



Parent–Student Handbook

2026–2027

Faith • Excellence • Truth

trinitasacademy.com

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Welcome to Trinitas Academy

Welcome to Trinitas Academy. We are grateful for the opportunity to partner with you in the Christian education of your children. At Trinitas, we seek to nurture the whole child—spiritually, academically, socially, and physically—so that each student grows in wisdom and in the knowledge of Jesus Christ.

Our teachers are professionally trained and spiritually committed to creating a safe, supportive, and Christ-centered learning environment. We strive to cultivate an atmosphere of acceptance where students experience genuine encouragement, develop confidence, and recognize their God-given potential.

The love of Jesus is at the heart of our school community, and it is our joy to equip your children with the tools they need to flourish throughout their school years. We are honored to welcome you into the Trinitas Academy family.

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 in the school's website, the family portal, and at the end of this handbook.

Mission Statement

Trinitas Academy is a Christian school committed to assist parents in raising their children in the nurture and admonition of Jesus Christ. We provide a Christ-centered, high quality education marked by academic excellence and grounded in the Word of God, equipping students to transform their world and build Christ's Kingdom on earth.

Vision Statement

Trinitas Academy envisions generations of students transformed by Christ – disciples who think biblically, lead courageously, and serve faithfully in every sphere of life. Rooted in

God's Word and marked by academic excellence, our graduates will reflect Christ's character and advance His Kingdom in their homes, communities, and the world.

Philosophy of Education

At Trinitas Academy, we believe that God has entrusted parents with the primary responsibility of raising their children in the nurture and wisdom of the Lord. As a Christian school, we partner with parents in this God-given calling by providing a Christ-centered environment where students can grow spiritually, academically, socially, and physically.

We affirm that all truth is God's truth and that Scripture is the foundation for all that we teach. Our educational philosophy is rooted in the belief that each child is created in the image of God and is therefore worthy of dignity, love, and purposeful instruction. We seek to cultivate hearts and minds that are shaped by biblical truth, guided by the Holy Spirit, and oriented toward Christlike character.

Our teachers strive to provide nurturing, rigorous, and developmentally appropriate instruction that supports the growth of the whole child. Through a learning environment grounded in the teachings of Holy Scripture, we aim to equip students to think critically, act wisely, and live faithfully as followers of Jesus Christ.

Core Values

These Trinitas Academy core values are essential for guiding the academic, spiritual, and moral development of students within a Christ-centered environment. Here are the ten key core values fundamental to our Christian school:

1. **Faith:** A commitment to fostering a strong, living faith in Jesus Christ, encouraging students to grow in their personal relationship with God and live out Christian principles in all areas of life.
2. **Integrity:** Teaching students the importance of honesty, truthfulness, and living in alignment with Biblical teachings. Integrity emphasizes doing what is right, even when no one is watching.

3. **Respect:** Valuing the inherent dignity of all people as created in the image of God, and encouraging kindness, empathy, and respect in relationships with peers, teachers, and the community.
4. **Excellence:** Pursuing the highest standards of academic achievement, as well as excellence in character, athletics, and the arts, with the understanding that all gifts and talents are to be used to glorify God.
5. **Compassion:** Encouraging a heart of empathy, kindness, and service to others, especially those in need, and fostering a desire to care for God's creation and people globally and locally.
6. **Accountability:** Teaching students to be responsible for their actions, choices, and attitudes, holding themselves and others to a standard that honors God.
7. **Community:** Building a sense of belonging, cooperation, and support, where students, teachers, and families work together to create a Christ-centered environment that nurtures both spiritual and academic growth.
8. **Discipleship:** Encouraging a lifelong journey of learning and following Jesus, fostering an environment where students are equipped to disciple others and share their faith with the world.
9. **Service:** Instilling a heart of servant leadership, where students are inspired to serve others and engage in activities that reflect Christ's love and humility.
10. **Stewardship:** Teaching students to responsibly manage their time, talents, and resources, as well as care for the world around them, understanding that all they have is a gift from God to be used wisely.

Certifications and Memberships

Trinitas Academy is fully accredited by the Florida Council of Private Schools as a preschool through high school academic institution and licensed in Broward County as a child care facility. We are also certified by the Florida League of Christian Schools (FLOCS) and member of the Association of Christian Schools International (ACSI) and the National Alliance of Christian Schools (NACS).

Procedures for Admissions

Families seeking to enroll their child at Trinitas Academy must begin by completing the online application through their FACTS account. Once the application is submitted, the Admissions Office will contact the family with instructions for completing the online enrollment process. Admission is finalized when all required documents have been submitted and the registration fees have been paid.

Parents are responsible for ensuring that all personal information in the FACTS system—including phone numbers, addresses, and emergency contacts—remains current and accurate throughout the school year.

Admission Criteria for New Students

Students new to Trinitas Academy are evaluated based on previous academic performance, standardized test results, teacher recommendations, and an interview with the prospective student and parents. Entrance testing may be required for all new students and is typically administered during the spring or summer prior to enrollment. Admission decisions are made by the administration and are based on the student's ability to meet academic and behavioral expectations.

All newly enrolled students enter on a ninety-day probationary status. During this period, the school will assess the student's academic progress, behavior, and overall adjustment to the school environment.

Academic Standards

Students must maintain at least a C average in core academic subjects in order to continue their education at Trinitas Academy. Core subjects include Bible, Language Arts, Mathematics, Science, and Social Studies. Individual cases may be reviewed by the administration when special circumstances arise.

Retention Policy

A student who earns failing grades in two or more core subjects in two separate quarters will be considered ineligible for promotion. Retention may be avoided if the student

successfully completes an approved summer school program or tutorial plan as determined by the administration.

Non-Discrimination Policy

Trinitas Academy admits qualified students of any race, color, gender, national origin, and ethnicity to all the rights, privileges, programs, and activities generally made available to students at the school. The Academy does not discriminate on the basis of race, color, gender, national origin, or ethnicity in the administration of its educational policies, admissions procedures, scholarship programs, or other school-administered programs.

School Hours of Operation

Trinitas Academy is open from 7:00 a.m. to 6:00 p.m. each day.

Extended Care

- Morning Extended Care: 7:00 a.m. – 8:00 a.m.
- Afternoon Extended Care: 3:00 p.m. – 6:00 p.m.

Preschool Programs

- Full-Day Program: 8:15 a.m. – 3:00 p.m.
- Half-Day Program: 8:15 a.m. – 11:45 a.m.

Please note that the Academy closes promptly at 6:00 p.m. Staff members are not responsible for any student remaining on campus after closing time. A late pick-up fee of \$1.00 per minute will be charged for any child picked up after 6:00 p.m. This fee is to be paid directly to the staff member who remained with the child.

Financial Agreement

By enrolling at Trinitas Academy, parents agree to support and comply with all financial policies outlined in this handbook. It is the responsibility of each family to understand these policies and to maintain their account in good standing.

Registration and Annual Fees

The following non-refundable fees are due prior to the start of classes:

- **Registration Fee** – due June 1
- **Activity Fee** – due July 1
- **Curriculum Fee** – due August 1

Additional fees will be charged during the second semester, including:

- **Yearbook Fee** for all students
- **Graduation Fees** for PK, Kindergarten, 5th Grade, 8th Grade, and 12th Grade students

Tuition

Tuition is an annual fee that may be divided into 10, 11, or 12 monthly payments for convenience. Families with preschool-only students may choose a weekly payment plan. Tuition is due in full regardless of student attendance or absences.

