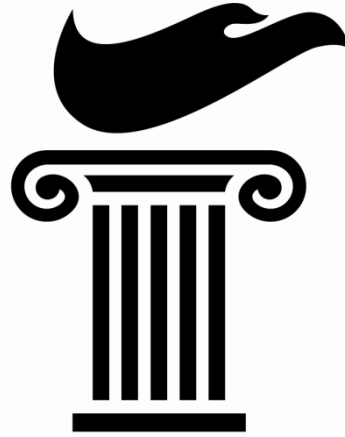




TRINITY
CHRISTIAN SCHOOL

A Classical and Christian Academy

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School Handbook
2026 – 2027

Section 1: Purpose, Beliefs, and School Organization

1.1 Introduction

The purpose of this Handbook is to communicate the policies, procedures, expectations, and perspectives of Trinity Christian School. The collective commitment of all members of the School community to these policies and procedures and to one another will enable the School to provide a safe, orderly, and productive learning environment.

1.2 Vision and Mission

Trinity Christian School's Vision is **to raise up generation after generation of young adults trained in the discipline and instruction of the Lord.**

Trinity Christian School's Mission is **to contend for the faith in the hearts and minds of students.**

We pursue this mission by partnering with parents to provide their children a biblical education in a classical model. Through rigorous academics, enriching fine arts, and competitive athletics, we equip and challenge students to evaluate all of life through the light and Lordship of Christ. Our goal is to graduate young men and women with the spiritual, intellectual, and practical wisdom to flourish as faithful citizens in the kingdoms of heaven and earth.

1.3 Values

Trinity Christian School's Values are expressed as the Three C's of Trinity:

- Clarity (Romans 12:2)
- Charity (Colossians 4:6)
- Courage (Joshua 1:9)

At Trinity Christian School, we value clarity of thought, charity in expression, and courage in action.

1.4 Statement of Faith

Trinity Christian School adheres to the following Statement of Faith:

1. We believe in the Scriptures of the Old and New Testaments as the inspired, inerrant Word of God, the only infallible rule of faith and life.
2. We believe in one true and living God existing in three persons: Father, Son, and Holy Spirit, co-equal and co-eternal.
3. We believe that the heavens and the earth and all things in them were created by God.
4. We believe God created man in His image, and the first man, Adam, sinned against God incurring physical and spiritual death for himself and for all who descended from him by ordinary generation.
5. We believe all human beings are born with a sinful nature and need the Savior, Jesus Christ, to be reconciled to God.
6. We believe in one Lord, Jesus Christ, the eternal Son of God, truly God and truly man, begotten of the Holy Spirit and born of the Virgin Mary.

7. We believe Jesus Christ by His righteous life and obedient death obtained redemption for all His people.
8. We believe in the bodily resurrection of Jesus Christ from the grave, His ascension into heaven, His session at the right hand of the Father, and His personal and visible return to this earth at the end of this age.
9. We believe all who are born again of the Holy Spirit receive the Lord Jesus Christ by faith, become children of God by adoption, are indwelt by the Holy Spirit, are enabled more and more to die to sin and to live righteously, and do persevere to the end.
10. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).
11. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of Trinity Christian School.
12. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physical or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).
13. We believe in the bodily resurrection of all persons, the judgment to come, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
14. We believe that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
15. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Ephesians 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality is sinful and offensive to God (Matthew 5:16; 1 Corinthians 6:9-10). We believe that in order to preserve the function and integrity of Trinity Christian School and to provide a biblical role model to the student body and the community, it is imperative that all families enrolling students in the school as well as all persons employed by Trinity Christian School in any capacity, or who serves as volunteers, agree to and abide by this Statement of Marriage and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Trinity Christian School's faith, doctrine, practice, policy, and discipline, the Session of Trinity Presbyterian Church is Trinity Christian School's final interpretive authority on the Bible's application. In areas of secondary and tertiary doctrines, the School recognizes that families may ascribe to theological positions other than those

expressed in the reformed theology of the *Westminster Confession of Faith* and *Catechisms*. While teachers provide biblical instruction and counsel in accordance with Westminster Standards, they recognize and respect the authority of parents over their own children.

Trinity Christian School is a ministry of Trinity Presbyterian Church, a congregation of the Presbyterian Church in America (PCA). Membership in the denomination requires that we follow the constitution of the church, which is outlined in the *PCA Book of Church Order*, and includes a clear definition of marriage in *The Westminster Confession of Faith* (esp. chapter XXIV), along with the other authoritative statements by the denomination. As a church in the PCA, we are obligated to comply with these constitutional definitions and statements.

1.5 Organizational Structure

Trinity Christian School operates under the leadership of a board appointed by Trinity Presbyterian Church's Session. The organizational structure of the school is outlined below:

- The Session of Trinity Presbyterian Church appoints the School Board
- The School Board appoints the Head of School
- The Head of School executes the Board's initiatives and directives for the School
- The teachers and staff serve under the Head of School

Selection of teachers is based on their experiential religion, practical experience and specialized education. The school requires teachers to be active in a local, evangelical, Christian church, to abide by our statement of faith, and to avoid practices that are immoral or inconsistent with a positive Christian lifestyle. Practices considered inconsistent include, but are not limited to, cohabitating outside the bonds of marriage, involvement in same-sex marriage, or being involved in a homosexual relationship.

1.6 Conflict Resolution

Occasional misunderstandings may arise between a parent and the school. The School Board has adopted the following policy, derived from Matthew 18, to address misunderstandings or perceived offenses:

1. All questions, problems or complaints should be brought to the individual involved to seek a resolution.
2. If the situation is not resolved through direct contact, the problem should be brought to the person(s) next in authority in the school, such as the appropriate Dean or the Head of School.
3. The Head of School will serve as the final mediator in any difficulties that may arise.

1.7 Associations and Accreditations

Trinity Christian School is a member of The Association of Classical and Christian Schools (ACCS) and is accredited by the ACCS. The education provided by Trinity Christian School is recognized by the state of Alabama and thus is generally transferable to other institutions. By choice, Trinity Christian School is not accredited by the state.

Section 2: Enrollment

2.1 Admission

Trinity Christian School seeks to conduct an admissions process that is clear, thorough, and responsive. The following describes admission standards and processes.

