

Trinity Christian School

A Ministry of Trinity Lutheran Church - LCMS

CHURCH WEBSITE: WWW.TRINITYLUTHERANKEENE.ORG

Handbook Parent/Student



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TRINITY CHRISTIAN SCHOOL

100 MAPLE AVENUE • KEENE, NH 03431

SCHOOL 603 352-9403 CHURCH 603 352-4446 FAX 603 358-3405
School Website: www.tcskeene.org Email: tprincipal@ne.rr.com



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About Trinity Lutheran Church

Trinity Lutheran Church of the Lutheran Church-Missouri Synod, held its first service on December 7, 1952. In 1955 the Preschool opened its doors. A Kindergarten was added in 1995, and a state approved elementary program began in 1998. The sanctuary and church building are currently located at 28 Arch St. The school building on Maple Ave. opened in 2001.

You are welcome to attend the services, Bible studies, and other activities at Trinity Lutheran Church. Service times and the sermon theme will be posted in "*The Current Scoop*" – Trinity Christian School's weekly newsletter.

SUNDAY SERVICES & SUNDAY SCHOOL

(Beginning September 12, 2011)

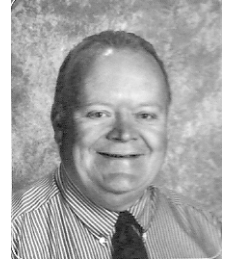
10:30 AM to 11:30 AM Sunday Worship (Holy Communion celebrated the first and third Sunday of each month)

9:00 AM to 10:00 AM Sunday School from Preschool / High School / Adult Bible Study
Every Wednesday 7:00 PM Prayer service

Fellowship 10:00 AM – 10:30 AM

During the summer, church service begins at 9:00 a.m. and there is no Sunday School. If you would like further information about Trinity Lutheran Church, please contact the Pastor at 352-4HIM (4446)

From the Principal of Trinity Christian School



Dear Parents and Students,

What a privilege to serve the Lord at a school like Trinity! God has truly blessed us with a wonderful facility, dedicated parents, and a staff of excellent and caring teachers. Most importantly, He blesses us with His presence. We ask for God's help in times of struggle and difficulty, and we praise His name when we see success and growth. We have a lot for which to praise Him!

As the summer months pass, we look toward the start of another fantastic school year. You may be a veteran of Trinity, having entrusted your children to us for several years, or you may be new to our growing school family, wondering what the new school year will bring. Whatever the case may be, you can be assured of several important aspects of our school.

Trinity is a Christian school. We exist to spread the gospel message of Jesus Christ to children and their families in a loving environment of academic excellence. The administration, teachers and staff all share the joy of knowing Jesus Christ as their Lord and Savior. While far from perfect, our group of faithful, forgiven, educators strives for excellence in all that we do. These qualities create a school environment where caring and compassion for others, and an attitude of high expectations for each and every student in our care is the norm. Trinity offers a disciplined environment, where forgiveness is proclaimed because of what Jesus has done for us.

Communication is the key to any quality school. The teachers, administration, and staff at Trinity work hard to develop and maintain a strong bond of teamwork with the parents of our students. For this reason, we begin every year with home visits. Your child's teacher will be phoning you in August to set up a time to meet with you and your child. These visits serve several important purposes -- allowing time for teachers to share various aspects for the coming school year, including academic and behavioral expectations. Home visits before school begins help establish a relationship between teacher, parent and child that is intended to last the remainder of the school year and beyond. The visits serve as a relationship builder so that communication flows more easily between teacher and parent, and parent to teacher. New to Trinity this year is the TCSKeene.org website. Our official website includes a special e-mail system to inform parents of daily classroom or school-wide news and information. By providing your e-mail address, your child's teacher will be able to keep you informed about special activities and events throughout the year. Our administration and staff also communicate regularly through weekly newsletters, and classroom notes. These communication tools are designed to promote the important parent-teacher team concept that creates an effective school, and an excellent education for our students.

With parents, teachers, students and staff all working together with God's blessing, Trinity will continue to be a Christian a school of excellence. I look forward to working with you and your family to provide the finest Christian education possible for your children.

In His Service and Yours,

A handwritten signature in cursive script that reads "Gary J. Dresser".

Gary Dresser, Principal

From the School Board.....

Trinity Christian School is a special place, full of special students, teachers, staff and ideals. It is a place that has the love of God interwoven in the threads of its walls, people, and daily activities. The Board is pleased that you have entrusted your child's education and spiritual guidance to TCS. We will be in prayer frequently for you and your sons and daughters. Our hope is that your children's experience will be a positive one, with the love of Jesus at its center.