Parents of students receiving Step Up for Students scholarships must approve payment (when applicable) within 48 hours of receiving notification from Step Up. Parents or “Financially Responsible” guardians are ultimately responsible for paying the full tuition and fees. If a Step Up for Students scholarship payment is delayed, reduced, partially funded, or denied for any reason, parents remain responsible for paying any outstanding balance by the applicable due date.

Extended Care fees are billed as part of the program and are not based on attendance.

Tuition Payment Procedures

Upon registration, parents must authorize tuition payments to be electronically processed through FACTS, either via bank draft or credit card. Payment history may be viewed at any time through the FACTS Family Portal.

Parents may also pay by cash or check, or submit payments via Zelle using info@trinitasacademy.com.

Families receiving the Step Up For Students Scholarship are responsible for monitoring their scholarship status and ensuring that all required approvals and actions are completed on time. Any tuition or fees not covered by the scholarship funding remain the financial responsibility of the parent(s) or guardian(s).

Monthly payments are due at the beginning of each month and are considered late after the 10th. Weekly payments must be submitted before the start of each week. Parents who choose and are able to pay tuition in full at registration will receive a 5% discount.

Late Fees

Late tuition payments will incur a \$25 monthly late fee. Accounts that become delinquent for one month may result in immediate suspension of the student until the balance is paid.

Quarterly report cards and access to the FACTS Family Portal will only be provided to families whose accounts are current. At the end of the school year, all student records will be withheld until the account balance is paid in full.

Non-Sufficient Funds (NSF)

If an automatic payment or check is declined due to insufficient funds, a \$35 NSF fee will be charged to the account.

Refunds

Registration fees, tuition payments, and scholarship payments already submitted are non-refundable. Any over-payments will be applied as a credit toward the following school year.

Unpaid Tuition

Tuition accounts must remain current for students to attend class. Please refer to the "Late Fees" section for additional details.

Withdrawal Policy

Families must provide two weeks' written notice prior to withdrawing a student from Trinitas Academy. Written notice must be submitted to the school office. If two weeks' notice is not provided, a fee equal to two weeks of tuition will be charged to the family's account. Tuition remains the responsibility of the parent during the two-week notice period.

Attendance and Absences

Regular attendance is essential for academic success. Students are expected to be present whenever school is in session. Trinitas Academy follows the state guideline of 180 instructional days and a minimum of 900 instructional hours for students in grades K–12.

Excused Absences

Absences are excused for the following reasons:

- Illness
- Family emergencies
- Medical or dental appointments
- Pre-approved family travel

Families are strongly encouraged to schedule vacations when school is not in session. If travel during school days is unavoidable, parents must notify the school office in writing prior to the trip.

Unexcused Absences

Absences that do not fall under the categories listed above, or absences without written documentation, will be considered unexcused.

Make-Up Work

Students are responsible for completing all assignments and tests missed during an absence. Teachers are not required to provide work in advance of a planned trip.

Students will be given two school days to make up work for each day of absence. For example, a student who misses five days will have ten school days to complete all missed work, provided the student remains current with ongoing assignments.

Documentation of Absences

A written note explaining the reason for the absence must be submitted to the school office when the student returns.

Excessive Absences

Any student who is absent more than 40 days in a school year may be retained. All cases will be reviewed by the administration, taking into account academic performance, circumstances, and overall progress.

Tuition and Attendance

Tuition will not be reduced or refunded due to student absences.

Morning Tardiness

Classes begin promptly at 8:15 a.m. Students arriving after this time must report to the school office to receive a late pass before entering class. Excessive tardiness disrupts learning and is strongly discouraged.

Any student who accumulates more than five unexcused tardies in a quarter will be ineligible for the Perfect Attendance Award and may be subject to disciplinary action as determined by the administration.

Class Transition Tardiness

Students are expected to arrive on time to each class throughout the school day. When switching classrooms, students must move promptly and responsibly. Only written notes from a teacher or office staff member will be accepted as valid excuses for tardiness between classes. Unexcused tardiness during class transitions may result in disciplinary action.

Elementary teachers escort their students to the next class when it is held in a different classroom or location.

Age/Grade Level Requirements

Students must be the appropriate age for the grade or program on or before September 1 of the school year. In addition to age requirements, Trinitas Academy considers academic readiness, developmental maturity, and prior school records when determining grade placement. Final placement decisions are made by the administration.

Progress Reports

Progress Reports for students in Kindergarten through 12th grade are issued halfway through each quarter (approximately 4–5 weeks). These reports provide parents with an update on academic performance, behavior, and overall progress.

Report Cards

Report Cards are issued at the end of each quarter (approximately 9 weeks). Report Cards reflect the student's academic achievement, skill development, and conduct for that grading period.

Honor Roll

Students earning all A's for the quarter will be placed on the A Honor Roll. Students earning A's and B's will be placed on the B Honor Roll. To qualify for either honor roll, a student's skill set grades must not include any unsatisfactory marks.

Preschool Progress Evaluations

Parents of preschool students will receive a Progress Evaluation after the first semester. Preschool teachers also communicate regularly with families regarding each child's developmental and academic progress throughout the year.

Grading Scale for Elementary, Middle, and High School

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

High School Graduation Requirements

The following are the course requirements to receive a Standard High School Diploma. Students in this program take the required courses to prepare them for acceptance at colleges or universities. The students must maintain a 2.0 grade point average, serve 100 community service hours, and earn 26 credits from the following courses.

Bible	4 credits
English	4 credits
History/Government	3 credits
Math	4 credits
Science	3 credits
Electives	8 credits
TOTAL	26 credits

Preschool Curriculum

Overview

The Preschool Program at Trinitas Academy is intentionally designed for three-year-old and four-year-old learners. Our curriculum reflects the developmental stage of each child, providing rich opportunities for exploration, discovery, and joyful learning. Daily activities include circle time, learning centers, math manipulatives, science experiments, dramatic play, age-appropriate toys, and outdoor play. Each day is crafted to spark excitement and anticipation, helping children look forward to school and feel secure in the loving, Christ-centered environment our teachers create.

Learning Environment

Children engage in developmentally appropriate environments that encourage curiosity, independence, and social growth. The program is offered as a half-day or full-day option throughout the year—including fall, winter, spring, and summer sessions. Our teachers model the love of Christ in every interaction, ensuring that each child feels valued, supported, and known.

Instructional Approach

Both three-year-old and four-year-old students participate in a balance of large-group, small-group, and individualized learning experiences. Instruction integrates key developmental domains, including:

- Language and Literacy
- Mathematics
- Science and Discovery
- Culture and Community Awareness
- Music and Art

Children also explore designated classroom “centers,” which promote hands-on learning, creativity, and purposeful play. Socialization is woven throughout the day as an essential part of the preschool experience.

Three-Year-Old Program

Three-year-olds focus on foundational readiness skills, including:

- Vocabulary expansion
- Letter recognition
- Color and shape review
- Following directions
- Sharing and taking turns
- Cooperative play and group socialization

These experiences help children grow in confidence and prepare for more structured learning.

Four-Year-Old Program

Four-year-olds engage in an expanded language and literacy curriculum that includes:

- Letter recognition and beginning sounds
- Rhyming words
- Introduction to sight words (“I Can Read Words”) in the spring
- A Writing Focus later in the year to strengthen readiness for Kindergarten

Four-year-old students continue developing social skills and work at more advanced levels within group settings, preparing them for a smooth transition into Kindergarten.

