



**TRINITAS**  
A C A D E M Y

**“Nurturing the Whole Child”**

**Parent / Student  
Handbook  
2017-2018**

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

**Trinitas Academy**  
A Ministry of Providence Baptist Church  
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[www.trinitasacademy.com](http://www.trinitasacademy.com)

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## **Welcome to Trinitas Academy**

Welcome to Trinitas Academy, “at the heart of your community!” We are extremely grateful for this opportunity to serve you and your family. Be assured that your children matter most to us! We provide Christian nurture for the whole child. Their social, spiritual, physical, and cognitive development is of primary importance. Our teachers are also trained to enhance the children’s learning experiences by providing an atmosphere of acceptance that give them a true sense of accomplishment. The love of Jesus will be evident in each classroom and each child will be given the necessary tools to shine in their elementary years! Once again, welcome to our school family. Trinitas Academy is here for you!

## **Statement of Faith**

As a ministry of Providence Baptist Church, Trinitas Academy, the members of their Board of Directors and the school’s faculty and staff subscribe to **The Baptist Faith and Message of 2000**. A copy of this statement is available upon request in the school’s office.

## **Mission Statement**

Trinitas Academy is a Christian school committed to assist parents in bringing up their children in the nurture and admonition of Jesus Christ.

## **Philosophy of Education**

We believe it is primarily the parents’ responsibility and calling to raise up their children in an environment where they can grow in the wisdom of the Lord. As a Christian school, we support our parents in their God-given task, and offer ourselves as a tool they can trust to assist in their endeavor. Our focus is to provide nurturing that will promote the development of the complete child, and our approach is one that values the teachings of Holy Scriptures.

## **Certifications and Memberships**

Trinitas Academy is fully licensed as a child care facility by the state of Florida. We are also certified by the Florida League of Christian Schools (FLOCS) and member of the Association of Christian Schools International (ACSI) and the Southern Baptist Association of Christian Schools (SBACS). We are a ministry of Providence Baptist Church of Plantation, FL Inc., a Southern Baptist Church associated with the Gulf Stream Baptist Association.

## **Procedures for Admissions**

Every family that wishes to enroll their child at Trinitas Academy must first fill out an Application form per child and schedule an appointment with the director or superintendent. Upon signing the application form, submitting all necessary documents, and paying the registration fees per student, the child will be officially admitted into our school. An entrance examination may be required for admittance into the elementary, middle, or high school program. A payment plan will be established subsequently. Our high school students are also students of LUOA and must abide by their rules and regulations as established in their policy manual.

Students new to Trinitas Academy will be admitted based upon past academic performance, test results, recommendations, and interviews with the prospective student and his/her parents. Entrance testing may be required of all new students. Testing is administered in the spring or summer prior to attendance. **Trinitas Academy respects the decision of the public school system in regards to recommendations for promotion and retention.** All students newly enrolled at Trinitas Academy are considered on probation status for one (1) quarter.

**STANDARDS** - Students must **maintain a C average** in the primary subject areas to continue their education at Trinitas Academy. Individual cases will be reviewed by the administration.

**RETENTION** - Any student who has **failed (on an average) 2 or more primary subjects will be retained**, unless a satisfactory summer school or tutorial program has been successfully completed.

### **Non-Discrimination Policy**

Trinitas Academy provides equal opportunity for enrollment to qualified students of any race, gender, color, and ethnicity. All the rights, privileges, programs and activities generally accorded are made available to all students at the school.

### **School Hours of Operation**

Trinitas Academy is open from 7:00a.m. to 6:00p.m. Our morning extended care is from 7:00 a.m. – 8:00 a.m. and our afternoon extended care is from 3:00p.m. – 6:00 p.m. The full day program is from 8:15 a.m. – 3:00 p.m. and our half day program for preschool is from 8:15 a.m. - 11:15 a.m. (please note that the Academy closes promptly at 6:00 p.m. and a late pick up fee of \$1 per minute will apply after closing).

### **Financial Agreement**

By signing this parent handbook, the parent agrees to insure that all policies explained in this handbook, including those relating to finances, are completely understood and will be supported.

### **Registration Fees**

A non-refundable annual registration fee (due June 1<sup>st</sup>), activity fee (due July 1<sup>st</sup>), and book fee (due Aug. 1<sup>st</sup>) are due before starting classes. Graduation Fees for Grades PK, Kindergarten, 5<sup>th</sup> Grade, and 8<sup>th</sup> Grade will be charged during the school's second semester.

### **Tuition**

Your child's tuition is a yearly fee divided into 10, 11, or 12 monthly payments for convenience. Families with only preschool children may also choose to make weekly payments. You are responsible for the monthly or weekly payment regardless of days missed or attended.

### **Late Fees**

Late tuition payments will be assessed a \$25/month late fee. **IF YOUR ACCOUNT BECOMES DELINQUENT ONE MONTH, IT MAY CAUSE IMMEDIATE SUSPENSION.** Quarterly Report Cards will only be distributed and “RenWeb” access privileges continued, to those families whose account balances are current. At the end of the year, all school records will be retained until the account balance is paid in full.

### **Tuition Payment Procedures**

Upon registration, the parents will have the option to authorize their child’s tuition payment to be electronically transferred, either from a bank account or charged to a credit card. Parents can review their payment history by visiting [www.renweb.com](http://www.renweb.com).