The TCS School Board

Heidi Beaudine
Shelia Breton

Emily Brighton
Paula Miller

Jessica Nichols
Markus Konig

Ann Walker
Fred Ziegler

School Board Mission Statement

The mission of the Trinity Christian School Board is to honorably and effectively lead and guide the direction of Trinity Christian School. We strive to fulfill our commitment through Christian principles and prayer, ever aware of God's strength and help in our endeavors.

School Board Policies include the following:

The needs of any one individual cannot outweigh the needs of the majority.

The needs of one can be addressed as long as the needs of the whole are not compromised.

The needs of any one individual or group cannot take precedent over the mission and goals of Trinity Christian School.

Organization

Trinity Christian School (TCS) is a ministry of Trinity Lutheran Church (TLC). TCS is governed by the School Board which is comprised of members elected by the voting members of the congregation. The school board facilitates the hiring of the principal who is responsible for the administration of the school. All school employees and volunteers come under the guidance and supervision of the principal.

Mission Statement of Trinity Christian School

The mission of Trinity Christian School is to provide students with an academically excellent, Christ-centered education and to share the gospel message of our Lord and Savior Jesus Christ.

Philosophy of Education

Founded on Biblical Truths, the educational program enables students to achieve their full capabilities. Recognizing that each child has unique God-given talents, the curriculum is designed to nurture each child's spiritual, intellectual, physical, emotional and social development.

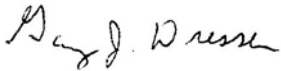
Philosophy: Student Acceptance and Continued Enrollment

Trinity Christian School is a ministry of Trinity Lutheran Church. Its primary purpose is to share the Gospel of Jesus Christ to people who do not know Him and to nurture the faith of those children in our care. As a school of excellence, TCS works to develop in each child their greatest potential in academic achievement so that they may best serve the Lord in His world.

Sharing Jesus as its primary focus, Trinity Christian School seeks to accept students of all colors, races, and nationalities. Students who do not know Jesus as their Savior are welcomed and encouraged to hear the Gospel through our educational ministry. Trinity accepts students with high academic ability, average academic ability, and some students with below average academic ability. TCS has limited abilities to provide a quality Christian education to students with learning or behavioral disabilities.

Trinity Christian School will openly acknowledge these limitations by declining admission to any student for whom TCS is not adequately staffed to provide a quality Christian education. Students with minor learning or behavioral disabilities may be admitted on a probationary basis. Strong parent support and consistent improvement are necessary for these students to continue at Trinity Christian School. Our greatest desire is to open our doors to as many people as possible so that the saving message of Jesus Christ can be shared and the Holy Spirit can work in the lives of the children and families of our school.

In Him,



Gary J. Dresser
Principal

Philosophy of Serving Special Needs

Definition of a Special Needs Child:

A child who has areas of challenge that are a cause for concern and require further investigation to determine if TCS has adequate staffing, resources and curriculum to meet the child's needs.

Education at Trinity Christian School is founded on biblical truths. Therefore, at Trinity Christian School we believe that all personal issues and challenges should be addressed with spiritual insight and support. In the case of serving students with special needs at TCS, we as a staff may require additional information about student needs and areas of challenge. In some situations TCS requests the evaluative services of SAU#29 and/or other medical professionals as needed.

Requesting outside support and information will take place under these conditions:

- A teacher has tried the acceptable modifications and support allowed by TCS.
- A teacher recognizes that a child's issues are ongoing and growth toward independence is not being established.
- A parent asks for a special education evaluation.
- A child's healthy self esteem and/or academic progress is suffering due to frequent corrections and ongoing issues that require interruptions in the program.
- A child's needs are requiring more teacher intervention than can reasonably be taken from the rest of the group.
- A family physician requests a special education evaluation.
- A transitional year in the child's program signals changes in the student's needs.
- If intervention and professional services would in effect rescue an at-risk child from ongoing difficulties by providing emotional, behavioral and physical support that TCS cannot, then it would be deemed a priority to intervene.

When SAU #29 or medical professionals become a part of the TCS team for student support, the staff will also include parental requests and concerns. If a parent decides against any evaluative services, the staff will then need to determine if TCS can continue providing education services for the at-risk student. If the needs of the student have been determined to be beyond what we at TCS can satisfy, we will advise the parents or guardians that TCS cannot meet the educational needs of their child. The staff at TCS is determined to work closely with family physicians, parent/guardians and other experts for the care, support and education of all of our students.