1. The school admits students of any race, color, and national or ethnic origin to all the privileges, programs, and activities at the school.
2. Parents seeking admission for a student must not be the student's temporary custodian.
3. The school requires that at least one parent in the home in which the student resides be active in a local, evangelical, Christian church and that no one in that home engages in practices that are immoral or inconsistent with a positive Christian lifestyle. Practices considered inconsistent include, but are not limited to, cohabitating outside the bonds of marriage, involvement in same-sex marriage, or being involved in a homosexual relationship.
4. Priority for student registration for a new school year is given in the following order:
 - a. children currently enrolled and reapplying during pre-registration for current families
 - b. siblings of currently enrolled students who apply during pre-registration
 - c. new children applying for admission (applications will be considered in the order received).
5. Applications for enrollment will be accepted at any time.
6. Payment of the application fee is necessary to begin the admission process.
7. Minimum age requirements for admission are:
 - a. Kindergarten: 5th birthday by August 1
 - b. First Grade: 6th birthday by August 1
8. Being toilet trained is necessary for admittance.
9. An immunization certificate issued by the local health department is to be submitted.
10. Student academic records from former school are to be submitted.
11. Testing will be required of an applicant to determine placement in the program or if the school can meet the child's needs. A student interview may take place during this testing session.
12. Both parents are required to attend an interview conducted by the administration.
13. If it is determined that the needs of the child can be met and space is available, the child may be admitted if the parents affirm their support for the school's Christian philosophy of education and rules and procedures. If no space is available, the child's name will be placed on a waiting list. Notification of acceptance is by letter. The school is not obligated to honor the registration of children if there are not sufficient numbers to fill a class.
14. To graduate with a Trinity Christian School diploma, students who enroll after their 7th grade year will need to complete pre-requisite courses from earlier grades through an individualized plan developed by the appropriate dean.

2.2 Financial Responsibility

Parents are expected to fulfill all financial obligations to the school related to their children. By registering their child for enrollment, parents agree to remain current in paying all tuition and fees for the entire school year. To assist families in meeting their responsibility, Trinity Christian School accepts state

funding provided through the CHOOSE Act. The School may discontinue acceptance of such funds in future years if state regulations become unworkable.

2.3 Tuition and Fees

A schedule of tuition and fees is available on the School's website.

Timely payment of tuition and fees is expected. Tuition is due the first of each month and is considered late after the tenth of the month. A ten-dollar (\$10) late fee is assessed after the tenth of the month for each child enrolled. If an account becomes one month delinquent, the child may be suspended from school until the balance is paid or until satisfactory arrangements for payment have been made.

2.4 Withdrawal from School

Should a family elect to withdraw a child from Trinity, for any reason, the family shall inform the school in writing and shall fulfill all financial obligations. The withdrawal fee is \$1,500 per child from the time you enroll until November, or \$1,250 per child from December through the end of the school year. In addition, the family will be expected to pay all tuition due through the month of withdrawal. Both the withdrawal fee and tuition are due immediately upon withdrawal.

2.5 Re-enrollment

Each year, invitations to re-enroll children will be based on academic performance, conduct expectations, and parental support for the school's Christian philosophy, rules and procedures, programs and staff. In order to be registered for the next school year, a family's financial account must be current, and payment of the re-enrollment fee is required.

2.6 Notification of Church-School Enrollment

Alabama Code Section 16-28-7 requires that the parent of any child age seven to sixteen who is enrolled in a church operated Christian school file a Church-School Enrollment Form with the local public-school superintendent. Trinity Christian School will file this form with the appropriate superintendent for all enrolled students.

Section 3: Academic Standards

3.1 Curriculum

The curriculum at Trinity Christian School is Christian in essence and classical in approach.

Christian in essence means that we integrate Christian worldview and Biblical principles across the curriculum, as opposed to limiting them to one or two Bible classes. That is, we contend for the faith in every subject, training students in a world and life view that is distinctly Biblical and giving them the necessary foundation to flourish as children of God and citizens of his kingdom. In addition to this integration, the curriculum emphasizes the fundamental truths of historic Christian orthodoxy through specific classes on Old and New Testaments, Christian Doctrine, Christian Worldview, and Apologetics. We recognize that a variety of viewpoints will exist among our student population, and we encourage dialogue among students and faculty, while showing Christian respect, fairness, and kindness. We encourage parents to emphasize the distinctives of their own church or denomination at home with their children.

Classical in approach means two things. First, teachers focus on values, truth, and critical thinking rather than just facts and figures, with the goal of developing the mind and morals of the student, not just their knowledge. Second, instructional techniques and expectations are aligned with the natural stages of a child's cognitive maturation and development – grammar, logic, and rhetoric.

- The grammar stage involves the mastery of fundamentals and facts when elementary grade children naturally love to recite, sing, chant, and memorize. The core subjects in the **Grammar** curriculum are grammar, spelling, reading, literature, penmanship, mathematics, science, history, geography, Latin, music, physical education, and Bible. Phonics is utilized as the main tool for helping students learn to read. **Kindergarten** is a part of the grammar stage and serves to help children develop positive attitudes toward the school setting and readiness for first grade instruction. Kindergarten students are exposed to number concepts and to sound/letter relationships and word recognition skills preliminary to reading. Kindergarten students are reading simple words and sentences by the end of the school year.
- The logic stage emphasizes critical thought at a time when middle school students naturally begin to question, challenge and test things for themselves. The **Logic** curriculum includes literature, mathematics, science, history, geography, computer keyboarding, computer applications, art, Latin, formal logic, formal rhetoric, and Bible.
- The rhetoric stage focuses on persuasive style and clear expression when young adults are becoming formidable forces in the expansion and enrichment of Christ's kingdom. Like the logic curriculum, the **Rhetoric** curriculum includes literature, mathematics, science, history, geography, computer keyboarding, computer applications, art, Latin, formal logic, formal rhetoric, and Bible.

3.2 Graduation Requirements

Students who are enrolled full time at Trinity from 9th – 12th grades receive an advanced (college preparatory) diploma. Each student must complete at least 31 credit hours to graduate from Trinity Christian School. In addition, the student must be a full-time student at Trinity Christian School to receive a Trinity diploma. Current graduation requirements can be found on the School's website.

3.3 Student Evaluations

The evaluation of students is ongoing on a day-to-day basis and is intended to ascertain strengths and to identify weaknesses for remediation. Evaluation is never an end in itself. The school's reporting system is designed to keep parents regularly informed regarding the progress of their children.