Parents can also choose to pay by check, cash, or credit card. These payments are due at the beginning of the week or month, as applicable. If paying by month, payments are late after the 10<sup>th</sup> of each month. If paying by week, payments must be submitted before the beginning of each week.

Another payment option is to pay in full at registration. Parents who desire to pay in full will be given a 5% discount. **Parents can also make their tuition payments online by visiting our website at [www.trinitasacademy.com](http://www.trinitasacademy.com).**

### **Non Sufficient Funds**

When a parent’s automatic payment process is declined or a check returned for a lack of sufficient funds, a fee of \$35 will be assessed.

### **Refunds**

Registration Fees and Tuition Payments already submitted are non-refundable. Any refunds due to parents for over payments will be given at the end of the school year.

### **Unpaid Tuition**

Tuition payments must be current for children to attend class (See under “Late Fees”).

### **Withdrawal Policy**

Two weeks written notification must be given prior to withdrawing your child from our program or a fee equal to two weeks will be charged to your account.

### **Attendance and Absences**

Children are expected to be in school when it is in session. Absences are excused for illness and family emergencies. We strongly encourage that family vacations are planned when school is not in session; if that is not possible, please notify the office in writing regarding the dates of your trip.

It is the child’s responsibility to make-up all assignments and tests missed. The teachers are not required to give homework in advance of the trip. Students, however, are responsible for all work missed. The formula for that is two days for each vacation day. For example, if a student misses five days, that student has ten days to make up all work assigned during his absence, as long as he/she remains caught up in his/her current assignments. A written note explaining the absence must accompany the student when he/she returns from that absence.

**Any student who is absent more than 40 days in a school year may be retained. Individual cases will be reviewed by administration.** Tuition will not be reduced for absences.

**Tardiness**

Classes begin promptly at 8:15 A.M. Children arriving after that time must receive a late pass from the office before reporting to class. A child who has more than five unexcused late events per quarter is not eligible for perfect attendance awards.

When switching classrooms for their next corresponding class, students must arrive on time as it is their responsibility. Notes from a teacher or office staff are the only acceptable excuses for tardiness. Unexcused tardiness may result in disciplinary action. Teachers in the elementary grades always walk their children to their next class if it is held at a different classroom.

**Age/Grade Level Requirements**

Children must reach the age of the program registering for by September 1<sup>st</sup>.

**Progress Evaluations / Report Cards**

Progress Reports will be communicated to parents of students in Kindergarten and above every four and a half weeks, and Report Cards will be distributed on a quarterly basis. Students earning all A's will qualify for the "A" Honor Roll List and those earning A's and B's will qualify for the "B" Honor Roll List. In order to make the final respective honor roll lists, a student's skill set grades must be satisfactory or above.

Progress Evaluations will be given to parents of our Preschool students after the first semester, but will communicate weekly of the child's progress. An end of the year portfolio will be issued to parents of our preschool students.

**Elementary and Junior High Grading Scale –**

<b>A+</b>	97 - 100	<b>D+</b>	67 - 69
<b>A</b>	94 - 96	<b>D</b>	64 - 66
<b>A-</b>	90 - 93	<b>D-</b>	60 - 63
<b>B+</b>	87- 89	<b>F</b>	0 – 59
<b>B</b>	84 - 86		
<b>B-</b>	80 - 83		
		<b><u>Skill Set Grades</u></b>	
<b>C+</b>	77 - 79	<b>O</b>	Outstanding
<b>C</b>	74 - 76	<b>S</b>	Satisfactory
<b>C-</b>	70 - 73	<b>N</b>	Needs Improvement
		<b>U</b>	Unsatisfactory

## **Curriculum (Preschool)**

Our curriculum specifically addresses three year old and four year old skills and concepts, and is designed to fit the developmental stage of our students, offering circle time, centers, math manipulatives, science experiments, dramatic play, age appropriate toys, outside play, among many others. Our curriculum is designed to create excitement and anticipation in the children for each day's activities. It allows children opportunities to explore in developmentally appropriate environments. The curriculum is presented as a half-day or full-day program throughout the year, engaging the children in activities during the fall, winter, spring, and even summer. Our students will look forward to coming to school because they will know that our teachers care for them. The love of Christ will be evident in our classrooms.

Both the three and four year old children will experience large and small group situations along with individual assistance while exploring the areas of Language, Math, Science, Culture, Music and Art. On a daily basis, they will participate in the focus areas and circle time activities, and explore designated locations in the classroom known as "centers" to the preschooler. Socialization is encouraged throughout the daily activities as an integral part of the preschool experience.

Three year olds will expand their vocabulary, begin letter recognition, review colors and shapes, follow directions, share, take turns, and experience other socialization skills in a group setting.

The four year olds will be introduced to an extensive language/literacy program including letter recognition, beginning sounds of letters, rhyming words and in the spring, "I Can Read Words" or sight words. A Writing Focus is added during the summer months giving children an extra boost in expanding their readiness skills for entry into Kindergarten. Three year old and four year old children work on different levels in social settings.

## **(All Levels)**

Our distinctively Christian curriculum, **A-Beka**, will prepare our students to succeed in essential academic areas, emphasizing phonics, reading, listening, writing skills, mathematics, language arts, spelling, science, social studies, and Bible. Our **extra curricular** activities include computers, music, spanish, physical education, cooking, art, and library.