Lower School and Upper School Curriculum

Trinitas Academy uses a distinctively Christian curriculum designed to support strong academic development while integrating biblical truth into every subject area. Our core curriculum, A-Beka, provides a solid foundation in phonics, reading, listening, writing, mathematics, language arts, spelling, science, and history/social studies.

In the Lower School and Middle School, Bible instruction is taught using Positive Action for Christ, a curriculum that emphasizes biblical knowledge, character formation, and practical application of Scripture. In High School, students use the Summit Ministries curriculum, which equips them with a biblical worldview and prepares them to engage thoughtfully with culture and society.

Students also participate in a variety of enrichment courses, including technology, music, Spanish, physical education, and art.

Elective courses for High School are selected by students from the Electives Catalog based on availability, needs, and requirements.

A complete description of all courses offered including the electives catalog can be found on our school website at <https://trinitasacademy.com>.

Arrival and Sign-In Procedures

K–12 Morning Arrival (Carline)

Morning carline for students in Kindergarten through 12th grade operates from 8:00 a.m. to 8:15 a.m. During this time, students may be dropped off and should proceed directly to their classrooms. No sign-in is required during regular carline hours.

Early Extended Care (7:00 a.m.–8:00 a.m.)

Students arriving between 7:00 a.m. and 8:00 a.m. must be signed in for Early Extended Care. Parents must park and walk their child(ren) to the front desk to complete the sign-in process.

Preschool Arrival

Parents of preschool students must park in the designated north or south parking areas and walk their child to the front entrance to sign them in at the front desk. After signing in, parents must escort their child to his or her classroom.

For safety reasons, preschool students may not walk up stairways or through the building unaccompanied at any time.

Late Arrivals

Students arriving after the designated drop-off times must be signed in at the front office. Parents must park, walk their child inside, and obtain a tardy pass to ensure the student is not marked absent.

Dismissal and Sign-Out Procedures

Preschool Dismissal

Parents of preschool students must park in the designated north or south parking areas and report to the front desk to sign their child out. After signing out, parents must escort their child directly to their vehicle. Preschool students may not walk through the building or parking areas unaccompanied at any time.

K–12 Dismissal (Carline)

Dismissal for students in Kindergarten through 12th grade takes place through the carline at the following times:

- Kindergarten–5th Grade: 2:45–3:00pm
- Middle School: 3:00–3:15pm
- High School: 3:15–3:30pm

Families with multiple children must follow the dismissal time of their oldest child.

Parents must use the PikMyKid app to assist with dismissal and ensure a smooth and safe process. Alternate dismissal procedures may be implemented during rainy or severe weather conditions.

Extended Care Dismissal

Parents picking up children from Extended Care must park and sign their child out at the front desk. For safety reasons, parents may not park on 49th Avenue and leave their vehicle unattended during drop-off or pick-up times.

Late Pick-Up

Students not picked up by 3:15 p.m. and who are not enrolled in afternoon Extended Care will be signed into AEC for that day and charged the daily rate.

Authorization to Pick Up a Child

For the safety of all students, Trinitas Academy will only release a child to individuals who have been properly authorized by the parent or legal guardian.

Parents must list all authorized adults on the Emergency Contact Form kept on file in the school office. If a person not listed on the form will be picking up the child, the parent must provide written authorization to the school office prior to dismissal.

Each parent provides a pick-up password (name or number). Any authorized adult must know this password and present proper identification before a child will be released.

The school reserves the right to deny release of a child to any individual who cannot provide identification, does not know the password, or is not properly authorized.

Chapel

Trinitas Academy students attend a weekly chapel service held in the Providence Baptist Church sanctuary. Chapel is an important part of our school's spiritual formation, providing students with an opportunity to worship, learn Scripture, and grow in their relationship with Jesus Christ.

Chapel services are led by approved members of the Providence Baptist Church pastoral team or Trinitas Academy staff. Each service includes a Bible-based lesson, worship songs, pledges, prayer, and Scripture memory.

Each grade level participates in leading chapel at least twice per year. These student-led chapels help develop confidence, leadership skills, and a deeper understanding of biblical truth.

Parents are warmly invited to attend chapel services and may sit with their children. We ask that all guests help maintain a respectful and worshipful environment.

A weekly love offering is collected and designated for missions projects, charitable organizations, or ministries within or outside our church community. While participation in giving is not mandatory, it is strongly encouraged as part of teaching students the joy and responsibility of Christian generosity.

Holidays

Trinitas Academy observes the following holidays and school closures. On these days, school, Extended Care, and all camps are closed:

- Labor Day
- Veteran's Day
- Thanksgiving Week
- Christmas Break
- New Year's Break
- Martin Luther King Jr. Day
- President's Day
- Teacher Conference Day
- Good Friday
- Easter Break
- Memorial Day

Camps During School Breaks

Trinitas Academy offers Winter Camp, Spring Camp, and Summer Camp during Christmas Break, Easter Break, and summer vacation. Camps will operate only if minimum enrollment requirements are met. Registration information and deadlines will be communicated in advance.

Unplanned Closures

Trinitas Academy may need to close unexpectedly due to severe weather, emergencies, safety concerns, or other circumstances beyond the school's control. In the event of an unplanned closure, parents will be notified through the school's primary communication channels, including PikMyKid, email, text alerts, and postings on the school website.

When Broward County Public Schools announce a district-wide closure due to weather or emergency conditions, Trinitas Academy will typically follow the same schedule unless otherwise communicated.

During unplanned closures, school, Extended Care, and all on-campus programs will be closed. Tuition and fees are not reduced or refunded due to emergency closures, as they are necessary to maintain staffing, facilities, and operational readiness.

If an extended closure occurs, the school will provide guidance regarding remote learning, make-up days, or adjusted instructional plans as needed.

Health and Medicine Policies

For the health and safety of all students, any child who shows signs of a communicable illness or infectious condition must be picked up from school within one hour of notification. Symptoms requiring immediate pick-up include, but are not limited to:

- Vomiting
- Diarrhea
- Fever
- Rash of unknown origin
- Pink eye (conjunctivitis)

- Yellow or green nasal discharge
- Suspected contagious skin infection
- Ringworm
- Head lice
- Pinworms

Return-to-School Requirements

Students may return to school when:

- They have been symptom-free for at least 24 hours without the use of fever-reducing or anti-nausea medication, and
- The school receives a written statement from a physician confirming that the child has been evaluated, appropriately treated, and is no longer contagious.

For conditions such as head lice or ringworm, students may return once treatment has begun and documentation has been provided.

The school reserves the right to request additional medical documentation when necessary to ensure the safety of all students.

Immunizations

All students are required to have a current physical examination every two years. Before a child may be admitted to preschool or elementary school, the following documents must be on file in the school office:

- **Florida Certification of Immunization** (Blue Form DH 680, Part A): This form must list all required immunizations with dates administered, include a valid expiration date, and contain the physician's signature.
- **School Entry Health Examination** (Gold Form DH 3040): This form must include a physical examination, TB screening date and result, and must be signed and dated by a physician within one year of the first day of school.

- **Hepatitis B Vaccine Series:** Elementary students must have documentation of the completed Hepatitis B vaccine series.