Curriculum

The curriculum at Trinity Christian School is designed to meet the “Expected Student Outcomes” listed below.

Expected Student Outcomes

Goals for Trinity Christian School graduates are to...

SPIRITUAL

(1 John 1:7) *“But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus, his Son, purifies us from all sin.”*

(Matthew 21:22) *“If you believe, you will receive whatever you ask for in prayer.”*

1. ...Understand that he/she is saved by the death and resurrection of Jesus Christ alone.
2. ...Understand and commit through prayer to a personal relationship with Jesus Christ.
3. ...Be empowered by the Holy Spirit to build personal character; and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness and love.

Service and Missions (1 Corinthians 12:27-28) *“Now you are the body of Christ, and each one of you is a part of it. And in the church God has appointed first of all apostles, second prophets, third teachers, then workers of miracles, also those having gifts of healing, those able to help others, those with gifts of administration, and those speaking in different kinds of tongues.”*

4. ... Personally respond to carrying out the Great Commission (Matthew 28:19-20 *“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”*) locally and around the world in a culturally sensitive manner.
5. ... Articulate and defend their Biblical worldview while having a basic understanding of opposing worldviews.
6. ...Be actively involved in a Christian community, serving God and others.

Bible Study (John 5:24 *“I tell you the truth, whoever hears my word and believes him who sent me has eternal life and will not be condemned; he has crossed over from death to life.”*)

7. ...Know, understand, and apply God’s Word in daily life.

Curriculum, continued

ACADEMIC

(Matthew 22:37) *“Love the Lord your God with all your heart and with all your soul and with all your mind.”*

8. ... Be well prepared in all academic disciplines; and skilled in reading, writing, speaking, listening, and thinking.
9. ... Be proficient in mathematics and science.
10. ... Have a knowledge and understanding of people, events, world geography, movements in history (including religious history), and the cultures of other peoples and places.
11. ... Appreciate literature and the arts and understand how they express and shape their beliefs and values.
12. ... Know how to utilize resources including technology to find, analyze, and evaluate information.
13. ... Be committed to life-long learning.
14. ... Have the skills to question, solve problems, and make wise decisions.
15. ... Have an appreciation for the natural environment and practice responsible stewardship of God’s creation.

SOCIAL

(Mark 10:43-45 *“Whoever wants to become great among you must be your servant, and whoever wants to be first must be slave of all. For even the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.”*)

(1 Corinthians 6:19-20 *“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.”*)

16. ... Have an appreciation of languages and cultures of other peoples, dispelling prejudice, promoting harmony, and encouraging biblical hospitality for others.
17. ... Understand the worth of every human being as created in the image of God.
18. ... Treat their bodies as the temple of the Holy Spirit and practice healthy, moral living.
19. ... Embrace and practice fairness, mercy, and peacemaking in family and society.
(Matthew 18:15-17)
20. ... Understand that work and stewardship of time and resources have dignity as an expression of the nature of God.

Curriculum, continued

TCS Preschool

The Preschool Program is designed to help young children make the transition from a home environment to that of a *formal school setting*. Preschool offers a variety of *academic and social* opportunities. A typical day includes a Bible lesson, circle time, free play, music, movement, stories, arts and crafts, outdoor play, and an introduction to the alphabet, numbers, science and social studies concepts. Spanish language is taught weekly beginning in Preschool-3 yr. olds and Preschool 4-yr. old classes.



TCS Kindergarten



The full day Kindergarten provides readiness activities in reading, writing, and mathematics. The reading curriculum is a sequential phonics-based program enriched with children's literature and hands-on activities. The math program is a structured



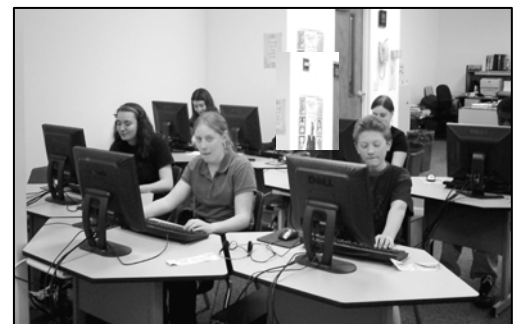
curriculum using manipulatives such as counters, coins, unifix cubes, and workbook activities. Thematic units of study, Bible-based devotions, a daily choice time, weekly school chapel, art, music, physical education and Spanish instruction are provided in Kindergarten.