## **Arrival and Sign-in Procedures**

Unless registered for early extended care, drop off will begin at 8:00 a.m. until 8:15 a.m. Parents dropping off their children for early extended care, between 7:00 a.m. and 8:00 a.m. must park their cars and walk their child(ren) to the front desk to sign them in.

After 8:00 a.m. parents of preschool students are required to park their cars in the south or north parking lot area and walk their children to the front entrance to sign them in at the front desk. They will then walk their child to his/her respective classroom. **Parents are not to allow their preschool age children to walk up any of the stairways by themselves.**

Higher level students may be dropped off at “car line” starting at 8:00 a.m. and walk directly to their classroom, without checking in. After 8:15 a.m. parents will have to park their cars and walk their children to the front office to receive a tardy pass.

### **Dismissal and Sign Out Procedures**

To pick up their children, parents of preschool students must park their cars in either the south or north parking lot area and go to the Front Desk to sign their children out.

Students in Kindergarten and above who are not signed up for afternoon extended care, will wait for their parents to pick them up at “car line” from 3:00p.m. – 3:15p.m. **Alternate pick up procedures will be applied during rainy or stormy days.**

All parents picking up their children from extended care must park and sign their children out at the front desk. Please do not park on 49<sup>th</sup> Avenue to drop off or pick up your child. Children not picked up by 3:15pm who were not previously enrolled in afternoon extended care (AEC), will be assigned to AEC for that day and charged the weekly fee.

### **Late Pick-Up Fees**

The Academy closes promptly at 6:00 p.m. and a late pick up fee of \$1 for each minute late will apply after closing and is to be paid directly upon arrival to the staff member left caring for the child. Repeated instances of late pick-ups will result in lost privileges to our extended care program.

### **Authorization to Pick Up a Child**

If any person other than the parent is to pick up your child from school, they must be listed on the emergency card filed in the office, or a written notice be sent to the school office authorizing such. Each parent provides a password name or number. Your authorized person should know the password or number and present proper ID.

### **Chapel**

Trinitas Academy students will attend a chapel service once a week at the Providence Baptist Church sanctuary. A member of the church or school staff will lead the service and give a Bible-based lesson. Each grade level will also be assigned to lead chapel services at least two times per year. Throughout the service, children will participate in songs, pledges to the flag, prayers, and memory verses. Parents are always welcome to attend our chapel services and sit with their children, if they so desire. Love offerings will be collected every week and designated for a particular charity or ministry, inside or outside our church.

### **Holidays**

Trinitas Academy is closed and with no Extended Care or Camp available on Labor Day, Columbus Day, Veteran’s Day, The day prior to Thanksgiving, Thanksgiving Day and the day after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, New Year’s Day, Martin Luther King Jr. Day, President’s Day, Maundy Thursday, Good Friday, and Memorial Day.



Winter Camp, Spring Camp, and Summer Camp are offered during the Christmas break, Easter break, and summer break, respectively, as long as registration meets the minimum amount of children needed.

### **Emergency School Closing**

If the City of Plantation is under a Hurricane Warning, Severe Weather Warning, or if Broward County Schools are required to close and/or remain closed, Trinitas Academy will be closed and/or remain closed in compliance with the Broward County School Board. If the warning occurs during the regular school day, it is the parent or guardian's responsibility to pick up the child up by the scheduled closing time (within one hour of the issued warning announcement). Any parent leaving their child after the designated closing time will be charged the late pick up fee.

If Trinitas Academy is capable of reopening before the Broward County Schools, parents will be contacted and given the day and time our school will reopen.

### **Health and Medicine Policies**

Children showing signs of a communicable or infectious disease or condition will need to be picked up within the hour. These signs and symptoms include, but are not limited to vomiting, diarrhea, rash, pink eye, nasal drainage of a yellow or green color, skin infection, ring worm, head lice, or pin worms. If sent home, children will be able to return once they have been symptom free for 24 hours, and with a written statement from a physician attesting to the fact that the child has been appropriately treated.

### **Immunizations**

All children are required to have physicals every two years. Upon registering and before admittance into the preschool or elementary, children must have on file:

- (Blue Form **DH 680 Part A**), **Florida Certification of Immunization** that specifically shows the date of vaccinations and physical exam, with a valid expiration date and a physician's signature on the back.
- (Gold Form **DH 3040**), **Student Health Examination or Statement of Good Health**, with TB screening date and result, signed by a physician and dated within one year of the first day of school.
- Hepatitis B vaccine series for elementary students.

### **Medications**

Trinitas Academy will only administer medication that is in the original bottle and accompanied by a doctor's prescription. This includes over the counter medication, sun screen, etc. **A "medication form" (HRS authorization form) authorizing the medication to be dispensed by our school personnel must be filled out by a parent.** It must include the correct name of the medicine, its expiration date, the exact dosage, and dates and time the medication is to be given. Parents must provide any equipment necessary to dispense the medication (i.e. spoons or cups marked with measuring lines). An alternative is for the parents to come to the school and give the child the medicine.