All immunization and health records must remain current throughout the school year. The school reserves the right to request updated documentation when necessary to ensure compliance with state health regulations.

Medications

For the safety of all students, Trinitas Academy will only administer medication that meets the following requirements:

Medication Requirements

All medication—including prescription and over-the-counter items such as pain relievers, allergy medication, sunscreen, or topical ointments—must:

- Be in the original container
- Include a doctor's prescription or written physician's order
- Display the student's name, exact medication name, dosage, and expiration date

Medication that is expired, improperly labeled, or not in its original container cannot be administered.

Authorization Form

Parents must complete a Medication Authorization Form before any medication can be dispensed by school personnel. The form must include:

- The exact name of the medication
- The expiration date
- The precise dosage
- The specific dates and times the medication is to be administered

- Any special instructions from the physician

Parents must provide any necessary equipment for dispensing the medication (e.g., measuring spoons, cups with marked lines).

Parent Responsibilities

Medication must be handed directly to the front office staff. Students may not carry medication in backpacks, lunchboxes, or pockets.

As an alternative, parents may come to the school to administer medication directly to their child.

Medical Emergencies

In the event of a medical emergency or accident, Trinitas Academy will immediately contact the parent or legal guardian. If the parent or guardian cannot be reached, the school will attempt to contact the designated emergency contacts listed on the student's Emergency Contact Form.

If emergency medical treatment is required and no authorized adult can be reached, the school will arrange for the child to be transported to the nearest emergency medical facility. Emergency responders may assume care upon arrival.

By signing the parental consent section of this handbook, parents authorize Trinitas Academy staff to:

- Contact the family physician
- Provide necessary first aid
- Follow established emergency procedures
- Seek emergency medical treatment for their child when required

This authorization is considered essential for the safety and well-being of all students.

III Children

If a child becomes ill during the school day, he or she will be monitored by a staff member. If symptoms persist or worsen, the parent or guardian will be contacted and asked to pick up the child as soon as possible.

A child must be on prescribed medication for at least 24 hours and/or provide a physician's note before returning to school. Symptoms requiring pick-up include, but are not limited to:

1. **Fever:** A sudden temperature spike of 100°F or higher.
2. **Respiratory Symptoms:** Breathing difficulties, wheezing, persistent or severe coughing, or coughing that causes facial flushing or a "whooping" sound.
3. **Vomiting:** Continued vomiting or signs of illness accompanied by vomiting.
4. **Diarrhea:** Frequent watery or green-colored bowel movements not related to medication or food reactions.
5. **Rash:** Any undiagnosed rash other than heat rash. Rashes related to medication should be reported to the teacher.
6. **Sore Throat or Cold Symptoms:** Sore throat requiring culturing, discharging eyes or ears, or profuse nasal discharge.
7. **Behavioral Changes:** Unusual tiredness, pallor, irritability, restlessness, lack of appetite, or signs of distress (e.g., being awake all night and crying).
8. **Any Other Unusual or Abnormal Symptom** that indicates the child is not well enough to remain at school.

Readmittance Requirements for Specific Conditions

Students may return to school when the following criteria are met:

- **Chicken Pox:** All lesions must be dry and crusted.
- **Impetigo:** At least 24 hours after starting medication. If no improvement is seen within 48 hours, the child must be reassessed by a physician.
- **Conjunctivitis (Pink Eye):** At least 24 hours after starting medication.

- **Lice or Scabies:** After medical treatment; all nits must be removed.
- **Pinworms:** No restrictions once treatment has begun.
- **Hepatitis:** Physician's statement required for re-admittance.
- **Strep Throat:** No sooner than 48 hours after starting oral medication or 24 hours after receiving an injection.
- **Other Conditions:** Any additional symptoms or illnesses the school deems necessary for exclusion until medically cleared.

Toilet Training

All children enrolled in the preschool program at Trinitas Academy must be fully toilet trained. Children should be able to use the restroom independently, including recognizing the need to go, managing clothing, and washing hands afterward.

Change of Clothes

Because occasional accidents may occur, parents must provide a complete change of clothes (shirt, pants/shorts, underwear, and socks) in a sealed plastic bag labeled with the child's name. This set will be kept at school for emergencies and must be replaced promptly if used.

Student Discipline and Procedures

Philosophy of Discipline

Discipline at Trinitas Academy is carried out with Christian love, respect, and partnership with parents. Our goal is to help students grow in self-discipline, make wise choices, and develop a biblical understanding of responsibility, respect, and restoration.

Teachers use positive reinforcement, clear expectations, and consistent consequences. Discipline is never administered in anger and is never associated with food, rest, or toileting. Responses to inappropriate behavior will never include withholding light, warmth, clothing, medical care, ridicule, humiliation, or physical restraint, except when restraint is necessary to protect a child or others from harm.

Our intention is that every child feels forgiven, loved, and guided, and that disciplinary actions lead to genuine correction and growth.

Lower School Discipline Procedures

Teacher responses to negative or inappropriate behavior may include:

1. Conferencing

The teacher explains why the behavior is inappropriate and how it affects self and others. More appropriate behaviors are discussed, and the child is encouraged to take responsibility. When appropriate, the teacher and student may pray together and reflect on simple biblical principles.

2. Logical Consequences

The teacher applies consequences directly related to the behavior (e.g., picking up materials, apologizing, sharing, repairing harm).

3. Redirection or Distraction

The teacher offers alternatives to children engaged in conflict, such as a new activity, a different toy, or engagement with another peer or teacher.

4. Take a Break

The child is briefly separated from peers to regain self-control. After a quiet period and a conference with the teacher, the child rejoins the group.

Parent Partnership

If inappropriate behavior becomes frequent or severe, the teacher or administration will meet with parents to develop a plan to support the child. When appropriate, families may be referred to ministries or counseling resources, including biblical counseling.

Withdrawal for Persistent Disruption

If a child does not respond positively to repeated interventions by teachers, parents, and administration, and continues to significantly disrupt the learning environment, the family may be required to withdraw the child from the school.

Grounds for Dismissal or Suspension

Trinitas Academy reserves the right to suspend, dismiss, or require withdrawal for any of the following:

- Non-payment or excessive late payment of tuition or fees
- Repeated or serious violations of school rules
- Special needs that cannot be adequately met with current staffing
- Physical or verbal abuse of staff or students by a parent or child

Tuition and fees already paid are non-refundable when a child is dismissed or withdrawn for disciplinary reasons.

Upper School Discipline Policy

Discipline in the Upper School is determined by teachers and, when necessary, Department Heads or the Head of School. All discipline is administered in light of the student's situation, attitude, and biblical principles such as restitution, apologies (public or private), swift consequences, restoration of fellowship, and forgiveness. Counseling may be required.

Most discipline issues are handled at the classroom level. Teachers meet regularly within their departments to ensure consistency and alignment with biblical standards and school policy.

Maintaining an orderly environment is essential to learning. Love, forgiveness, and restoration remain central to all disciplinary actions.

Major Offenses Requiring Administrative Intervention

The following behaviors require a discipline slip and an immediate visit to the Head of School or designee:

1. Disrespect toward any staff member (staff determine what constitutes disrespect).
2. Dishonesty, including lying, cheating, or stealing.
3. Rebellion, defined as direct and willful disobedience.
4. Fighting, defined as intentional physical aggression with the intent to harm.
5. Obscene or profane language, including taking the Lord's name in vain.