- **Progress Reports** are issued for 1st – 12th grades midway through each grading period, indicating whether the child is doing satisfactory work.
- **Report Cards** are issued two times per year. The evaluation reflects the child's performance in relationship to grade-level expectation.
- **Parent-Teacher Conferences** are scheduled with parents shortly after the middle of the first grading period as deemed necessary. Additional conferences may be scheduled at any point in the school year at the request of the teacher or parent. A parent desiring a conference should contact the teacher to set up an appointment that is mutually convenient.
- **The Grading Scale** used at Trinity Christian School is as follows for 3rd – 12th grades:

A ...Excellent	90% - 100%
B ...Good	80% - 89%
C ...Fair	70% - 79%
D ...Poor	60% - 69%
F ...Failure	59% and below

For K-2nd grades, the following scale is used:

- | | |
|---------|-------------------|
| S | Satisfactory |
| P | Progress Shown |
| N | Needs Improvement |
| U | Unsatisfactory |
- **Credits** toward graduation are awarded using the following criteria: ½ credit is awarded for classes meeting for 50–99 hours; 1 credit is awarded for classes meeting for 100 or more hours.
 - **Standardized Tests** are administered in 2nd – 12th grades. The CLT (Classic Learning Test) is administered yearly in 2nd – 9th grades, giving an objective assessment of student performance in relation to students in the same grades throughout the country. Students in 10th and 11th grades take the PSAT in October of each year, and students in the 12th grade must take either the ACT or SAT prior to graduation. Such tests serve as one measure of the school's program of instruction.
 - **Promotion** to the next grade level is dependent upon a child's satisfactory completion of grade level expectations and the teacher's recommendation. Not receiving a passing grade in two or more classes indicates that a student should be retained.
 - **Retention** is the decision to retain a child in the same grade for the next school year and is made by the appropriate Dean. Such a decision will be rendered out of concern for the success of the child, the demands on the teachers, and the integrity of the school. The teacher will inform the parents that a child may be retained as early in the school year as possible.

- **Provisional Promotion** to the next grade level may be granted by the appropriate Dean conditioned upon the child's satisfactory completion of a summer course of remedial study or tutorial instruction. The family is financially responsible for summer courses.
- **Certificates of Completion** are printed on the report card and are awarded to each student who satisfactorily completes the requirements of each grade.
- **Diplomas** are awarded to those students who satisfactorily complete all graduation requirements.
- **Valedictorian and Salutatorian** are special honors awarded based on class ranking calculation among full-time students.

3.4 Student Records

Trinity Christian School will release copies of student records (e.g., transcripts) only upon written request from the child's parent.

3.5 Homework

The general objectives of homework are to reinforce classroom instruction, practice mastery of skills, and apply acquired skills and knowledge. Homework is not necessarily assigned each day.

The school does not have fixed time guidelines for homework. Teachers are encouraged to assign homework necessary for students to meet general objectives and pursue academic excellence while also engaging in outside interests. To the extent possible, the school endeavors to limit significant homework assignments over holidays or in ways that necessitate student work on the Lord's Day.

3.6 Academic Integrity

Trinity Christian School expects students to conduct themselves with integrity and honesty in all academic work. Dishonesty includes, but is not limited to, cheating on classwork, tests and quizzes; plagiarism; unauthorized use of AI generated content; and giving/receiving improper assistance on homework or papers. This includes the use of digital devices to transmit information in text, video, or audio form. These acts may carry a consequence of a failing grade for the assignment at the discretion of the appropriate Dean.

A teacher who suspects dishonesty should first discuss the matter with the student and then communicate the issue with the appropriate Dean to determine appropriate consequences, if any.

3.7 Field Trips

Trinity Christian School encourages teachers to plan field trips that are directly related to the day-to-day instructional program in their classroom. Parents grant permission to include their children on field trips when they register at the beginning of the year. However, parents are always notified in advance of a planned trip away from the campus.

3.8 Chapel

Chapel is held once a week for all full-time students in 1st – 12th grades. This required chapel is a time for spiritual refreshment and encouragement through corporate singing and the hearing of God's Word from selected speakers. Occasionally, a particular class may be tasked with presenting the chapel program.

3.9 Controversial Subjects

When controversial and/or sensitive subject areas arise during instruction, teachers will endeavor to teach all subjects in the light of a comprehensive Christian worldview while also respecting the convictions of parents. In such cases, teachers will promote charitable debate among students and encourage students to honor their parents as they consider the matters at hand.

3.10 Textbooks and Supplies

Both school-owned and consumable textbooks are used. Textbooks are property of the school while consumable books become the property of the children. Children are responsible for the safekeeping of school-owned books. If loss or damage occurs, the family's financial account will be charged the replacement cost for the book.

Textbooks are selected for use based upon good teaching principles, appropriate reading level, and content. The use of Christian textbooks in each field is preferred. When it becomes necessary to use secular textbooks, teachers are intentional in giving a Biblical perspective to the material, especially any section that may not clearly align with God's Word.

Supplies are furnished for the children in K – 4th grades. Families with students in 5th – 12th grades will be furnished with a list of supplies to be purchased for their students for the year.

Section 4: Daily Operations

4.1 School Hours

Kindergarten:	7:50 AM – 11:45 AM
Kindergarten Enrichment Program:	12:00 PM – 2:45 PM
1 st – 6 th Grades:	7:50 AM – 2:45 PM
7 th – 12 th Grades:	7:50 AM – 3:00 PM

Teacher supervision will begin at 7:15 AM. Children will be admitted to their classrooms at this time. Arrangements must be made to pick up children at scheduled dismissal times. Teacher supervision ends 15 minutes after dismissal times. A late fee of \$5.00 is assessed for pick up during the first five minutes after supervision ends. After the first 5 minutes \$1.00 per minute per child is assessed. There will be no early dismissals on a regular basis for music lessons, etc., or for other extra-curricular activities.

4.2 Start of Each Day

The school day starts in homeroom with ten to fifteen minutes of corporate worship of God through Scripture reading and memory, prayer, and singing. Teachers are responsible for this time but may allow students to lead under their supervision.

4.3 Attendance

Attendance Policy

Regular attendance in class is essential for a student's success in school. Absences are deemed either excused or unexcused, both of which are described below.

