample contract in Academic Administration, Teacher Forms Reference on the network.

19.9 Certification and Transcript

Teachers must always be in pursuit of the next level of ACCS Certification or maintaining their current level of certification. This is accomplished through the annual ITCP form that each teacher should complete. While this form is malleable, it should be filled out at the beginning of the school year with an eye towards completing it prior to Summer. The completed ITCP form is due at the start of the next school year. When a teacher receives certification through the ACCS, a copy of that record will be kept in the office. In addition, teachers having received state certification or certification from a state or religious educational association may provide appropriate documentation of such status to the office.

19.10 Social Security and Workers Compensation

Trinitas and its employees, full and part-time, are required to contribute equal amounts toward the federal Social Security program from the first day of employment. The employee contribution is made by automatic deduction. The rates for Trinitas and their employees are established by law and represent a percentage of the employee's earnings. Social Security is designed to provide four basic benefits: retirement income, disability income, death benefits, and retirement health care. Eligibility for benefits varies, and entitlements are subject to individual circumstances too detailed for explanation in this document.

Trinitas pays the entire cost of workers' compensation insurance even if you are a part-time or temporary employee. This insurance provides benefits for injury or illness that arise in connection with your employment at Trinitas. Eligibility automatically begins on the first day of employment. Benefit entitlements are governed by law. If an employee sustains a work-related injury, even a minor one, it must be reported to the Headmaster immediately. The Headmaster will assist in the documentation of the injury and the causal factors surrounding the circumstances. A written report will be kept on record and, if necessary, used to file a workers compensation report.

19.11 Compensation

The Board of Governors and administration is committed to offering employees a compensation package that is in line with its vision to "see them well paid so that they may make a career at

Trinitas.” Our goal is to identify the most qualified classroom teachers and support staff, retain their services, and compensate them well for their experience, abilities, and performance.

Faculty/Staff tuition discounts

- Full time - discount of up to one full-price tuition
- Part time - discount of up to one-half of a full-price tuition
- If the employee has more than one enrolled child they must apply to need-based school tuition assistance if additional financial assistance is needed (FAST)

Amount and type of experience, level and quality of education, and perceived abilities will be factors in determining a starting salary for any new employee. Salary increases for existing employees will be considered annually and will be based in part on length of employment at Trinitas, continued education and professional development, job performance, and local and national economic factors that affect the cost of living for employees. The Board of Governors reviews the compensation package annually.

*Trinitas encourages our instructional staff to continue pursuing their educational goals. The Board of Governors will review each request for post-secondary credits and determine if the school is able to offer financial support.

19.12 Paychecks

All full-time and part-time employees are paid by direct deposit on the 15th day of each month on a twelve-month basis. Federal tax withholdings will be made according to requests on the employee’s W-4.

19.13 Disability

In the event that an employee becomes disabled due to an accident (off campus and unrelated to employment), pregnancy, childbirth, or another medically related condition, Trinitas will apply the remaining contractual leave days (regardless of type) toward the absences and then review the condition and surrounding circumstances in a closed Board of Governors meeting. Trinitas is under no financial obligation for such occurrence. Employees who can foresee an extended leave of absence (i.e., childbirth), should observe the following procedure:

- Inform the Headmaster immediately of the situation and the anticipated leave.
- Make appropriate plans (when possible) for the benefit of the designated substitute so that the transition is smooth, and the education of our students is as continuous as possible.
- Provide a physician’s statement documenting the nature of the disability and the leave requirements (beginning and ending dates).

19.14 Retirement Plan

Trinitas does not offer a retirement package at this time.

19.15 Maternity Policy

Mothers who give birth to, adopt, or assume guardianship of a child may take up to twelve weeks of leave: two paid and ten unpaid. Fathers who adopt or assume guardianship of a child, or whose wives give birth, may take up to twelve weeks of unpaid leave. The leave must be taken within twelve months of the birth, adoption, or assumed guardianship. Maternity leave may not be extended or supplemented by use of employee’s sick, personal, or professional leave.