Office Visits and Demerit System

During the office visit, the Head of School or designee will determine the appropriate discipline and number of demerits. The following progression applies within a school year:

1. First and Second Visit

Parents are notified by email with details of the incident. Partnership and support are requested.

2. Third Visit

A meeting is held with parents, the teacher, and the Head of School.

3. Fourth Visit

A one-day suspension is imposed.

4. Fifth Visit

A three-day suspension is imposed.

5. Sixth Visit

The student is recommended for expulsion.

Department Head Discipline Procedures

For less serious but persistent offenses (e.g., repeated disruptions, ignoring warnings), teachers may submit a Discipline Slip to the Department Head, who may assign detentions.

Detentions

Detention is both a consequence and a time for reflection. Detentions may include:

1. **Lunch Detention** (no charge)
2. **After-School Detention** (\$10.00 fee)
3. **Saturday Detention** (\$10/hour, up to \$30 for three hours)

Detention Policies

- Detentions are typically issued the same day or the next day.
- Lack of transportation is not an excuse for missing detention.
- Students must report promptly to the assigned location.
- Fees must be paid before or on the day the detention is served.
- After-school and Saturday detentions involve work detail.
- Saturday detentions may be one, two, or three hours depending on severity or accumulation.

Detention Notices

Detention Notices identify the nature of the offense and the length of the detention assigned. These are emailed to the parent(s) by the Department Head and at times printed and given to the student, who must have the slip signed by a parent and return it the next school day along with any applicable payment.

Failure to return the slip or submit payment may result in an increase in detention time. This process ensures that parents remain informed of their child's behavior.

Detentions may not be postponed except in extraordinary circumstances such as illness or verified medical appointments. Students are responsible for notifying parents or drivers and arranging transportation.

Students may not talk or leave their seats during detention unless assigned work detail. Students who arrive late or talk during detention will have additional time added.

A student who fails to report for detention will receive an additional detention or be referred to the Head of School.

Probation

A student may be placed on disciplinary probation for serious or habitual offenses or due to the accumulation of demerits. Students are automatically placed on probation if they earn two F's or three D's (or worse) on a quarterly report card.

Probation requires:

1. No participation in student activities for one quarter.
2. In some cases, additional detentions may be assigned.

Counseling

To support student growth and adjustment, counseling is available at no cost and may be required as part of the disciplinary process. Counseling is provided, when available, by Providence Baptist Church's family counselor, who is properly credentialed and trained.

Counseling may be assigned in place of other disciplinary actions by the Department Head or Head of School.

Counseling records are confidential and kept separate from academic and disciplinary records. A Parental Consent Form is required for counseling services.

Demerits

An accumulation of lesser offenses results in the following progression:

1. **After four lunch detentions**, the student is sent to the Head of School and receives the 1st demerit. The demerit system aligns with the Office Visits described above.
2. After the 1st demerit, minor infractions result in **both** lunch detentions and after-school detentions.
3. **After three after-school detentions**, the student receives the 2nd demerit.
4. **After five after-school detentions**, the student receives the 3rd demerit.
5. After the 3rd demerit, minor infractions result in Saturday Detentions in addition to lunch detentions.
6. **After two Saturday detentions**, the student receives the 4th demerit and a one-day suspension.
7. **After four Saturday detentions**, the student receives the 5th demerit and a three-day suspension.
8. **The next infraction** results in a 6th demerit and a recommendation for **expulsion**.

A Note on Expulsion

Trinitas Academy recognizes that expulsion is a serious matter and must be handled carefully and prayerfully. Forgiveness and restitution are foundational to our discipline philosophy. However, if a student and parents are unable to resolve behavioral issues before the sixth office visit (sixth demerit), the student will be expelled.

Serious Misconduct

If a student commits an act with serious consequences, the Head of School may bypass the office-visit process and impose immediate suspension or expulsion.

Examples include:

- Acts endangering the lives of students or staff

- Gross violence
- Vandalism
- Offensive or foul language
- Violations of civil law
- Possession of weapons, drugs, or alcohol
- Clear contradiction of Scriptural commands

Students may be disciplined for serious misconduct occurring after school hours or off campus.

Re-Admittance After Expulsion

A student who has been expelled and desires to return at a later date must reapply. The School Board, Board of Elders, or a delegated committee will determine re-admittance based on the student's attitude and circumstances at the time of reapplication.

General Guidelines for Teachers

Teachers must reflect patience, understanding, and sensitivity when disciplining students.

- A. Verbal communication must not be cutting or harsh.
- B. Students should not be withheld from physical education as punishment whenever possible.
- C. Disruptive students removed from class must be sent to the office.
- D. Students must remain under constant supervision.
- E. Corporal punishment is not permitted at Trinitas Academy.

Student Privacy and Searches

Students do not have the right to privacy. The administration reserves the right to implement the following measures:

1. Search lockers, cubbies, possessions, book bags, purses, and other personal items when suspicion of wrongdoing exists.
2. Request assistance from law enforcement when illegal substances or items may be involved.
3. Require parents to monitor for drugs, alcohol, and weapons at home and cooperate with school requests such as drug testing or psychological counseling.
4. Review personal journals, notes, or similar materials when necessary.

Complicity

A student present during a violation of school policy may be held responsible if his or her behavior indicates permission, encouragement, or acceptance of the violation.

Students who witness violations are required to report them to appropriate authorities. Confidentiality will be maintained to protect innocent witnesses.

Personal Property

Students must not touch another person's property without explicit permission. Items found on a teacher's desk or elsewhere must be turned in to the Main Office. Failure to do so will be considered stealing.

The teacher's desk is private. No messages, materials, tests, grade books, texts, or personal items may be removed without permission. Removal of such items is a serious offense and may result in dismissal.

Books, book bags, purses, and personal items must not be left unattended. Items of value should not be brought to school; if necessary, they should be stored in the Main Office.

Students may not bring toys, gum, candy, makeup, nail polish, cell phones, or electronic devices to school. Due to changing trends, the school reserves the right to classify any

item as inappropriate. Students are expected to avoid anything that distracts from learning.

Telephone Calls and Cell Phones

Students are not permitted to use their cell phones in school to make calls or for any other form of communication. Office phones are reserved for school business and may not be used by students. In the event of an emergency, a student will be sent to the office, where staff will determine the appropriate action.

Personal calls to students will not be accepted through school phones. Students will not be called to the office nor will messages be delivered during class time unless the administration determines that the matter is an emergency.

Students may not go to the office to use the phone without written permission from a teacher verifying the necessity of the call.

Cell Phones and Personal Electronic Devices

Student cell phone use is not permitted on campus. Students may not possess or use cell phones, smart watches, tablets, iPads, AirPods, or similar devices during the school day. Only school-approved laptops may be used, and only under teacher supervision for academic purposes.

If a student needs a cell phone for after-school purposes, the phone must be placed in the homeroom's designated "Phone Home" storage immediately upon arrival and remain there until dismissal. Failure to follow this procedure will result in disciplinary consequences.

Personal electronic devices—including but not limited to cell phones, earbuds, video games, and similar items—are distractions to the learning environment and are not permitted during the school day.

Confiscation Procedures

Any prohibited device will be confiscated by the teacher and turned over to the school administration along with a discipline slip. Devices will be secured and returned only to the parent or guardian. In cases of repeated violations, the device may be held until the end of the school year.