Excused absences include those resulting from:

- illness or injury,
- doctor, dentist or other professional appointments,
- family emergencies such as a death in the family.
- participation in school-sponsored activities such as athletic or artistic competitions,
- other extraordinary circumstances deemed excusable by the appropriate Dean.

When a student misses graded work due to an excused absent, the student may make up the graded assignments and/or tests missed. Making up missed work is the responsibility of the student. Teachers will determine which work must be made up as well as the length of time given to complete the work, usually one week or less. Parents of students in K – 6th grades may call the school to request missed work for days of unexpected absence for their child. Teachers will send work to the office, and the school will notify parents when work is ready to be picked up, normally at the end of the school day. Students in 7th – 12th grades should ask a classmate about missed work and should, once they return to school, communicate with the teacher about turning in missed work or rescheduling missed tests. If a student is absent the day before a test but was aware of the scheduled test before the absence, he should take the test with his classmates at the scheduled time.

Unexcused absences are any absences that do not qualify as excused. When a student misses graded work due to an unexcused absent, the student will receive a zero on the graded assignments and/or tests missed. If a pattern of unexcused absences emerges, the appropriate Dean will seek the parents' cooperation in obtaining the student's regular attendance. If the pattern continues, the student's grade progression or continued enrollment may be jeopardized.

Absences are considered unexcused until they are approved as excused. When a student is absent, the student is to bring in a note from home stating the reason for the absence. When the absence is expected (e.g. a scheduled medical appointment), parents should send a note prior to the day of absence. When the absence is unexpected (e.g., sickness), parents should send the note when the student returns to school. Since the responsibility of turning in an excuse note falls to the student and his family, teachers will not be expected to repeatedly remind students to bring in notes.

Teachers are responsible for recording student absences and tardiness.

Tardiness

Students are expected to be present in their room and prepared for class when school begins at 7:50 each morning. Those not present and prepared when the tardy bell rings will be considered tardy. If a pattern of tardiness emerges, the appropriate Dean will seek the parents' cooperation in obtaining the student's regular punctuality. If the pattern continues, additional corrective action may be taken.

For morning drop-off, a student is considered tardy if the greeters have already gone inside. In such a case, parents should check the student in at the office. Please do not drop your child off and leave if the greeters are already off duty.

Checking Out of School

When a child must leave school early because of an appointment, the parent should send a note to the child's teacher on the day of the appointment identifying the time of check out and the time of expected return. The parent must come to the office at the designated time and sign the child out of school. If the child will be returning to school that day, the parent should return with the child and sign him or her back in to school. Students who drive to school may check themselves in and out with permission from their parents. Parents should send a note with the student granting such permission and stating the length of time the student should be expected to be away from school. This note should be sent on or before the day during which the check-out will occur.

4.4 Dress Code

Trinity Christian School requires students to wear approved uniforms on school days. Information on uniforms, dress uniforms, and spirit days can be found on the School's website. Students must follow uniform guidelines corresponding to their biological sex. In addition to abiding by uniform and spirit day regulations, students should be neat, clean, and modest in their dress and appearance at all school functions and should not wear anything that is offensive to Christianity. The appropriate Dean will address any dress or appearance that does not meet school standards.

4.5 School Communications

Parent Square is the primary and regular means of communication between the School and Parents. On occasion, teachers or other school officials may send a note home with a student or call a parent to discuss a matter. In addition to these regular communications, certain items will be posted on the School's website and on the school Google calendar. Messages that are time-sensitive (e.g., inclement weather) will be sent through Parent Square Alert.

Parents are encouraged to check the website regularly, subscribe to the Google calendar, and read the Sunday evening Parent Square newsletter to stay abreast of current school events. Parents are also encouraged to keep their email address and cell phone number updated with the school.

4.6 Lunch Program

Trinity Christian School does not prepare lunches for students. Students must either bring their lunch from home or order lunch from local restaurants that cater lunches to the school. Lunches brought from home should include eating utensils, napkins, etc. but should not require refrigeration or heating. Instructions for ordering lunches are provided at the beginning of the school year.

4.7 Technology Use

Trinity Christian School allows students to use school-provided computers when a teacher has requested them for a whole-class project. Students may not request computers for individual use during school or bring personal computers from home to use during school. They should endeavor to complete assignments involving computer usage at home as much as possible.

4.8 Cell Phones

Students in K – 5th grades are not to bring cell phones to school. Should students in 6th – 12th grades need to bring a cell phone to school, the cell phone must be turned into the office upon arrival to school and may be retrieved by the student when leaving school for the day. The use of cell phones, smart watches, smart glasses, or other electronic devices by students on campus during school hours is prohibited. These items will be confiscated if seen by faculty or staff. Student use of the office phone is limited to emergencies.

4.9 Messages for Students

Plans should be made with students before arriving at school each day. If the need arises to get an urgent message to a student parents may contact the school receptionist who will see that the child receives the message. Please limit the number of calls to the school office with messages for your children.

4.10 Classroom Visitation

Parents are welcome to visit the classrooms. These visits should be approved in advance with the teacher. Anyone visiting campus must first check in at the school office and must abide by school rules and dress appropriately. Teachers should direct visitors who have not checked in to do so.

4.11 Classroom Celebrations

Classroom parties are allowed for Christmas, Valentine's Day, student birthdays, and end of the school year. Any classroom decorations and activities for these holidays are to focus on the Christian perspective for celebration of the holiday.

- **Christmas:** Parties may be held the last hour of the school day. If gifts are shared, all students should receive a gift.
- **Valentine's Day:** Parties may be held the last hour of the school day. If Valentines are shared, they must be shared with the entire class.
- **Student Birthdays:** Parents are permitted to send or bring a snack to celebrate a child's birthday. The treat must be simple and no more than 10 – 15 minutes should be spent on the celebration. Snack time is an appropriate time for this celebration.

4.12 Lost and Found

Found items are kept in a box in the school administrative building. Students and parents should check this location to reclaim lost items. Labeling your child's jackets, lunchboxes, and other personal items will help them easily retrieve their lost items. Items not reclaimed in a reasonable amount of time may be given to those in need.

4.13 Emergency Contact Information

It is imperative that parents notify the school office of any changes in home, work or emergency telephone numbers. Those numbers are kept in our database for immediate reference by our office staff. Lack of any one of the current numbers could affect a child's welfare in the event of an emergency.