### **Medical Emergencies**

In the event of a medical emergency or of an accident, we will contact the parent or guardian. If it is impossible to reach them or their assigned emergency contact, and emergency treatment is required, your child will be taken to the nearest emergency room hospital. Your authorization (by signing the parental

consent of this handbook) to allow the Trinitas Academy staff to contact your family physician and follow proper emergency medical procedures is deemed necessary as part of this agreement.

### **ILL Children**

A child who becomes ill during the day will be monitored for a period of time by a staff member. If symptoms of illness continue to persist, the parent will be telephoned and asked to pick up the child as soon as possible. The child must be on medicine for 24 hours and/or have a note from a physician before returning to school. Some of these symptoms are:

1. **FEVER:** Temperature that shows a sudden spike of 100 degrees or higher.
2. **RESPIRATORY:** Breathing difficulties, wheezing or strong constant cough causing the child to become flushed or red in the face – making a whooping sound.
3. **VOMITING:** If the child shows signs of illness and continues to throw up.
4. **DIARRHEA:** When characterized by frequent watery or green-colored bowel movements, which are not related to medications or food reactions.
5. **RASH:** Undiagnosed rash other than heat rash. Rash relating to medicine should be brought to the teacher's attention so that they will not be alarmed.
6. **SORE THROAT OR COLD SYMPTOMS:** Sore throat that needs culturing because other signs are present; discharging eyes or ears or profuse nasal discharge.
7. **BEHAVIOR:** If a child looks or acts differently for being awake all night and crying, is unusually tired, pale, has lack of appetite, is irritable or restless.
8. **ANY OTHER UNUSUAL OR ABNORMAL SYMPTOM**

Readmittance to the preschool for the following diseases shall be:

- (a) **CHICKEN POX:** All lesions are dry and crusted.
- (b) **IMPETIGO:** (Blisters covered with honey-colored crusts) – At least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by the physician.
- (c) **CONJUNCTIVITIS:** (“Pink eye” – redness of eye with burning and thick purulent discharge) – At least 24 hours after the start of medication.
- (d) **LICE OR SCABIES:** Following medical treatment. Nits must be removed.
- (e) **PIN WORMS:** No restrictions following the start of treatment.
- (f) **HEPATITIS:** Physician's statement required for re-admittance.

(g) STREP THROAT: No sooner than 48 hours after the start of oral medication or 24 hours after injection.

(h) OTHER SYMPTOMS THAT THE PRESCHOOL DEEMS NECESSARY.

### **Toilet Training**

All children attending the preschool at Trinitas Academy must be toilet trained. Understanding that accidents do happen, please provide the school with a full change of clothes for your child in a plastic bag, labeled with his/her name on it. This is to be kept at school for emergencies and must be replaced when utilized.

### **Student Discipline and Procedures**

The discipline at Trinitas Academy is performed with Christian love and in cooperation with the parent(s) of the child. Our goal is to assist children in becoming self disciplined and in making right choices on a daily basis. Communicating with parents will be an essential part of our process. Our teachers apply positive reinforcement and motivation strategies and seek to help the child understand better alternatives to their behavior. Discipline will not be performed in anger nor be associated with food, rest, or toileting. Response to inappropriate behavior will not include: withholding light, warmth, clothing, or medical care; ridicule, embarrassment, humiliation or physical restraint - other than restraint necessary to protect a child or others from harm.

Our children will feel forgiven and loved, even after being corrected.

Through clear expectations, positive example, and appropriate, consistent consequences, our students learn respect for themselves and others. Teacher responses to negative or inappropriate behaviors may include the following elements as necessary and appropriate:

1. **Conferencing:** The teacher explains the inappropriateness of the behavior in terms of its effect on self and others. More appropriate behaviors are identified and discussed. The child is encouraged to assume responsibility as needed. Teacher and student pray and discuss very simple Bible illustrations as indicated.
2. **Logical consequences:** The teacher applies appropriate, logical consequences to the student (picking up, sharing, apologizing, etc.)
3. **Redirection/Distraction:** The teacher presents alternatives to children engaged in conflict (e.g.: presenting a different toy, suggesting a new activity, engaging the child in an activity with a teacher or different peer, encouraging independent play, etc.).
4. **Take a break:** The child is separated from his peers for an appropriate period of time. The child rejoins peers after a silent time and following a conference with the teacher.

If inappropriate behavior is frequent or severe, teacher and/or administration will conference with parents to identify and implement a plan to address the child's needs. When advisable, families will be referred to appropriate ministries that may be of help, whether or not they are ministries of Providence Baptist Church.

Children who do not seem to respond positively to attempts made by teacher, parent, and director/principal to correct undisciplined behavior, and who continue to disrupt the whole class, will be asked to be withdrawn from the school.

Trinitas Academy also reserves the right to cancel enrollment of and/or dismiss and/or have a child removed from the school premises by parent or guardian for any one or more of the following reasons:

- Non-payment or excessive late payment or fees
- Non observance of school rules
- The child has special needs which we cannot adequately meet with our current staff
- Any physical and/or verbal abuse of staff or other children by a parent or child

When a child is dismissed from the school, Trinitas Academy will not refund any tuition payments and/or fees that have been paid.