Grades 1 - 8

The grade 1-8 curriculum includes reading, writing, mathematics, penmanship, science, social studies, health, music, art, foreign language and physical education. Daily Bible study and Bible-based devotions and weekly school chapel foster the students' spiritual growth. Direct, shared, and guided reading instruction is provided with a sequential phonics-based program enriched with children's literature. Manipulatives, hands-on activities, and the development of thinking skills are integral components of mathematics instruction. Science is taught through an investigative approach using hands-on activities. In the primary grades, the social studies program is text-based with thematic units interwoven into reading instruction. In grades 3 and up, the social studies program includes history and geography. Spanish language is taught in grades 1-8.

Media Center

Our Media Center is available for use by all students. It provides opportunities for children to study, check out books weekly, and computer access with high-speed internet for research skill building, and studying on the media center computers.



ADMISSIONS POLICY

Trinity Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, scholarships, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school administered programs. Trinity Christian School does not currently have programs for students with special educational or physical needs.

New students must apply for acceptance and returning students must apply for re-enrollment at Trinity Christian School. Application materials will be made available during February of each school year. February is the month of preferential enrollment for church members and those already enrolled. Beginning in March enrollment opens to the community on a first come, first served basis.

Preschoolers must be at least three (3) years of age on or before September 30th and toilet-trained to enroll. The two-day class is recommended for 3 year-old children. The three-day and five-day program is for 4-5 year olds. **Current health and immunization records are required before the first day of school.**

Kindergarten children must be five (5) years of age on or before September 30th, to enroll. A copy of their birth certificate as well as health and immunization records must be provided to the school.

First Grade children must be six (6) years of age on or before September 30th, to enroll. A copy of their birth certificate as well as health and immunization records must be provided to the school.

New Students must provide current health and immunization records, as well as past school records. New students ***are required*** to take an entrance assessment for clearer understanding of a child's reading comprehension, phonics skills, math and writing levels.

Probationary Period

All students new to Trinity Christian School are placed in a probationary period for the first quarter of the school year. The child's teacher, parent and principal will meet at the conclusion of the first quarter to evaluate student progress and appropriate placement at Trinity.

SCHOOL SCHEDULE

8:45 a.m.	Grades K - 8 begins (students are not to arrive before 8:30 a.m.)
8:30 - 11:00	Morning Preschool
12:30 - 3:00	Afternoon Preschool
3:00 p.m.	Dismissal for all grades (students are to be picked up no later than 3:10 PM)



TCS DROP-OFF AND PICK-UP INFORMATION

GRADES 1 – 8 DROP-OFF AND PICK-UP

Parents may bring their children to school no earlier than 8:30 AM (when a teacher or volunteer is on duty). We ask that you not leave your child on school grounds unsupervised. Parents are to drive to the (back) turnaround area and drop children off at the outdoor recess area in good weather. (*See Diagram*). Volunteers will be on duty to help your child(ren) out of your vehicle's passenger side doors onto the sidewalk. Please use caution when entering the parking lot, staying with the traffic flow in the order you drove up to the door. For the safety of all, we ask that you do not attempt to pass a car that is waiting to drop their child off.

PRESCHOOL & KINDERGARTEN

Parents of Preschool and Kindergarten children are to park in the parking lot and walk your child to the classroom.

Preschool children are to be brought to the classroom at 8:30 AM for morning groups or at 12:30 PM for the afternoon group. Parents of morning preschoolers may start to enter the building at 10:55 AM to pick their children up in the classroom. Parents of afternoon preschoolers are to pick up their children at 3:00 PM in the classroom. It is important that arrival and dismissal times be honored for instructional and safety purposes.

Kindergarten children are to be brought to the classroom from 8:30 – 8:40 AM and picked up at 3:00 PM.

LATE PICK-UP OF CHILDREN

In the event a child is not picked up by an authorized adult by 3:15 PM the student will be sent to Extended Care to wait for parents and will need to pay Extended Care fees. Morning Preschoolers who are not picked up by 11:15 AM will wait in the main office.

Please note: Drop-off and Pick-up time is not the time for conferencing with teachers. If you require communication of any length with your child's teacher, we will be happy to arrange an appointment.