Dress Code

Trinitas Academy's dress code is designed to promote modesty, unity, and readiness for learning. Students are expected to arrive each day in clean, well-fitting uniforms that reflect our Christian values and support a distraction-free environment.

Preschool

- A Trinitas Academy logo t-shirt (available at JGL Embroidery) must be worn daily unless otherwise announced for special occasions such as No Uniform Days.
- Children must wear solid navy-blue pants or shorts.
- Clothing should be comfortable and appropriate for the weather.
- Sweaters or jackets from JGL Embroidery with the school logo may be worn at the parent's discretion.
- Closed-toe shoes or sneakers are required.
- Sandals may only be brought in the child's backpack for water-day activities.

Change of Clothes

All clothing must be labeled with the child's name. Because preschoolers may get messy during play, painting, or meals, parents must provide a complete change of clothes (including a Trinitas uniform shirt) in a labeled plastic bag to be kept at school.

If the office must provide a uniform shirt, the parent's account will be charged unless the shirt is returned washed within two days. Replacement of used clothing is required.

Upper Levels (Elementary, Middle, High School)

Uniform Shirts

- Elementary: Blue or Red polo with embroidered school logo from JGL Embroidery.
- Middle School: Navy Blue polo with embroidered school logo from JGL Embroidery.
- High School: Light Blue polo with embroidered school logo from JGL Embroidery
- Seniors: May wear the special-order Black senior polo from JGL Embroidery.

All polos must be purchased from JGL Embroidery, worn tucked in, and worn daily unless otherwise announced. Pants must have belts.

Bottoms

Students may wear solid-colored khaki pants. No shorts, skorts, or skirts allowed for upper school students.

Clothing must be clean, properly sized, and in good repair (no tears, fraying, or excessive wear).

Outerwear

Only school-approved sweaters or jackets from JGL Embroidery may be worn on campus.

Shoes

Shoes or sneakers must have closed toes and closed heels. Sandals are not permitted.

P.E. Days

On days when Physical Education is scheduled, students must arrive wearing their P.E. uniform and remain in it all day.

P.E. uniforms include:

- Gray "Trinitas" t-shirt (JGL Embroidery).
- Solid navy-blue shorts with the "Tigers" logo. Shorts shorter than mid-thigh are prohibited.
- On cold days, students may wear sweat pants or leggings underneath their PE shorts.

Jewelry and Accessories

Earrings

- Girls may wear small, modest earrings that do not pose a safety risk.
- No large hoops or dangling earrings.
- Maximum: one earring per earlobe. No facial piercings are allowed.
- Boys may not wear earrings at any time, including after-school care. Earrings may not be covered with tape or bandages.

Hair Styles

- No extreme, drastic, or fad hairstyles.
- Hair must be a natural color (no multi-colored or unnatural dyes).
- Makeup must be modest and age-appropriate; extreme or distracting styles are not permitted.

Fingernails

Fingernails must be kept clean, modest in length, and appropriate for school activities.

Tattoos

Tattoos are strongly discouraged.

- Any visible tattoo must be fully covered at all times while on campus or at school-sponsored events.
- Tattoos that are offensive, inappropriate, or contrary to Christian values are not permitted under any circumstances.

No Uniform Days

The first and third Friday of each month are designated No Uniform Days. In months with five Fridays, the fifth Friday will also be a No Uniform Day.

Students must bring \$1 to their homeroom teacher to participate. These funds are used by teachers for classroom needs, enhancements, or special activities.

Dress Expectations

Clothing worn on No Uniform Days must be modest, neat, and appropriate for a Christian school environment. The following guidelines apply:

- Clothing must be tasteful and free of obscene, inappropriate, or suggestive messages or images.
- Midriffs, tank tops, and strapless tops are not permitted.
- Dresses must not be more than 2 inches above the knee.
- Shorts must be mid-thigh length or longer. Shorts are not allowed in Upper School).
- Clothing must not be too short, tight, sheer, or revealing.
- Students who arrive dressed inappropriately will be required to call home for a change of clothing.
- Repeated violations may result in disciplinary action.

Footwear

For safety reasons, the following footwear is not permitted on No Uniform Days: flip-flops, high heels, open-toed shoes, crocs, backless shoes, etc. Students must wear closed-toe, closed-heel shoes at all times.

First Day of School and School Supplies

A list of required classroom supplies for the first day of school is available through the school office or the Family Portal. Parents should ensure that all supplies are brought on the first day unless otherwise instructed by the teacher. Students are responsible for always having their supplies with them for each class, and they are expected to take good care of them and their textbooks. New books will be ordered and parent account charged if student does not bring them to class, claims it as lost, or appears in poor condition.

Required Admission Documents

All required admission forms and documents must be submitted before a child may begin school. Enrollment cannot be finalized until all records are received. These documents include, but are not limited to:

Grades K-12th

- ☐ Enrollment Form Completed and signed by Parents and/or Guardians, including the emergency card with password.
- ☐ School Health Forms:
- ☐ Vaccination Records HRS Form 680 (Blue Form)
- ☐ Good Health Certificate HRS Form 3040 (Gold Form)
- ☐ Copy of Student Birth Certificate
- ☐ Last Page of Handbook Signed (Release of Liability)
- ☐ Copy of Student's Report Card and previous school records (new student)

Preschool Students

- ☐ Complete Online Enrollment with Signature
- ☐ Emergency Card with Password
- ☐ Release of Liability
- ☐ Copy of Birth Certificate
- ☐ Health Immunization Forms
- ☐ SWIM Central Questionnaire
- ☐ Alternate Nutrition Plan
- ☐ Attendance Policy for VPK Students
- ☐ Childcare Facility Brochure

- ☐ Closed Shoes Policy
- ☐ Food-Related Activities
- ☐ Authorization for Emergency Medical Treatment
- ☐ Discipline Policy signed by parent/guardian
- ☐ Expulsion Policy signed by parent/guardian
- ☐ Influenza Virus Brochure
- ☐ Distracted Adult Brochure signed by parent in April and September.
- ☐ Hours of Operation signed by parent/guardian
- ☐ Statement of Good Health
- ☐ Physical Activity Participation Form
- ☐ Parental/Guardian consent for childcare personnel to have access to child's records.
- ☐ Accident/Incident Report (if applicable)

Birthdays and Special Events

Trinitas Academy loves celebrating our students and their special occasions, including birthdays. To ensure celebrations are enjoyable and orderly, parents should coordinate plans with the classroom teacher in advance.

Birthday Treats

Parents may bring a small treat to share with the class, such as:

- Cupcakes
- Cookies
- Doughnuts
- A small cake

- Other simple, classroom-friendly items

Please communicate with the teacher ahead of time to confirm the date, time, and any allergy considerations within the class.

Lunch Parties

If you wish to provide a lunch party for your child's class, please notify the teacher at least one week in advance. This allows the teacher to remind students not to bring lunch from home that day and ensures proper planning for supervision and timing.

All birthday celebrations should be simple, modest, and appropriate for a school setting. Decorations, party favors, or elaborate setups should be discussed with the teacher beforehand.

Lunch

Students may bring lunch from home each day or order online from Tasty Lunch Box. Parents should ensure lunches are nutritious, easy to manage, and ready to eat.