4.14 Health

Administration of Medicine: The school does not keep nor dispense over-the-counter or prescription medications unless parents provide a note giving permission and send the medicine to school. All efforts should be made to schedule administration of medication for times when the student is at home. We understand that some medications, such as antibiotics, must be given throughout the day. The parent should indicate correct dosage and time for the school to administer medications in the note to the school. As a general rule teachers do not dispense medications to students. Students must turn all medicine into the office. The only exceptions are inhalers and epi-pens.

First Aid: First aid treatment will be rendered for minor injuries. If there is the slightest indication of serious injury the parents will be contacted. If an emergency medical situation arises and the office is unable to reach the parents with established contact information, medical treatment for the child will be secured in accordance with the information on the registration form or from qualified medical personnel through local emergency services.

Illness: An ill child should not be sent to school. A child who has had a fever should remain home until he has been **fever free without the aid of medicine for twenty-four hours**. If antibiotics are prescribed the child should stay out of school until he has been taking them for twenty-four hours.

The appropriate Dean or Head of School may prohibit a child's attendance because of a contagious illness or condition and may outline to the parents the conditions under which the child may return.

Students who become ill at school will be cared for temporarily while parents are notified. Parents are expected to come to the school immediately to pick up the sick child.

4.15 Traffic Patterns and Student Drivers

Trinity Christian School establishes traffic patterns to ensure maximum safety for all the children during drop off in the morning and dismissal in the afternoon. These patterns will be supplied to the parents before the opening day of school. For the safety of your children, please observe the procedures and stay in the line even after your child gets into or out of the car. Do not pass in line.

Student drivers should endeavor always to:

- exercise caution when driving on campus
- maintain a safe speed and watch carefully for pedestrians
- meet school expectations when picking up siblings (when applicable)
- depart campus daily by 3:15 pm, unless remaining on campus for an approved school event
- refrain from entering the vehicle of another student unless riding home with that student
- refrain from going to the car during the school day unless permission from the school office has been given
- refrain from sitting on, standing on, or playing jokes involving vehicles (including their own)

4.16 Inclement/Severe Weather

When inclement weather exists, it may be necessary to cancel school, delay its opening, or accelerate its closing. When such conditions arise, information will be supplied through Parent Square Alert and the school website.

When the local area is under a severe weather alert, Trinity Christian School follows the guidance of the Lee County Emergency Management Agency, which communicates directly with area schools via radio when watch or warnings are issued. Under a tornado warning, the school will not dismiss but will relocate students to the more secure shelter areas of the school. Only when the warning expires or is downgraded to a watch will students be dismissed.

4.17 Emergency Drills

Fire, severe weather, and emergency lockdown drills are conducted periodically giving both teachers and students a greater sense of security from knowing what to do in times of emergency.

4.16 Prohibited Items

Students are forbidden to possess, consume, supply or sell any restricted substances including tobacco, alcohol and drugs while at any school event. Dangerous items such as guns, knives, etc., are not permitted on campus.

Section 5: Student Conduct

5.1 Behavioral Expectations

Students are expected to follow school regulations and rules and conduct themselves with respect and decorum while at school. Students are expected to address their elders with respect and their peers with courtesy. They should seek to be helpful whenever possible and should minimize disruptive behaviors in school and church buildings and public displays of affection throughout the campus and at school events.

5.2 Means of Discipline

Trinity Christian School aligns itself as closely as possible to the Bible's instructions to parents to discipline their children in the nurture and admonition of the Lord. School administrators and teachers value each opportunity to shepherd the hearts of students. Discipline is a consequence for behavior that does not align with school policies, rules, and expectations. The goal of any discipline is to extend correction and achieve restoration. The School employs the following means of discipline to meet this goal.

1. Individual teachers will handle most discipline issues in their own classes through **natural consequences**, such as missing recess to complete unfinished work, or **corrective measures**. If the behavioral pattern continues, the teacher will seek the parents' cooperation in shepherding the child towards obedience.
2. A **disciplinary office visit** will be required if the undesirable behavior continues after parental involvement is sought. Parents will be notified if this occurs. The purpose of this visit is to speak with the child about repentance and obedience and warn him that further disobedience may result in corporal punishment or suspension. Disciplinary office visits will also be required for the following offenses and may result in corporal punishment or suspension:
 - Disrespect shown to any staff member, as determined by the staff member
 - Dishonesty in any situation, including lying, cheating and stealing
 - Rebellion, i.e. outright disobedience in response to instructions
 - Fighting, striking in anger
 - Obscene language or conduct
 - Disregard of personal technology policy
3. **Corporal punishment** is a Biblical method of discipline permitted at Trinity Christian School. It is used upon repeated office visits for a child not responding to other corrective measures or the first visit for a child using profanity, disrespecting a teacher, or engaging in physical fighting. Corporal punishment is administered privately by the administration and witnessed by the teacher or another staff member. Parents will be notified when a child has received this form of correction.
4. **Suspension** is the temporary removal of a student from the school and may be administered by the appropriate Dean. All work missed during a suspension must be completed but is ineligible for credit. Parents will be notified when a child has received this form of correction.
5. **Expulsion** is the permanent dismissal from school and may be administered only by the School Board. Parents will be notified when a child has received this form of correction. Expulsion may be administered for reasons including, but not limited to:
 - Assault or battery of a member of the faculty or staff

- Possession of drugs or alcohol on campus
- Unwillingness of parents to cooperate with the school in the discipline of their child
- Violation of the original conditions for enrollment
- Willful disregard of the school's beliefs or policies.
- Other serious moral offenses, whether at school or away from school

Section 6: Athletics

The following sections represent the Athletics Manual of Trinity Christian School.

6.1 Athletic Vision

The athletic vision at Trinity Christian School is for student-athletes to use Godly competition to grow physically, mentally, emotionally, and spiritually, so they are better equipped to demonstrate Christ-like sportsmanship through their sport. It is our desire that our athletic programs will provide a context for student-athletes to mature in Christ-like character, learn the values of hard work and effort, and build physical skills that will remain with them for the rest of their lives.

6.2 Athletic Honor Code

All Athletes participating in Trinity Christian School Athletics are required to sign an Honor Code at the beginning of their sport season. The Honor Code is to be upheld and followed by athletes when representing Trinity Christian School in sports, academics, and off-campus activities. The Honor Code is as follows:

“As a Trinity Christian School athlete, I will strive to honor God with my life, my studies, and my sport. I will glorify God with sportsmanship, nobility, courage, and perseverance. I will respect my peers, fellow competitors, and those in authority at school and on the field of play. I will work hard at my studies, producing nothing but my best work as I strive to do so likewise in my athletics. My aim is Christ’s aim and not my own.”