### **ELEMENTARY/MIDDLE SCHOOL DISCIPLINE POLICY**

The kind and amount of discipline will be determined by the teachers and, if necessary, include Department Heads or Administrative staff. Discipline at Trinitas Academy will be administered in the light of the individual student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies, (public and private), swift punishment, restoration of fellowship, no lingering attitudes, etc. Counseling may also be required. The vast majority of discipline problems are to be dealt with at the classroom level. In order to maintain consistency, teachers will regularly meet together to discuss biblical standards and school policy concerning discipline.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education received at Trinitas Academy, **love and forgiveness** will be an integral part of the discipline of a student.

**I. Visits With the Principal:** There are five basic behaviors that will **automatically** necessitate discipline from the principal. Those behaviors are the following:

1. **Disrespect** shown to **any** staff member. This includes sleeping in class. 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 another student.
5. **Obscene language**, including taking the name of the Lord in vain.

During the office visit, the principal will determine the nature of the discipline and the number of demerits to be issued. The following accounting will be observed within either quarter of the school year:

1. The first **two** times a student is sent to the principal for discipline and demerits, 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. The **third** visit and demerit will be followed by a meeting with the student's parents, teacher, and principal.
3. Should the student require a **fourth** office visit, or fourth demerit, a **one day suspension** will be imposed on the student.
4. If a **fifth** office visit, or fifth demerit, a **three-day suspension** will be imposed on the student.
5. On the **sixth** office visit, or demerit, the student will be **expelled** from the school.

**II. Visits With Department Heads or Administration:** For other less serious offenses beyond the teacher's control (i.e. repeated warnings, disturbing class constantly, etc.), the teacher will fill out a "Behavior Report Form" (Grades K-3<sup>rd</sup>) or "Discipline Slip" (Grades 4<sup>th</sup>-7<sup>th</sup>) to inform the Head of their Department of the student's behavior. He/she may assign various detentions (see below):

A **Detention** is an acceptable reprimand for student violation of school and/or classroom rules. The detention period is both a time of reprimand and a time for reflection on the need for the existence and observance of school regulations. Detention policies are as follows:

1. The Department Head may assign the student to **lunch detention** (no charge), **after school detention** (\$10.00), or **Saturday Detention** (\$30.00).
2. Since immediacy of accountability for violations is judged to be a key element in properly instructing students of the seriousness of the offense, most detentions will be issued the same day of the offense and served by the student the following day. Not having a ride home is not an excuse to miss detention.
3. Students are to report to the classroom or office for an after-school detention no later than ten minutes after school ends. A fine of \$10.00 will be paid on the day the detention is served.
4. DETENTIONS MAY BE IN THE FORM OF WORK DETAIL.
5. A TWO AND A HALF-HOUR SATURDAY detention may be assigned for infractions of a more serious nature or for accumulation of detentions. A fine of \$30.00 will be paid on the Saturday the detention is served to the supervising staff member.

**"Behavior Report Forms" or "Discipline Slips"** will identify the nature of the offense and the length of the detention to be served. These will be signed by the teacher and student who will be given a copy of the slip that is to be signed by the parent and returned to school the next day. If the slip is not returned, an additional detention will be served. In this way, it is the hope that parents will be

kept informed of a student's inappropriate behavior. Students will not be allowed to postpone detentions except in extraordinary circumstances such as sickness and verified medical appointments. The student is responsible for notifying parents or drivers, and arranging for transportation. Students may not talk or leave their seats during detention, unless work detail is assigned. Students who are late for detention will have extra time added to the time they serve. A student who fails to show up for detention will receive an extra detention day or be referred to the Principal.

**Probation:** A student may be placed on disciplinary probation for serious or habitual disciplinary offenses or because of the accumulation of demerits. Students will automatically be placed on probation if they have 2F's or 3D's or worse on a quarterly report card.

Probation requires:

- No student activities during the probationary period of one quarter.
- In some cases, it will also include detentions.

**Counseling:** In order to assist students in their adjustment to Trinitas Academy and to help them in their development as a student, counseling is available at no cost and may be required as part of our disciplinary process. This service is offered upon availability by our church's family counselor, who possesses credentials in this area and is properly equipped and trained. At times counseling may be assigned instead of the usual disciplinary action by the Department Head or Principal.

Records regarding a student's counseling are kept confidential and not included with other student records. A Parental Consent Form is required for Trinitas to provide these services.

**Demerits:** An accumulation of lesser offenses will result in the following:

1. After four (4) lunch detentions a student will be sent to the Principal and will receive the **1<sup>st</sup> demerit**.
2. Following the 1<sup>st</sup> demerit minor infractions will result in **after school detentions**.
3. After the 3<sup>rd</sup> after-school detention the student will receive the **2<sup>nd</sup> demerit**.
4. After the 5<sup>th</sup> after-school detention the student will receive a **3<sup>rd</sup> demerit**.
5. After the 3<sup>rd</sup> demerit, the student will begin serving **Saturday Detentions** for minor infractions.
6. After the 2<sup>nd</sup> Saturday detention the student will receive a **4<sup>th</sup> demerit** and a **one (1) day suspension** from school.
7. After the 4<sup>th</sup> Saturday Detention the student will receive a **5<sup>th</sup> demerit** and a **three (3) day suspension** from school.
8. The next infraction will result in **expulsion**.

III. **Note on expulsion:** Trinitas Academy 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 restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a sixth office visit (sixth demerit), the student will be expelled.