**Turnaround drop-off back of building
1st – 8th Grade students use Back door**

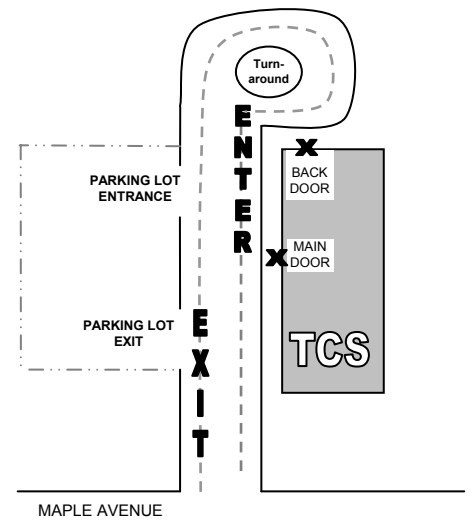
**Kindergarten - Preschool Parents
use Main Door**

SPEED LIMIT

10 MPH

We love our students and want to ensure their safety. It is important that all drivers using our facility to keep their vehicles under the posted speed limit. Thanks for your cooperation

And be sure to cross on the crosswalk



ATTENDANCE

Trinity Christian School is required by law to keep careful records of student attendance. Students are expected to be present and on time for all school days and school performances with the exception of illness or appointments that cannot be made outside of school hours.

We ask that TCS families schedule any special trips during the vacation times indicated on the school calendar. Although a teacher can list assignments that are missed by an absent student, the actual instruction and class experience cannot be recreated. Therefore, in order to receive the maximum benefits of education children need to be present in the classroom daily. If your child must be absent, please follow the Absence and Tardiness Policies explained below.

ABSENCES & TARDINESS

In order for Trinity Christian School students to gain the full benefit of the Christian Education offered at our school, the students must be present in class. Absences and tardiness takes away from the student's time in the classroom. While parents should not send students to school who may be sick, excessive absences and tardiness can seriously impact a student's learning. Tardiness is also disruptive to the academic functioning of the class. For those reasons, three student tardies will be counted as an absence. Students who miss more than 20 school days within a school year will be considered for retention in grade. If a child will be absent, parents or guardians are to call the school within 15 minutes of normal school arrival time stating the reason for the absence.

SIGN-IN / SIGN-OUT PROCEDURE

If a child is tardy to school, or is dismissed early, parents are to sign the child in or out on the Student Sign-in clipboard at the main office.

EMERGENCY CANCELLATIONS

In the event of emergency cancellations, delays, or early dismissals, an announcement for "Trinity Christian School Keene" will be posted at the sources below:

- WKNE 103.7 FM and WOQL 98.7 FM.
- WMUR-TV Channel 9
- www.thewmurchannel.com

If there is a delayed opening, there will be no morning preschool.

PLEASE NOTE: Trinity Christian School does not necessarily follow the same cancellations as the local Public School Systems.

HOMEWORK AND ASSIGNMENTS

The TCS Staff is entrusted to assign in-class work or homework according to the age group and curriculum goals of the school. Students are expected to complete assignments as required by their teachers. Late assignments may result in a reduced grade. If your child misses school due to illness, the teacher will assign a reasonable deadline for him or her to complete the missed work.

In the event that your child is unable to complete his or her homework due to an unexpected situation, please send in a note of explanation to the teacher.

GRADING SYSTEM

Students in Kindergarten and in First through Eighth grade will receive report cards quarterly. Middle School students will receive mid-term reports. Mandatory Parent-Teacher conferences are held for K-8 parents after the first quarter of the school year. Parents with students in Kindergarten and First grade have parent conferences after the 3rd quarter also. Parents are welcomed and encouraged to set up an appointment with their children's teacher or teachers at any time to discuss academic or behavioral growth.

Grading Scale

Grade	Numeric Grade	Grade Points
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	0- 59	0

Honor Roll

Trinity Christian School has established a system for acknowledging student academic excellence. Students in grades 4-8 are eligible for the Principal's List, and the Honor Roll. Students earning a 3.75 GPA or better during a report card period earn a place on the Principal's List. Students earning a 3.50 GPA or better earn a place on the Honor Roll.

Academic Success and Grade Retention

Grade Retention is a serious matter given serious consideration at Trinity. Children in preschool and kindergarten may be retained based on their developmental level. If a child at these levels is not ready to handle the developmental expectations of the next level, retention will be advised by the staff. The Gesell Developmental Inventory is a test of developmental readiness and is available through the school office to help in this important decision.

Students in grades 1-8 may be retained for lack of academic progress. Students failing two major subjects for the year will be given serious consideration for retention in grade.