6.3 Sport Philosophy

In every level of sport offered at Trinity, we desire for our athletes to glorify God with each of the gifts that He has given them. Our goal is to win every game we play through hard work and effort, giving glory to the Lord in every circumstance. Win or lose, we do so with humility, character, and class. We believe that student-athletes should work hard to earn their spot to play, just as they work hard in the classroom to earn a passing grade. This concept strengthens respect for effort and promotes an atmosphere that is built around working hard for the glory of God and His kingdom. Coaches will have complete discretion of which athletes they choose to play at games during the sports season based on each athlete’s effort, attitude, and individual ability. If the number of students who sign up for a particular sport exceeds traditional roster sizes, tryouts may be held to determine who will earn their spot on that team roster. If tryouts are conducted, the head coach of that sport has final discretion as to which students make the roster. Students/parents may inquire with the coach about tryout results but must respect the coach’s ruling.

Junior Programs: (Grades K – 5)

The objectives for the Junior level sports include:

- Growing a love for the Lord and a passion for their sport.
- Fostering a mentality of hard work and effort.
- Teaching basic skills.
- Laying the groundwork for physical fitness, toughness, and endurance.

- Teaching knowledge of sport positions, strategy, and gameplay.

This level of play creates a learning environment for students to learn the basics of sport and grow in their individual abilities. Players in this level will be developed for junior varsity level play. Athletes will be scrutinized in their character, attitudes, and growth in ability. Game play at the Junior level is given to teach and build skills and abilities.

Junior Varsity Programs: (Grades 6 – 9)

The objectives for the Junior Varsity level sports include:

- Growing a love for the Lord and a passion for their sport.
- Fostering a mentality of hard work and effort.
- Earning a spot to play.
- Reinforcing basic skills and teaching technical skills.
- Building/Strengthening physical fitness, toughness, and endurance.
- Developing/Growing knowledge of sport positions, strategy, and gameplay.

This level of play creates a competitive environment for students to grow in their knowledge and abilities of each sport. Players in this level will be developed for varsity level play. Athletes will be more scrutinized in their character, attitudes, and abilities. Game play at the Junior Varsity level is not guaranteed but determined by the coach based upon individual skill development.

Varsity Programs: (Grades 10 – 12)

The objectives for the Varsity level sports include:

- Growing a love for the Lord and a passion for their sport.
- Fostering a mentality of hard work and effort.
- Earning a spot to play.
- Mastering basic skills and reinforcing technical skills.
- Maintaining physical fitness, toughness, and endurance for the highest level of play.
- Mastering knowledge of sport positions, strategy, and gameplay.

The varsity level creates a competitive environment for students to compete as the most prepared and qualified athlete in that sport. At this level, athletes will be scrutinized more thoroughly in their character, attitudes, skills, and abilities. At the discretion of the coach, younger students may be played up to the Varsity team. Game play at the Varsity level is not guaranteed but determined by the coach based upon individual skill development.

6.4 Participant Expectations

Trinity Christian School expects all participants in athletic programs to conduct themselves professionally and honorably. While the goal in any athletics event is to compete well and win, the School expects all participants to win or lose with grace. Specific expectations for participants include the following.

Athlete Expectations

- Athletes must always adhere to the Athletic Honor Code.
- Athletes are required to demonstrate Christian behavior and conduct at practices, games, and in all aspects of their lives outside of the sport.

- Athletes will be held responsible for inappropriate/illegal behavior that happens apart from the school/sports environment.
- Athletes must always encourage and demonstrate Christ-like behavior.
- Athletes must always demonstrate the utmost respect for their coaches and peers.
- Athletes must never degrade or discourage referees, opposing players, or coaches.
- Athletes must always arrive on time to practices and games.
- Athletes are not permitted to leave campus after school before practice unless heading directly to an alternate practice locale.
- Athletes are required to attend all mandatory practices for the entirety of each practice.
- Athletes who have suffered any sort of head injury are not permitted to return to gameplay or practices until they see a doctor and receive a return-to-play doctor's note. (This note must be turned in to the Athletic Director and the coach.)

Coaching Expectations

- Coaches are required to follow all instructions/mandates given by the Athletic Director and School Administration.
- Coaches are required to conduct themselves according to the instructions of their signed contract.
- Assistant Coaches are required to follow the instructions of the Head Coach in all cases.
- Coaches are required to demonstrate, exemplify, and always encourage Christ-like behavior.
- Coaches will strive to constantly portray a Christ-like view of athletics in order to set a constant example for their players.
- Coaches must always encourage players and coaches of either team.
- Coaches will never use derogatory language or make inappropriate remarks.
- Coaches will never antagonize, but respectfully and maturely interact with all referees regardless of any call that is made.
- Head Coaches are required to obtain and maintain a valid CPR/First Aid/AED certification before beginning practices for their sport season.
- Coaches are not permitted to provide any medical care to an athlete that supersedes any qualification that they currently hold. Any care that requires a certification must be performed by a professional who holds a certification in the area of care provided. Examples of care that cannot be performed without a valid certification/qualification include but are not limited to taping of ankles or any other extremity, concussion stress tests, and medical evaluations of athletes.
- Coaches who have an athlete that has suffered a head injury which takes the athlete out for the remainder of the game or practice are not permitted to return that athlete to gameplay or practices until a doctor's visit occurs and the athlete brings the coach a return-to-play doctor's note.
- Coaches will communicate with parents about any injuries sustained by athletes that take them out of practices/games. Parents will have discretion on whether the student should see a doctor, based on the severity of the injury. Head injuries MUST be assessed and cleared by a medical doctor in all cases, regardless of the severity.

Parent Expectations

- Parents are expected to exhibit and encourage Christ-like behavior.
- Parents are expected never to degrade or disrespect coaches in front of players, other coaches, or parents.