IV. **Serious Misconduct:** If a student commits an act with such serious consequences that the principal 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, offensive or foul language, violations of civil law, possession of weapons, drugs or alcohol, clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

V. **Re-admittance:** Should the expelled student desire to be readmitted to Trinitas Academy at a later date, the school Board, Board of Elders, or its delegated committee will make a decision based on the student's attitude and circumstances at the time of reapplication.

**General Guidelines for Teachers:**

- A. A teacher should reflect patience and understanding when disciplining a child.
- B. When a teacher needs to speak to a child concerning a violation, sensitivity to the child's feelings should be reflected. Verbal communication should not be cutting or harsh.
- C. A teacher should never keep a child from a physical education class as a punishment.
- D. When removing a disruptive child from class, the child should be placed in the office. Our children should be under constant supervision.
- E. Corporal punishment is not acceptable at Trinitas Academy.

**THE STUDENTS DO NOT HAVE THE RIGHT OF PRIVACY. THE ADMINISTRATION RESERVES THE RIGHT TO IMPLEMENT THE FOLLOWING MEASURES:**

- 1. Searching suspected student's cubbies, lockers, possessions, and book bags, purses, etc.
- 2. Inviting law enforcement agencies to the school to assist in the above search where possession or use of drugs is illegal.
- 3. Obligates parents to monitor for drugs, alcohol and weapons at home, and to cooperate when school requests things such as, but not limited to, drug tests or psychological counseling.
- 4. Personal journals, notes, etc. are not protected by privacy.

**Complicity**

A student present during the commission of an act by another student, which constitutes a violation of policy, may also be held responsible if his/her subsequent behavior constitutes permission or condoning of the violation. Students witnessing any act which constitutes a violation of school policy are required to report such incidents to the proper authorities.

Confidentiality of the student reporting the violation will be maintained, as it is not the intent of the school to burden innocent witnesses.

## **PERSONAL PROPERTY**

Students are not to touch the property of others without the other person's expressed permission. This is also true of items found on the teacher's desk. Items found are to be presumed lost and should be turned into the Main Office. To do otherwise will be considered stealing.

The teacher's desk is his/her domain. Students must respect the right of privacy of each teacher. No messages or materials of any kind are to be removed from the desk without the teacher's permission. Removal of tests, grade books, texts or personal items is a serious offense and cause for dismissal.

Books, book bags, purses and personal items **SHOULD NEVER BE LEFT UNATTENDED**. If you cannot watch them, keep them in your locker. Items of value, including large amounts of money should not be brought to school. If such is a necessity, the items should be left in the Main Office.

The school will not allow any child to bring toys, gum or candy, make-up, nail polish, beepers, cell phones, radios or CD players to school. Because of the unique and constantly changing nature of trends, the school reserves the right to classify any item as inappropriate. Students, in general, are expected to refrain from any distractions from learning.

## **TELEPHONES AND CELL PHONES**

Students are not permitted out of class to use phones. If there is an emergency they will be sent to the office.

Office phones are for school business and may not be used by students. Personal calls to students will not be accepted through school business phones. Students will not be called to the phone nor will any message be delivered during class time except if the administration deems it an emergency. In like manner, the student may not go to the office to use the phones without written permission from a teacher validating the reason for the call.

- a) **Student cell phone use is not permitted on campus.** If parents wish for their child to have a cell phone for emergencies, they are to be kept in their backpacks and maintained off.

Personal electronic devices including, but not limited to, i-pods, video games, etc. are a distraction to the education process and are not permitted in the school during the school day. The equipment will be taken by the teacher and given to the school administration to be secured and returned to the parents if they come for it or to the student at the end of the school year.

## **Dress Code**

### Preschool

A Trinitas Academy logo t-shirt, for sale at *Debbie's Uniform*, must be worn each day, unless otherwise stated for special occasions. Children can wear any solid navy blue pants or shorts. Please dress children comfortable to suit the weather. Sweaters or jackets for cold days can be worn, at the parent's discretion. Shoes or sneakers must be closed-toed. Sandals will only be allowed to be brought in child's back pack for water days. All clothing should be labeled with the child's name. Children will play, paint, eat and will sometimes get messy. **Please provide the school with a full change of clothes for your child in a plastic**



**bag, labeled with his/her name on it. The shirt must be a Trinitas uniform shirt. If the office needs to provide the child with a shirt, the parent's account will be charged if the shirt is not returned washed within two days.** This is to be kept at school for emergencies and must be replaced when utilized.

### Upper Levels

A Blue or Red (for elementary), Navy Blue (for middle school), and White (for High School) polo shirt with an embroidered school logo, for sale at *Debbie's Uniform*, must be worn each day, tucked in, unless otherwise stated for special occasions. Children can wear any solid-colored khaki pants, shorts, skort, or skirt. Girls wearing skirts must wear shorts or leggings underneath. Skirts or shorts shorter than mid-thigh are prohibited. A solid navy blue sweater or sweatshirt, with no design, may be worn on cold days. Shoes or sneakers must have closed toes and closed heels. Sandals are not allowed. Clothing must be clean, appropriate size, and must be in good repair (cannot be tattered or torn). On P.E. days, students are to come to school wearing their P.E. uniform and remain with it the whole day. P.E. uniforms include a gray shirt with "Trinitas" written across the chest, for sale at *Debbie's Uniform*, and solid navy blue shorts, with a "Tigers" logo. Girls should wear no more than one earring on each lobe. For safety reasons, no large-hooped earrings are permitted. Boys are not permitted to wear earrings before, during or in after school care. They are not to be covered by a bandage or tape.