Major Subjects:

▪ Bible	▪ Language Arts	▪ Reading
▪ Math	▪ Social Studies	▪ Science

Achievement Testing

Students in grades K-8 will be tested yearly using a standardized test of student progress.

These include:	Kindergarten:	Dibels and Star Reading Inventory
	Grade 1	Dibels and Star Reading Inventory
	Grade 2	Dibels and Star Reading Inventory
	Grades 3 – 4	Dibels and Star Reading Inventory
	Grades 5 – 8	Stanford Achievement Test & Star Reading Inventory
	Grades 4 + 8	Otis Lennon School Ability Test

Principal's Board of Excellence

Excellence = growth and improvement, not perfection. For that reason Trinity Christian School recognizes students in K-8th grade for their growth and improvement in academics and/or behavior by nomination to the Principal's Board of Excellence. Students may be nominated by the principal, teacher, or other staff member. Nominated students have a poster created with their photo and reason for nomination. A copy of this poster is mailed home, along with recognition in the weekly school bulletin.

Accelerated Reader

Trinity uses the Accelerated Reader (AR), software based reading incentive program. Trinity students in 1st – 8th grade and select Kindergarten students are eligible to participate. Students take a computerized diagnostic reading inventory that results in a reading level score. Students then research on the AR site for children's literature of their interest at their particular reading level. After reading the book, students return to the computer to take comprehension test, earning AR points based on the difficulty of the reading material. Trinity parents may access their child's AR reading records from their home computer. Trinity PTFA funds a year-end reward system providing gift certificates for students earning high levels of AR points during the year.

CHAPEL

Chapel is held weekly for students at Trinity Christian School. Every Wednesday the student body gathers in the gymnasium for worship. This worship includes a focus on the Word of God, a message by Pastor or School Principal, singing praises to God, and prayer. Offerings are collected weekly to support a mission outreach chosen prior to the school year beginning.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

While participation in after school activities such as Sports, Choir, Drama, and Band are important and are encouraged at Trinity, students must maintain satisfactory academic progress to participate in after school activities. .Students earning two D's or one F in major subjects on the report card will be ineligible for participation in any after school activities until the following report card shows satisfactory progress.

Students absent from school on the day of a sporting event, choir, drama, band or other after-school event are ineligible to participate in that event.

SCHOOL POLICY

Dangerous Weapons / Items

Any student who brings onto school property a dangerous weapon, or any item (including toys) that would resemble a weapon, will be immediately suspended from the school and pending a hearing with the principal and School Board, may be expelled from school.

Dangerous weapons include, but are not limited to: Firearms, knives, pocket knives, lighters, firecrackers, laser pointing devices and/or any other items that would endanger the health, safety, and well-being of students or staff.

Items that Detract from the Learning Environment

The use of items that could cause a distraction or otherwise interfere with student learning is not permitted during the school day. Such items include, but are not limited to: cell phones, electronic musical devises and electronic video games. Any such items found in the possession of a student during the school day will be immediately confiscated, and the student will serve an after-school detention. A parent conference with the teacher and the principal will be held to discuss the issue and at that time the item will be returned to the possession of the parent or guardian.

Such items as those mentioned above may only be brought to school for use before or after school hours in a supervised setting on school grounds. The items must be turned OFF or rendered silent, and must remain in the student's backpack and in the student's locker during the school day.

DISCIPLINE PLAN INTRODUCTION

Philippians 2:3-4 says, *“Do nothing from selfishness or empty conceit, but with humility of mind let each of you regard one another as more important than himself; do not merely look out for your own personal interests, but also for the interest of others.”* This scripture is the basis for the discipline policy at TCS. Our staff has the privilege of using God’s Word in the classroom and providing an environment of respect, orderliness, and positive Christian behavior. Each teacher is responsible for maintaining classroom discipline using a positive, loving, fair, and consistent approach. Classroom teachers will work closely with the parents and guardians to develop positive behavior in all students.