19.16 Conflict of Interest

Employees may not benefit financially from their position at Trinitas, beyond the contractual pay. The integrity of the Trinitas staff and family can be adversely affected when personal interests conflict, or even appear to conflict, with the stated objectives or mission of the school. Employees are expected to bring any potential conflict of interest to the attention of the Headmaster who will decide whether there is a conflict of interest or not. If there is disagreement with the administrative decision, the employee may appeal the decision in writing to the Board of Governors for binding resolution.

19.17 Outside Employment

Although Trinitas recognizes that time away from work is an employee's own time and can be used at his own discretion, we expect that outside employment will not:

- be in conflict with the employee's work schedule, duties, and school responsibilities.
- create a conflict of interest or incompatibility with our mission.
- create a detrimental effect upon the employee's work performance at Trinitas.
- involve conducting business during hours of employment at Trinitas.

19.18 Honoraria for Consulting

If an employee provides another organization speaking or other services directly related to their designated role at Trinitas and some or all of the expenses of the trip or time is paid by Trinitas, the honoraria received is to be considered belonging to the school. When an employee is in doubt about whether the speaking solicitation or requested service fits within this policy, contact the Headmaster. A written appeal may be submitted to the Board of Governors if the employee disagrees with the decision of the Headmaster. The Board of Governors will review the appeal and provide a final ruling on the matter.

19.19 Service to the Community or Affiliate Organizations

If an employee is elected to a position of leadership in a Christian or public not-for-profit organization and attending necessary meetings will require leave during normal working hours, the procedures outlined below must be followed.

- Request a community service absence in writing from the Headmaster. In consultation with the Board of Governors, if necessary, the Headmaster will make a decision and notify the requesting employee of the decision in writing.
- In the event that a request for a community service absence will cause hardship on the school, the request will be denied. The Headmaster will send a letter to the organization informing their staff of the decision if the employee so desires. The employee may have full access to the letter.
- If Trinitas compensates the employee for the time spent at the service organization and the organization offers payment for the services rendered (other than reimbursement for out-of-pocket expenses), the money rendered for services belongs to Trinitas.

19.20 Bible & Prayer Time

Full-time instructors and part-time instructors, including teacher aides, who begin their day in the classroom, are required to meet each Wednesday morning at 7:05 A.M. for staff devotion, singing, and prayer. It is a blessing to share our concerns and acts of grace with our Trinitas family. The staff will meet all other days of the week at 7:25 for a brief time of prayer to begin the day.

19.21 Support Staff

Trinitas teachers and support staff seek to be a Christian community of servants called to assist children and families to learn their place and use their gifts in Christ's kingdom. The following standards govern your relationships with professional and school colleagues:

- Offer to help other staff members and be willing to be helped by others as Christ’s co-workers (i.e., listening, offering, and receiving teaching ideas, assisting with small tasks.)
- Believe that your call to teach is no greater or less than the Headmaster’s call to lead or the custodian’s call to clean.
- Support in public, in private, and in practice any decision arrived at by the faculty or the school despite your personal objections.
- Offer differences of opinion by speaking and writing honestly and carefully, by listening fully, and by choosing the appropriate place for doing so.
- Refrain from criticizing students, colleagues, parents, the administration, or the Board of Governors; encourage others to refrain from criticism of another person.
- Follow the Matthew 18 principle of going directly to the person whenever you have an objection or disagreement with his words or practices.

19.22 Conflict Resolution

In the event that a teacher has a complaint about the actions of another teacher or staff member, he should seek to resolve the issue with that teacher or staff member in private. If resolution proves impossible, the Headmaster will attempt to aid in the resolution of the problem. If a teacher or staff member has a complaint or grievance with the actions of the Headmaster, he should first seek resolution with the Headmaster. If resolution proves impossible, the teacher or staff member may petition the Board of Governors for a conference to discuss the concern. The petition must be submitted in writing.