No extreme, drastic or fad makeup or hairstyles are permitted. Hair must be a **natural color** and not multi-colored.

### **No Uniform Days**

The first and third Friday of each month is a "No Uniform" Day. In months that have five Fridays, the fifth Friday will also be a No Uniform Day. Students may on that day bring \$1 to give to the teacher for the opportunity to not wear a uniform that day. Teachers use the money for extra classroom purchases or events. Clothing worn by students on "No Uniform" days must be tasteful. Obscene or inappropriate messages and pictures on T-shirts or other apparel is not acceptable. Midriffs or tank tops are not acceptable. Dresses are not to be more than 2 inches above the knee.

Shorts must be at least mid-thigh. Don't wear anything too short, tight, or see-through. Students who are dressed inappropriately will need to phone their parents to bring an acceptable change of clothing. Repeated offense may result in disciplinary action. For safety, flip-flops, high heels, opened-toed shoes, and backless shoes may not be worn on "No Uniform" days.

### **First Day of School and School Supplies**

A list of classroom supplies to be brought by the child the first day of school can be obtained from the school office or by downloading it from the school website.

All required admission forms and documents must be submitted before any child can start school. These include, but are not limited to: enrollment form, emergency card, health forms, copy of student birth certificate, parental consent for release of liability (last page of this handbook), SWIM Central questionnaire (PK only), Alternate Nutrition Plan Form (PK only), Copy of student's report card and previous school records (Elementary only), etc.

### **Birthdays and Special Events**

We love to celebrate our children's special occasions, such as Birthdays! Please coordinate with your child's teacher in advance if you wish to bring a special treat, such as a small cake, cupcakes, cookies, doughnuts, etc. to share with your child's classmates and teacher(s). If you wish to offer a lunch party, please communicate at least one week in advance so that children can be reminded not to bring lunches from home that day.

### **Lunch (Alternate Nutrition Plan)**

Lunch can be ordered in advance using our monthly menus or be provided by parents and brought to school every day.

- Be sure to include nutritional items.
- Candies and the like are only allowed for special occasions. Check your child's class schedule for lunch times.
- Please try not to send food that needs heating.
- Supply adequate silverware.
- Lunches will **not be refrigerated**.
- Children should eat breakfast before arriving at the school, but a mid-morning snack should also be provided in the child's lunchbox.
- If a parent wants to eat lunch with his/her child, they are welcome to sign them out and eat with them off campus, returning them before the child's next class.
- All students must be in their respectively assigned area for lunch.
- Parents of preschoolers must fill out and sign the "Alternate Nutrition Plan" form.

### **Toys From Home**

We recognize that it is important and natural for children to want to bring personal items to share with their friends and teachers. However, toys from home are only permitted for "Show and Tell". Please check with your child's teacher for assigned days, and **label** each of your child's belongings with the child's name and the teacher's name.

Parents are urged to exercise good judgment and caution when making a decision about items being brought to school. Toy guns, swords or other types of weapons are not allowed at school. Trinitas Academy is not responsible for any items brought from home. Expensive items such as cell phones, ipods or electronic games are not recommended.

### **Rest Periods and Snacks (Preschool)**

Snack time and a rest period are provided to our preschool students and scheduled accordingly.

### **Rest Cots (Preschool)**

Quality rest cots will be provided by Trinitas Academy for rest periods. **Parents must supply sheet covers and any other item needed for their children to sleep.**

## **Parent Cooperation and Administrative Prerogative**

The intent of this handbook is to give general guidelines to be adhered to by teachers, students, and parents. Sometimes new situations or circumstances occur that are not covered specifically by this handbook. **The administration reserves the right to exercise its prerogative in responding to these new situations.** In order for the faculty and staff of our school to provide the appropriate educational atmosphere, we need the support of every parent and student in a spirit of cooperation and partnership.

## **Visitor/Volunteer Procedures**

All visitors and volunteers must sign in at the front desk and wear a visitor's name tag. No one will be allowed in the classroom area if they have not first signed in.

## **Fundraising Commitment & Donations**

In order to keep our tuition cost as low as possible, we budget in a "fundraiser commitment" amount and ask all families to help raise these funds throughout the year through our various fundraisers. This year, the fundraising commitment is \$150 a year, per family. Besides the major fall and spring fundraisers, various other opportunities will be announced throughout the year to help you reach this commitment.

## **Field Trips**

From time to time, children of ages five and up will take field trips or nature walks as part of their educational program. In-house field trips may also be scheduled. Field trips will be educational in nature the first three quarters, and "fun" the last quarter. Each field trip is part of the class curriculum and the required course of study, so student participation is strongly encouraged. Students who do not participate in a field trip will be asked to not attend school, since extra staff members will not be hired to care for children not traveling with the rest of the class.

## **Transportation Permission**

Whenever a field trip is planned, parents will receive written notification prior to the date of the trip. Adult family members are encouraged to accompany us on these field trips. Additional adults may be required to ensure the children's safety during a field trip. Parents volunteering may not bring along siblings, as their undivided attention is needed to help with the class. While attending the trip, the teacher will count the children periodically to verify that all the children are accounted for.