- Parents are expected never to degrade or discourage players on a Trinity team or on the competing team.
- A parent should never approach or speak negatively to an official. Expectations mandate that only a coach will communicate with the officials.
- Parents will communicate with coaches about any injuries sustained by athletes that take them out of practices/games. Parents will have discretion on whether the student should see a doctor, based on the severity of the injury. Head injuries must be assessed and cleared by a medical doctor in all cases, regardless of the severity.
- Parents are expected to volunteer at home events as available, particularly at those events in which their student is not playing.
- **Ejection Policy:** Parents ejected from a Trinity event will be expected to serve their accompanying AISA suspension and pay the respective fine to Trinity Christian School.
- **Communication Policy:** Please communicate with all coaches and athletic department personnel through the school communication platform, ParentSquare.

Spectator Expectations

- Trinity spectators are expected to exhibit and encourage Christ-like behavior.
- Trinity spectators are expected never to speak, shout, or jeer negatively towards an official.
- Trinity spectators are expected never to degrade or discourage players on a Trinity team or the competing team.
- Trinity spectators are expected never to degrade or disrespect the coaches of either team.
- **Ejection Policy:** Spectators ejected from a Trinity event will be expected to serve their accompanying AISA suspension and pay the respective fine to Trinity Christian School.

6.5 Conflict Resolution

Trinity's school handbook outlines the procedure derived from Matthew 18 for resolving occasional misunderstandings. A coach is not responsible for talking to a parent immediately following a game or practice. The first responsibility is for student-athletes to talk with their coach if they have a concern. As it is the responsibility of students in the classroom to communicate with teachers about concerns/questions, students are expected to ask their coaches when concerns/questions arise. If a solution is not reached after the student-athlete has spoken with the coach, parents may reach out to the coach to set up a meeting. Parents should not discuss concerns with the coach or athletic director in a public setting. If the concern still exists after meeting with a coach, it should then be taken directly to the Athletic Director. The following chain of command should be followed when concerns arise: Head Coach → Athletic Director → Head of School. Parents are expected to follow this chain of command and are expected to resolve concerns with the coach directly.

6.6 League Information and Sports Offered

Trinity Christian School is a member of the Alabama Independent School Association (AISA). The School offers the following sports for students in 6th – 12th grades on a year-to-year basis provided there are adequate numbers of student athletes participating and available facilities.

Boys

- Cross country (July – October)

- Football (July – November)
- Basketball (September – February)
- Soccer (January – April)
- Tennis (January – April)
- Baseball (January – April)

Girls

- Cross Country (July – October)
- Volleyball (July – October)
- Basketball (September – February)
- Soccer (January – April)
- Tennis (January – April)

6.7 Sport Specific Fees/Dues

Each sport has a registration fee, and fees vary by sport. **Registration fees must be submitted before an athlete is allowed to attend any practices and/or games.** Non-full-time students at Trinity Christian School must pay additional fees to participate.

6.8 Requirements for Participation

Each athlete must complete and submit the following items before the athlete is allowed to attend any practices and/or games.

- AISA Physical Evaluation Form (Completed by a medical doctor)
- AISA Medical Release Form
- AISA Medical History Form
- AISA Participation Permit
- Alabama Concussion Form
- Extracurricular Program Application (AES only)
- Class Transcripts (AES only)
- Copy of birth certificate (Full-time TCS students already have this on file with the school office)
- Sudden Cardiac Arrest Form

6.9 Academic Responsibilities of Athletes

Trinity Christian School expects all student-athletes to complete all academic work while participating in their sport season.

- Student Athletes at Trinity are expected to conduct their studies with excellence and hard work.
- Students at Trinity Christian School are solely responsible for work missed due to absence for an athletic event. When a student athlete is required to leave campus and miss class for a sporting event, he/she is required to turn in any missed assignments the next school day.
- Communication between student athletes and teachers in regard to assignments that will be missed and due the following day is the responsibility of the student athlete.

6.10 Eligibility

Trinity Christian School, in concert with AISA rules, has established the following eligibility rules:

- Students in 6th – 9th grades are eligible for Junior Varsity athletics
- Students in 6th – 12th grades are eligible for Varsity athletics
- Student-athletes are required to maintain passing grades in each of their classes to participate in sports. The process for evaluating student-athletes' grades is as follows:
 - Each student-athlete's grade will be evaluated during in-season checkpoints to determine possible courses of action for failing grades.
 - Academic Warning (Grade of 59 or below): A student found to be failing a class at a checkpoint will be placed on Academic Warning. When placed on Academic Warning, a student has up to three weeks from notification to bring the grade(s) above failing. During this time, the student may continue participation as normal. If the grade does not improve or worsens after three weeks, the student is placed on Athletic Suspension.
 - Athletic Suspension (Continuing grade of 59 or below): A student on Athletic Suspension is not permitted to practice or play with the team until grades return to and remain at a passing level (60 or above).
- Once a student enters the 9th grade, the student has four consecutive years of eligibility remaining.
- A student who turns 19 before August 1st prior to the school year of participation will not be eligible to play varsity sports during the coming school year.
- A student who repeats a grade, either by choice or by failure, is not eligible for athletics while repeating the grade.
- Trinity Christian School is not currently accepting new homeschooled students for participation in athletics due to league rules

Section 7: Employment Terms and Responsibilities

7.1 Employment Opportunity

Trinity Christian School hires teachers of any race, color, national and ethnic origin. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, hiring practices, scholarships, athletics, or any other school administered programs. The School employs only United States citizens and those aliens who are authorized to work in the United States.

Trinity Christian School conducts background checks on all applicants.

Trinity Christian School requires all faculty and staff members to affirm the gospel of Jesus Christ and to be active in a local, evangelical, Christian church.

Trinity Christian School expects all full-time faculty to complete ACCS Teacher Certification at the Provisional and Professional levels. ACCS Teacher Certification has no relationship or connection to state teacher licensing or public school certification.

7.2 Contracts and Compensation

Faculty are employed on annual contracts from June 1 through May 31, with limited expectations in the summer months. Faculty are paid monthly over the life of the contract.

7.3 Hours of Employment

All full-time and homeroom teachers are to be on duty in their classrooms or designated areas at 7:10 AM. Each teacher is expected to be ready in his/her classroom to receive the students. Instructional aides and part time faculty are expected to be on duty at least 15 minutes before their assigned class begins.

Teachers and teaching assistants are normally free to leave the school each afternoon at 3:15. Early dismissal, faculty meetings, or other school events may alter this timing.

7.4 Absence from Work

Personal and Sick Days: Full-time employees are allowed two (2) personal leave days and ten (10) sick days during the school year. Additionally, two (2) professional leave days may be granted for approved professional development. Should a faculty member exceed these approved days his/her next paycheck will be reduced by the amount needed to pay a substitute teacher to cover his/her class during the absence.