*In every Trinity classroom, the teacher develops a discipline plan that includes **Rules, Rewards, and Consequences**. Student consequences for repeated misbehavior gradually increase to the point of a required parent contact. It is at this step in the classroom discipline plan (parent contact) that the following school consequences will come into play. These steps are cumulative and are reset in each quarter of the school year. **This plan applies to discipline only, and does not apply to tardies or academic issues.***

Student Action Consequence

(Step 1) 1 st Occurrence (parent contact)	Missing Recess
(Step 2) 2 nd Occurrence (parent contact)	Missing Recess
(Step 3) 3 rd Occurrence (parent contact)	After School until 3:45 PM.
(Step 4) 4 th Occurrence (parent contact)	After School until 3:45 PM. Mandatory parent meeting
(Step 5) 5 th Occurrence (parent contact)	1 Day In-Home Suspension Mandatory parent meeting
(Step 6) 6 th Occurrence (parent contact)	Indefinite suspension Possibility of expulsion (Teacher, Principal and Board Member meet to determine consequence)

Severe Clause

*When a child's behavior becomes a concern of the safety and security of other students and Trinity staff, the following **SEVERE CLAUSE** will come into effect. The behaviors below will result in the consequence listed, and place the child on the third step of the school discipline plan above. There may be other behaviors not listed that fall under the severe clause.*

Student Action

Consequence

Disrespect towards any adult.	After school until 3:45 PM.
Bathroom Misbehavior	After school until 3:45 PM.
Bully behavior	After school until 3:45 PM
Cursing/Swearing/Foul Language	After school until 3:45 PM.

Dangerous and blatantly inappropriate behavior will result in the child being sent home from school that day and being placed at the 5th step of the discipline plan above.

The second time a child sent home results in an indefinite suspension with possibility of expulsion (Teacher, principal and Board Member meet to determine consequence)

After School discipline is held from 3:00 PM until 3:45 PM. with 24 hour written notice to parents.

Grades 4– 8 Discipline Plan

*In every Trinity classroom, the teacher develops a discipline plan that includes **Rules, Rewards, and Consequences**. Student consequences for repeated misbehavior gradually increase to the point of a required parent contact. It is at this step in the classroom discipline plan (parent contact) that the following school consequences will come into play. These steps are cumulative and are reset in each quarter of the school year. **This plan applies to discipline only, and does not apply to tardies or academic issues.***

Student Action Consequence

(Step 1) 1 st Occurrence (parent contact)	Detention until 3:45PM.
(Step 2) 2 nd Occurrence (parent contact)	Detention until 3:45PM
(Step 3) 3 rd Occurrence (parent contact)	1 Day in -school suspension
(Step 4) 4 th Occurrence (parent contact)	1 Day in-home suspension. Mandatory parent meeting
(Step 5) 5 th Occurrence (parent contact)	3 Day in-home Suspension Mandatory parent meeting
(Step 6) 6 th Occurrence (parent contact)	Indefinite suspension Possibility of expulsion (Teacher, Principal and Board Member meet to determine consequence)

Severe Clause

*When student behavior becomes a concern of the safety and security of other students and Trinity staff, the following **SEVERE CLAUSE** will come into effect. The behaviors below will immediately result in the consequence listed, and place the child on the indicated step of the school discipline plan above. There may be other behaviors not listed that fall under the severe clause.*

<u>Student Action</u>	<u>Consequence</u>
Disrespect towards any adult	Detention (step 2)
Clique behavior	Detention (step 2)
Bully behavior	Detention (step 2)
Cursing/Swearing/Foul Language	Detention (step 2)
Bathroom Misbehavior	Detention (step 2) Clean Restroom

The following are examples of dangerous and extremely inappropriate behavior which will result in the consequences listed.

- Fighting In- House Suspension (step 3)
- Leaving School Property Without Permission In- House Suspension (step 3)
- Smoking/Use of Drugs Indefinite suspension with Expulsion meeting (step 6)

Grades 4– 8 Discipline Plan (continued)

Student Action

Consequence

Bringing guns, knives, weapons to school
(step 6)

Indefinite suspension with Expulsion meeting

Detentions are held from 3:00 PM until 3:45 PM. with 24 hour written notice to parents.

LUNCH RULES

Wait until after saying grace to begin eating

Use an “inside” voice

Eat over the table

Stay seated until dismissed

Raise your hand for assistance

Be courteous and respectful to lunch monitors and classmates

Clean up your own spills

Use your napkin

RECESS RULES

Speak kind words

Keep hands to yourself

Stay within designated playground area

No rough play

Use equipment properly

Respect those in authority

ACADEMIC DISHONESTY

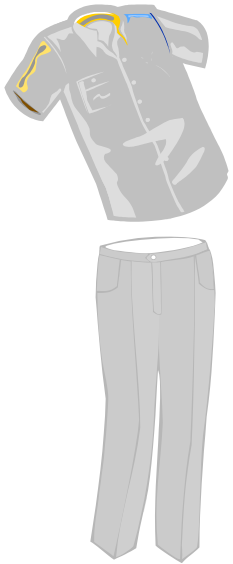
Cheating, plagiarism, and other forms of academic dishonesty are considered serious misconduct and therefore subject to serious penalties. The first instance of Academic Dishonesty will result in a detention. Further instances of Academic Dishonesty will result in an In-House suspension, In- Home suspension, possible expulsion.