General Guidelines

1. **Include nutritional items:** Lunches should support healthy eating habits and provide adequate energy for the school day.
2. **Candy and similar treats are allowed only for special occasions** (e.g., birthdays, class celebrations).
3. **Do not send food that requires heating:** Microwaves are available in each classroom for brief reheating only—no more than one minute per student.
4. **Provide adequate silverware:** The school does not supply utensils.
5. **Lunches will not be refrigerated:** Please pack items accordingly.
6. **Breakfast and snacks:** Children should eat breakfast before arriving at school. A mid-morning snack may be included in the lunchbox if the class schedule allows for snack time.

7. **Parent lunch visits:** Parents who wish to eat lunch with their child may sign the child out and enjoy lunch off campus, returning the child before the next class begins.

8. **Supervision:** All students must remain in their assigned lunch area at all times.

9. **Preschool Nutrition Forms:** Parents of preschoolers must complete and sign the Alternate Nutrition Plan form.

10. **High School Lunch Privilege:** High school students who drive may leave campus during lunch only if all required permission forms are signed, notarized, and on file. Students must follow all guidelines to maintain this privilege.

Toys From Home (Preschool)

Young children naturally enjoy bringing personal items to share with friends and teachers. To maintain order and prevent distractions, toys from home are only permitted for "Show and Tell."

Parents should:

- Check with the teacher for assigned Show and Tell days.
- Clearly label each item with the child's name and the teacher's name.
- Use good judgment when selecting items to bring.

Toy guns, swords, or any weapon-like items are not allowed at school. Trinitas Academy is not responsible for any personal items brought from home. Expensive items such as cell phones, iPods, or electronic games are strongly discouraged.

Rest Periods and Snacks (Preschool)

Preschool students are provided with a daily snack time and a scheduled rest period. Teachers will communicate specific times and expectations for each class.

Parents should ensure snacks are simple, easy to manage, and appropriate for school.

Rest Cots (Preschool)

Trinitas Academy provides rest cots or mats for preschool rest periods. Parents must supply:

- A fitted sheet or cot cover
- Any additional comfort items needed for rest (e.g., small blanket, small pillow)

All rest items should be labeled with the child's name and taken home regularly for cleaning.

Parent Cooperation and Administrative Prerogative

This handbook provides general guidelines for teachers, students, and parents. While it outlines most policies and procedures, new situations or circumstances may arise that are not specifically addressed. In such cases, **the administration reserves the right to exercise its professional and administrative prerogative in determining an appropriate response.**

A successful Christian school environment depends on a spirit of cooperation, partnership, and mutual respect between parents and the school. To maintain an atmosphere conducive to learning and spiritual growth, Trinitas Academy requires the support of every parent and student in upholding school policies, communicating respectfully, and working collaboratively with faculty and staff.

Visitor and Volunteer Procedures

To maintain a safe and secure environment for all students, all visitors and volunteers must sign in at the front desk upon arrival. A visitor name tag will be issued and must be worn visibly at all times while on campus.

Only individuals who have signed in and received a visitor tag will be permitted in classroom areas or other restricted parts of the school. This procedure ensures proper supervision, accountability, and safety for our students and staff.

Fundraising Commitment and Donations

To help keep tuition costs as low as possible, Trinitas Academy includes a fundraising commitment in its annual budget and asks each family to participate in school-wide fundraising efforts throughout the year. The profits raised by each family are applied directly toward fulfilling this commitment.

For the current school year, the fundraising commitment is \$150 per family.

In addition to the major fall and spring fundraisers, various smaller opportunities will be offered throughout the year to help families meet this requirement.

Donations and Service Hours

Donations of needed items or approved service hours may be credited toward the family's fundraising commitment with prior approval from the Head of School. Families are encouraged to communicate with administration if they wish to contribute in alternative ways.

Field Trips

Students in Kindergarten and above participate in field trips or nature walks as part of their educational program, up to one trip per quarter. In-house field trips may also be scheduled. Field trips during the first three quarters are educational in nature; the fourth quarter may include a "fun" field trip.

Field trips are considered part of the required curriculum, and student participation is strongly encouraged.

Students who do not participate or are unable to attend a field trip will be asked to remain home on the day of the trip, as additional staff will not be available to supervise students who stay behind. Teachers may assign an academic activity in lieu of participation for educational field trips.

Permission Slips and Transportation

Parents will receive written notification prior to each field trip. Permission slips must be:

- Signed by a parent or guardian
- Returned by the due date
- Submitted along with payment, if applicable

Permission slips include essential information such as:

- Date and time of the trip
- Destination and venue
- Purpose of the trip
- Transportation method
- Special instructions if applicable

Transportation Methods

Transportation may include:

- School vehicles
- Rented vans or buses
- Parent vehicles
- Walking (for nearby destinations)

Chaperones

Adult family members may accompany the class as chaperones. Additional adults may be required to ensure student safety. For safety and supervision reasons:

- Chaperones may not bring siblings on field trips or other children not part of the class.
- Chaperones must give their full attention to the assigned group of students.

During the trip, teachers will periodically count students to ensure all children are accounted for at all times.

Photographs, Video, and Publicity

Trinitas Academy may occasionally take photographs or videos of students during school activities, classroom events, field trips, and special programs. These images may be used in school publications such as brochures, newsletters, promotional materials, the school website, and official social media platforms.

By signing the Parent Consent and Release Form included in this handbook, parents grant Trinitas Academy permission to use their child's photograph or video for school-related publicity without compensation.

If you do not want your child to be photographed or included in any public media, you must submit a written request to the school office. The school will make every reasonable effort to honor this request.

Student Accident Insurance

All students are covered under a school-time accident insurance plan. This policy provides supplemental coverage for injuries that occur during school hours or during school-sponsored activities.

Because this is not a primary insurance policy, any claim must first be submitted to the parent's primary insurance provider. After the primary insurance has processed the claim, the school-time accident insurance will cover any eligible remaining expenses according to the terms of the policy.

Parents will receive instructions and claim forms from the school office if an accident occurs that requires insurance processing.

Fire Drills and Emergency Procedures

Trinitas Academy conducts regular fire drills and emergency procedure drills to ensure that students and staff are prepared to respond safely and efficiently in the event of an actual emergency. Students are expected to treat all drills with seriousness and respect, following teacher instructions promptly and without disruption.

Actual Emergencies

In the event of a real emergency, parents are asked to follow all directions given by law enforcement personnel and Trinitas Academy administration. For the safety of all students:

- Parents will not be permitted to remove students from campus during lockdowns or evacuations unless administrative approval is given.
- The school will make every reasonable effort to keep parents informed during emergency situations; however, the primary focus must remain on the immediate safety and protection of students and staff.

Clear communication, cooperation, and adherence to safety protocols help ensure the well-being of every child on campus.

Standardized Testing

Students in Kindergarten through 12th grade participate in national standardized testing each spring to measure achievement in core academic areas, including Reading, Language, Mathematics, Science, and Social Studies.

Trinitas Academy administers the Iowa Assessments, which are machine-scored to ensure accuracy and consistency. Test results are mailed home during the summer along with the fourth quarter report card.

Standardized testing provides valuable information about student progress, curriculum effectiveness, and overall academic growth.

Child Abuse Reporting

Chapter 39 of the Florida Statutes requires 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 any person responsible for the child's welfare must immediately report such knowledge or suspicion to the Florida Department of Children and Families (DCF) Central Abuse Hotline.

Trinitas Academy will report any suspicious, concerning, or circumstantial evidence of child abuse, abandonment, or neglect to the appropriate authorities. The identity of

mandatory reporters is kept confidential by all parties involved in the investigation, as required by law.