19.23 Faculty Meetings

The administration will provide the teaching staff a schedule of faculty meetings, typically held on Tuesday afternoons. Full-time faculty members are required to attend each faculty meeting. Part-time faculty are encouraged to attend and must attend when instructed to do so. Please be punctual to all meetings. It is the desire of the administration to adequately address relevant matters and concerns. The administration may also call a special meeting to address an urgent issue or simply to provide additional information on a topic or concern. Every consideration will be given to the time and responsibilities of the teaching staff. In addition, department-specific meetings may occasionally be scheduled by administration.

19.24 Purchasing

Teachers or staff will occasionally need to purchase an item for their classroom, a particular lesson, or to assist in their various responsibilities. All purchases of \$25 or more must be pre-approved by the administration if any form of reimbursement is desired. Purchases of less than \$25 may skip the pre-approval process but the Purchase Request Form must still be submitted for reimbursement. Headmaster will have the final decision about reimbursements. The Purchase Request Form is available on the network.

19.25 Equipment and Supplies

Teachers are expected to use the school’s equipment and supplies specifically to aid in the learning process. Neither is available for personal use or in conjunction with projects not related to school activities. The following criteria are established to aid in the proper use of the equipment and supplies.

- Teachers will need to coordinate their use of the school’s few projectors among themselves in advance. Ideally, projectors will be obtained before the school day begins, during recess, or during a planning period.
- All audio and visual materials (video or audio files, CD’s, etc.) must be approved before use in the classroom. Teachers should not use an entire movie or audio file as instruction material in

the classroom. Short selections may be used to emphasize a point or develop a concept important to the lesson.

- The front office manages the supply closet for the faculty and staff. If you have need of any supplies (i.e., dry erase markers, files, pens, etc.) please see the school secretary. Special needs will be considered on an as needed basis.
- School copiers are located in the front office and in the music building. Teachers may use the copiers for any school–related need. If the copier malfunctions or is not working properly, please inform the school secretary immediately. Do not attempt to work on the machine without assistance. Teachers wishing to use the copier for personal use must see the Headmaster for approval and to arrange to cover reimbursement cost.
- Teachers and Staff members should use the Work Order Form (on the network) to report problems or concerns.
- Teachers should maintain good communication with the school office and regularly check their school mailbox.

19.26 Personnel Files

Permanently-kept personnel files of Trinitas employees are open only to the headmaster, the financial secretary, and the employee. Employees may gain access to the content of their file upon request and must be informed of a Board of Governors inquiry into their personnel file and provided the reason for such action.

19.27 Formal, Informal and Self Evaluations

Trinitas evaluates each staff position based on a Board of Governors approved evaluation plan. The Teacher Evaluation Plan includes informal evaluations (one per semester) and formal evaluations (one per year) as well as an annual self–evaluation. The Headmaster or an administrative designee evaluates office personnel and other staff positions annually. Evaluations are designed to be constructive and not punitive. It is our desire to provide encouragement, support, and specific direction to each staff member.

19.28 Cleaning Supplies, Chemicals, & Equipment

Teachers and staff members are responsible for assisting with the general cleaning in their classroom (including areas used for classroom projects and experiences) and the areas assigned for other class work. In addition, various chemicals may be used in the classroom for experiments and class projects. Please review the following information relevant to cleaning supplies, chemicals, and equipment.

All cleaning supplies and chemicals will be maintained and managed by the administration or designee. Cleaning supplies and chemicals will be stored in proper, clearly marked containers. A Materials Safety Data Sheet manual is maintained by the administration and is available where the cleaning materials and chemicals are stored and in the front office. Teachers, staff, and students should use all equipment as designed and inform the administration of problems or concerns immediately.

19.29 Drama Shed or Mezzanine Access

Teachers are to oversee all use of their class crates in the drama shed outside. Teachers are not to send students or parents to drama shed alone but must accompany any students or parents in order to oversee costume check in and check out. The teacher may bring a specified box of costumes into the classroom in order to oversee the students' choices and must ensure that all items are returned in good order. Teachers may request items from the drama crates through the school office. Please note that teachers are responsible for communicating dry–cleaning responsibilities to parents for materials in those crates.