## **Photographs, Video, and Publicity**

Photographs and videos of the children at Trinitas Academy may be taken on occasion. Our students may appear on television, newspaper, magazines, brochures, on the web, or in any other publicity material. By signing the consent form in this parent handbook you grant the school permission to have your child's video or photograph published and without compensation. If you do not want your child photographed with the possibility of it becoming public, please submit your request in writing.

## **Student Accident Insurance**

Every student is covered by a school-time insurance plan. Since it is not a primary policy, any claim for an injury should be made with the parent's

insurance company first. The school-time insurance will pick up any covered expenses that were not paid by the parent's company.

### **Fire Drills**

Fire Drills and other emergency procedure drills are conducted regularly for the purpose of assuring safety standards. Students are expected to treat all drills with the utmost seriousness.

In the case of an actual emergency, parents are asked to follow the direction given by law enforcement personnel and Trinitas Academy administration. Parents will not be allowed to remove students from campus during lock downs and evacuations without administrative approval. Efforts will be made to keep parents apprised of emergency situations but it must be understood that the main focus during these situations is the safety of the students and staff.

### **Standardized Testing**

All upper level students are given achievement tests in the spring of each year for the purpose of measuring achievement in the areas of Reading, Language, Math, Science, and Social Studies. The *Terranova, Third Edition* is used and the results are machine-scored for accuracy. LUOA (high school) students are issued the *Stanford 10 Online*.

### **Child Abuse Reporting**

Chapter 39 of the Florida Statutes mandates that all teachers, day care workers, school officials, and school personnel who "know, or have reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall report immediately such knowledge or suspicion to the central abuse hotline of the Department of Children and Families." The school will report any suspicious or circumstantial evidence of child abuse, abandonment, or neglect to the appropriate authorities. The identity of mandatory reporters is held confidential by all parties involved in the investigation.

### **SEXUAL HARASSMENT**

It is the policy of the school that sexual harassment on the part of employees, parents, or students at any level is not permitted. By definition, sexual harassment is any unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment is illegal in school according to the Civil Rights Act Title IX of the Federal Education Amendments. The federal law applies to everyone in the United States.

By sexual harassment it is understood:

- To make insinuating or sexual demands, the requirement of sexual favors or any other verbal or physical conduct of a sexual nature that interferes with the work of another.
- To utilize the rejection or acceptance of sexual demands as a criterion upon which decisions shall be made that would affect the promotion/grades of a person.
- To express oneself in a sexual manner verbally (inappropriate and unwanted comments about a person's body, clothing, gender, etc.) or physical (inappropriate and

unwanted touch) to such a degree that it would create a hostile and/or offensive atmosphere for the employee or student.

Any complaint will be treated with the utmost confidentiality. If this happens to you, communicate with the harasser what you are feeling and expect the behavior to stop. If you choose, you may get help from your parents, friend, or a member of the school staff.

If the behavior continues tell the school administrator immediately. The principal will conduct an investigation and will take the necessary disciplinary action or contact the appropriate authority if necessary.

### **SCHOOL CLASS PARTIES AND SPECIAL DAYS**

Several parties are scheduled during the school year for the children. Parents are asked to plan and help with these special days. Parents volunteering may not bring along siblings, as their undivided attention is needed to help with the class.

### **SOLICITATION OR SALE OF GOODS OR ACTIVITIES**

Student and Teachers may not sell or advertise any goods or activity on school property or at any school-sponsored activity without the expressed and written approval of the superintendent.

### **RADON**

Florida Radon Testing Enterprises, Inc. has informed us that all of the Phase I Radon Gas measurements recently taken at Trinitas Academy were acceptable as set forth by the State of Florida administrative Code CH10D-91.

**Release of Liability**

By signing the Parental Consent at the end of this handbook, I allow my child to attend Trinitas Academy and participate in all activities sponsored by Trinitas Academy. I consent to have inspected the premises and consulted with Trinitas Academy employees, including teachers and instructors. I have determined that the premises are safe and consent to leave my child in the care and custody of Trinitas Academy employees.

I also verify that my child is properly immunized against all childhood diseases or illnesses, and have advised the Trinitas Academy staff regarding any allergies or physical disabilities that my child may have. I also agree to indemnify and hold Trinitas Academy - its directors, employees and agents, harmless against any and all claims arising from injury or illness my child may suffer as the result of food, allergies, or disabilities, and against all claims arising as a result of my child attending and/or participating in the activities of Trinitas Academy.

I authorize Trinitas Academy and its directors, employees and agents, to provide first aid or emergency medical care to my child and/or to obtain such emergency medical care for my child as may appear reasonably necessary in my absence, including emergency transportation to a hospital. I agree to be financially responsible for any and all medical expenses or costs that are incurred in treating my child for illness or injury when said illness or injury may arise while my child is on the premises of or in the custody of Trinitas Academy.

**Parental Consent**

My signature below acknowledges that I have carefully read and agreed with this *Parent Handbook* and the policies and procedures of Trinitas Academy explained therein. I also indicate my willingness to work together with Trinitas Academy in the appropriate discipline of my son/daughter.

I acknowledge my responsibility to read newsletters and notices sent home by the teachers and office, and to provide the school with updated home, work, and emergency telephone numbers.

I understand that this signed form will be a part of my child's file.

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date