Sexual Harassment

Sexual harassment is strictly prohibited at Trinitas Academy. This policy applies to employees, parents, volunteers, and students at every level. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature. Such conduct is illegal under Title IX of the Federal Education Amendments and applies to all schools in the United States.

Sexual Harassment Includes:

- Insinuating or demanding sexual favors, or any verbal or physical conduct of a sexual nature that interferes with another person's ability to work or learn.
- Using acceptance or rejection of sexual demands as a basis for decisions affecting a person's grades, promotion, or standing.
- Expressing oneself in a sexual manner, verbally (e.g., inappropriate or unwanted comments about a person's body, clothing, or gender) or physically (e.g., inappropriate or unwanted touching), to the extent that it creates a hostile or offensive environment for an employee or student.

Reporting and Response

All complaints will be handled with the utmost confidentiality.

If you experience sexual harassment:

1. Communicate clearly to the harasser that the behavior is unwelcome and must stop.
2. Seek support from parents, trusted friends, or a member of the school staff.
3. If the behavior continues, report it immediately to a member of the school administration.

The Head of School will conduct a formal investigation and take appropriate disciplinary action. If necessary, the school will contact the proper authorities.

School Class Parties and Special Days

Throughout the school year, several class parties and special celebration days are scheduled for students. Parents are encouraged to assist with planning, preparation, and supervision for these events.

For safety and proper supervision, parents who volunteer may not bring siblings to class parties or special day activities. Volunteers must be able to give their full attention to the students and the classroom needs.

Solicitation or Sale of Goods or Activities

Students and teachers may not sell, promote, or advertise any goods, services, or activities on school property or at any school-sponsored event without the expressed, written approval of the Head of School. This policy ensures that all sales and promotions on campus align with the mission, values, and operational guidelines of Trinitas Academy.

Radon Compliance

Florida Radon Testing Enterprises, Inc. has confirmed that all Phase I Radon Gas measurements recently conducted at Trinitas Academy were within acceptable levels as established by the State of Florida Administrative Code CH10D-91. The school remains committed to maintaining a safe and healthy environment for all students and staff.

Employee Background Screening

All Trinitas Academy personnel undergo Level 2 background screening in accordance with Florida Statutes governing private schools. This screening includes fingerprinting and a review of state and national criminal databases. No employee is permitted to work with students until all required background checks have been completed and cleared. Trinitas Academy is committed to maintaining a safe, secure, and trustworthy environment for every child.

Release of Liability

By signing the Parental Consent at the end of this handbook, parents acknowledge and agree to the following:

I allow my child to attend Trinitas Academy and participate in all activities sponsored by the school. I acknowledge that I have inspected the premises and consulted with Trinitas Academy staff, including teachers and instructors, and have determined that the premises are safe. I consent to leave my child in the care and custody of Trinitas Academy employees.

I verify that my child is properly immunized against all required childhood diseases and have informed Trinitas Academy of any allergies, medical conditions, or physical disabilities my child may have. I agree to indemnify and hold harmless Trinitas Academy—its directors, employees, and agents—from any and all claims arising from injury or illness my child may suffer as a result of allergies, disabilities, or food sensitivities, as well as any claims arising from my child's attendance or participation in school activities.

I authorize Trinitas Academy and its directors, employees, and agents to provide first aid or emergency medical care to my child and to obtain emergency medical treatment as may be reasonably necessary in my absence, including arranging emergency transportation to a hospital. I agree to be financially responsible for any medical expenses incurred for illness or injury that occurs while my child is on school premises or under the school's supervision.

Parental Consent

My signature below indicates that I have carefully read and agree to the policies and procedures outlined in this Parent Handbook. I affirm my willingness to work cooperatively with Trinitas Academy in the appropriate discipline and guidance of my child.

I acknowledge my responsibility to read newsletters, emails, and notices sent home by teachers and the school office, and to provide updated home, work, and emergency contact information as needed.

I understand that this signed form will become part of my child's official school file.

Print Student's Name

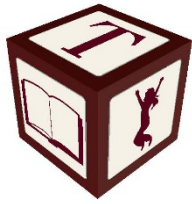
Grade Level

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



TRINITAS
A C A D E M Y

STATEMENT OF FAITH

1. **The Scriptures:** The sole basis of the true Christian's beliefs is the Bible, God's infallible written Word. It was uniquely, verbally, and fully inspired by the Holy Spirit, and without error in the original writings. It is the supreme and final authority in all matters on which it speaks.
2. **The Sovereign God:** There is one, sovereign, true God, eternally, transcendently, existing and expressed through the person of Jesus Christ and revealed by His Holy Spirit.
3. **Jesus Christ:** He was God in the form of man [deity]. He was born of a virgin. He was sinless in His humanity. He is the substitutionary atonement for men's sin and satisfaction of God's wrath. He has risen from the dead, ascended into heaven, and sits at the right hand of God as an Advocate for the saints.
4. **The Holy Spirit:** The Holy Spirit has specific purpose in bringing about the sovereign pleasure of God in the dealings of man. The Holy Spirit convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of Spiritual birth, and seals them until the day of redemption. Through the Spirit the believer receives and possesses gifts for the building up of the church. The Spirit's fullness, power, and control are to be appropriated in the believer's life.
5. **The Holy Trinity:** In this one and only true God, this divine and infinite Being, are three substances the Father, the Son, and the Holy Spirit. There being one substance, yet undivided. The Father is of none, not being begotten by any; the Son eternally begotten of the Father; the Holy Spirit proceeding from the Father and the Son; all possessing eternal attributes of deity and divine characteristics.
6. **The Depravity of Man:** Man was created in the image of God, but in Adam's sin the race fell and became alienated from God. Man was in every part adversely affected by sin, rendering him totally unable to please God.
7. **Salvation:** Salvation is wholly of God by grace on the basis of the redemptive work of Jesus Christ, the merit of His shed blood, and not on the basis of human will, merit, or works. Regeneration is a supernatural work of the Holy Spirit by which those who are dead in their trespasses and sins are made alive unto Christ to understand and obey unto faith and eternal life.
8. **Heaven and Hell:** Heaven is a literal place. It is the place of God's dwelling. It is the place where Christ is and from where he currently reigns, and is the true believer's eternal resting place. Hell is a literal place. It is used in reference to the grave generally as well as to the final, eternal place of the wicked and unbelieving where there is separation from the grace, mercy, and righteousness of God and where there will be eternal punishment.
9. **Creation:** God created the world ex nihilo (out of nothing). Creation was supernatural, by that it is meant that physical entities were created out of the nonphysical resources of God's omnipotence. When God created "the heavens and the earth, the sea and all that is in them", He did so without the use of any preexistent materials whatsoever. The worlds and all things therein came to exist by the

Word of God, and are stayed by his preserving power. This supernatural creation was also “sudden”. God created all things in six literal days.

10. Eschatology: Jesus Christ will return to earth literally and bodily to gather His elect, His true kingdom, judge both the living and the dead either to eternal damnation or everlasting life, and present the true kingdom to God.

11. Evangelism and Missions: It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

12. Education: Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

13. Stewardship: God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

14. Cooperation: Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

15. The Christian and the Social Order: All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful

only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

16. Peace and War: It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

17. Religious Liberty: God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

18. The Family: God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.