Jury Duty: Employees should notify the appropriate school official if called for jury duty. If serving would greatly impair the operation of the school, the employee may be required to request deferral of service to a time more favorable. Employees serving on jury duty do so without loss of pay.

Unpaid Leave: Unpaid leaves of absence may be granted to employees if the school is able to cover the absences and deems them appropriate. After the agreed upon period of unpaid leave the employee will be expected to return to work. If he/she does not return in the time agreed upon the position will be filled.

Substitute Teachers: Trinity Christian School maintains a list of approved substitute teachers. Teachers who will be absent must secure a substitute from this approved list.

7.5 Teacher Evaluations

Deans will conduct annual evaluations of the teacher performance relative to approved goals and objectives. The Deans will review, document, and communicate key accomplishments, personal strengths, and developmental opportunities with the teacher. The evaluative process will include information gathered from the following:

Informal observations: Informal observations will primarily be performed by the appropriate Dean, who will visit the classroom for a short period of time primarily to observe and discern student engagement. Informal observations will be conducted at least twice monthly.

Formal observations: Formal observations will primarily be performed by the appropriate Dean. These formal observations will be scheduled in advance at least twice annually, usually in October and February, and will last for the duration of a lesson (approximately one class period).

Peer observations: Each teacher will be expected to complete one peer observation per semester. School administrators will assign at least one of these observations, and teachers are expected to schedule these observations with the person whom they will observe.

Self-Evaluation: All teachers will complete a self-evaluation each spring prior to the summative evaluation meeting with their appropriate Dean. This self-evaluation will include the teacher's own assessment of their effectiveness in utilizing classical tools of learning and the Seven Laws of Teaching, integration of Biblical worldview, establishment of relationships with students for the purpose of Christian discipleship, and other professional duties related to their position.

7.6 Personal and Professional Conduct

Employees are expected to conduct themselves in a manner that provides a Godly example to those around them and provides a clear and positive witness of the Lord Jesus Christ. This expectation extends to professional, personal, and online settings, with special emphasis on student engagement.

Student Engagement: Trinity Christian School expects employees to maintain proper and professional relationships with students. The following guidelines are to be followed to ensure that we meet this standard, to avoid the appearance of evil, and to be beyond reproach.

- Relationships between employees and students are to be friendly and courteous, not familial or intimate.
- Employees are to be careful that any physical contacts and verbal exchanges with students avoid even the appearance of impropriety. Flirtation, sexual innuendoes, excessive familiarity, etc. are inappropriate and will not be tolerated.
- If it is necessary for an employee to spend time alone with a student, the employee should arrange the meeting such that they are easily visible to the public (e.g., an open door or a windowed room) and other adults are in the area.
- Employees should not travel alone in a car with one student. Faculty members should always have another adult chaperone with them on all field trips and outings. Teachers should never room with just one student on overnight trips.

- Employees should not post pictures or other content relating to a student on personal social media accounts.

7.7 Dress and Appearance

Trinity Christian School expects all employees to dress professionally and appropriately (for the activity) and to maintain a professional appearance at all school events. While the definition of professional and appropriate dress varies across individuals, the School expects employees to dress modestly and functionally without descending into sloppiness. During Dress Uniform Days, female faculty are expected to wear dresses, and male faculty are expected to wear ties. During Spirit Days, dress standards may be different.

7.8 Communications

Teachers must maintain confidentiality as it pertains to student behavior, parent interactions, and staff relations. Confidential concerns are to be shared with the appropriate Dean. Teachers are expected, to the extent possible, to keep parents informed of student performance, especially when challenges are emerging.

7.9 Incident Reporting

Property Damage: Teachers should report to the school office any incident on campus that causes property damage. To the extent possible, teachers should document the damage with a picture and have those involved provide their accounts of how the damage occurred. Damages to school property made by a student are the responsibility of the parents of that student.

Accident/Injury: Teachers should report to the school office any accident or event in which you or one of your students is injured. If a student is injured, the Teacher should notify the student's parents so that the parent can make a decision about whether or not to come to the school to check on the student's injuries and/or check the student out of school. Leave the decision about whether or not a child needs medical attention to the parent unless you believe the injury to be serious. If you believe the injury to be serious enough to warrant immediate medical attention, contact the school office requesting that the parent be notified and an ambulance called. Minor scrapes and cuts are given first aid attention by the teacher using the classroom first aid kit.

Suspected Abuse: Abuse is defined as harm or a threat of harm to a child's health or welfare. This can be through nonaccidental physical or mental injury, sexual abuse or attempted sexual abuse or sexual exploitation or attempted sexual exploitation. Neglect is defined as negligent treatment or maltreatment of a child, including failure to provide adequate food, medical treatment, supervision, clothing, or shelter. Should an employee of Trinity Christian School encounter obvious child abuse or neglect he/she should adhere to the following guidelines:

- Document the incidents that caused the suspicion.
- Report the suspected abuse or neglect to the school's Head of School or administrator.
- The administration will take action to inform the County Department of Human Resources, Law Enforcement, the School Committee, and the child's parents or legal guardians.
- The employee should cooperate fully with Law Enforcement and the agencies investigating the alleged abuse or neglect.

Should the school discover or have reason to believe that a case of sexual abuse has occurred or is occurring involving an employee of the school the plan of action will be as follows:

- The employee will be notified of the accusations.
- The School Board will be notified of the accusations.
- Law enforcement will be notified.
- The employee will be suspended with pay while a confidential investigation is conducted.
- Along with the reporting agency official, the school will meet with the child's parents and, in their presence and with their permission, with the child in order to determine more fully the nature of the allegations and where the alleged offense took place.
- The school will cooperate fully with the investigative team.
- If allegations are found to be true the employee will be dismissed immediately.

7.10 Student Supervision

Teachers are expected to supervise students during school hours.

Students given permission by parents to stay after school for approved activities (e.g., tutoring) must also be supervised.

Teachers are responsible for supervising their own children after school. Children of teachers should report to their parent's classroom at the end of each school day. They should not be allowed to play in an empty classroom, to "visit" or "help" other teachers, or to go onto the playground until after all students have been picked up in carline.

The school will provide childcare during faculty meetings. Children of teachers should not be left unattended during faculty meeting time.