SUSPENSION AND EXPULSION

It is our intent at TCS to give every child the optimum opportunity to be educated at our school. However, if a student's unruliness becomes out of control, we will contact the parent to take the child home as a suspension for the remainder of the day. Should repeated suspensions occur, the child may face expulsion from Trinity Christian School as determined by the staff, Principal, and School Board. In the event of discontinued enrollment, a tuition refund may be prorated based upon the time the child has attended the school. Any scholarships will be discontinued effective the last day of the student's enrollment

COMMUNICATION SLIPS

At times a staff member may send home a *"Note From School:"* and request that you return it with your signature. These notes are meant to facilitate our partnership together as we help your child as he or she grows in responsibility.



DRESS CODE



The School Board of Trinity Christian School approved the following dress code for the school year. The reason for our dress code is: ⁽¹⁾ for students to be more uniform and neat in appearance; ⁽²⁾ to maintain a greater student focus on academics and less on distractions like clothing; and ⁽³⁾ to keep dress code enforcement time and effort for teachers and administrators to a minimum.

All students in the Kindergarten through Eighth Grade at Trinity Christian School, are required to follow the Dress Code.

For next school year, we ask that all parents purchase their children's clothing from Land's End or JC Penney catalogs.

Guidelines:

BOYS:

Pants or shorts in Navy or Khaki (to be worn with a belt)

Polo Shirts in burgundy, blue, navy, pink (shirts to be worn tucked in at all times)

Cardigan Sweater in navy blue

Socks: Plain color (from any store)

Sneakers encouraged. No open toes or heels. Heels no higher than ½ inch.

GIRLS:

Pants, knee length skirts, shorts, capri's skorts, or jumpers (for young children) in Navy or khaki (pants and shorts to be worn with a belt).

Polo Shirts in burgundy, blue, navy, pink (shirts to be worn tucked in at all times).

Cardigan Sweater in blue

Socks: Plain color (from any store)

Sneakers encouraged. No open toes or heels. Heels no higher than ½ inch.

All clothing is to be clean and neat, properly fitted, and not torn or frayed.

No cargo pants/shorts, nor jean style pants. Pants, shorts, and skirts are to be worn at waist level and be of a proper length. Shorts are to be at least finger tip length when arms are down at child's sides.

Shirts are to cover the child's middle at ALL times, including during physical activities.

Pierced jewelry is limited to earrings only. No more than two (2) earrings per ear. No large, dangling, or distracting jewelry may be worn. Hair is to be clean, neat, and out of the eyes, with no exaggerated styles or coloring.

Hats, caps, hoods are to be worn outside only.

The School Principal will have the final decision in all matters of School Dress Code Policy interpretation.

CASUAL DRESS DAYS:

Every Friday is Casual Dress Day. Students may choose their own clothing under the following guidelines:

No bare midriffs.

All shirts must have sleeves.

Shorts must be of the fingertip length.

Clothing is to be neat, clean, and not torn or frayed.

Clothing displaying conflicting values with TCS teachings is unacceptable.

PHYSICAL EDUCATION (P.E.) ATTIRE:

Grades 4 - 8 must bring a TCS T-shirt to change into for gym classes. Solid sweatpants or wind pants may also be brought in.

All students are to wear sneakers for gym classes. The TCS T-shirt may be worn by grades K - 3 students on gym days.

The P. E. Teacher may determine the need for other appropriate clothing depending on the curriculum or lesson.

Special Days:

For more formal occasions, students may be asked to “dress-up” as follows: (Kindergarten - Grade 8) - Navy Pants, skort, or skirt and White Shirts

Preschoolers are expected to dress modestly and appropriately for school, following the “Casual Dress” guidelines above. Shoes are to be without open heels or open toes. Preschoolers are to wear clothing that they can manage alone in the restroom.

PERSONAL ITEMS, BACKPACKS, AND TOYS

Students, especially those in Kindergarten and Primary Grades, should bring a small “daypack” to school to transfer papers, lunch, and books to and from school. Students are not to bring live animals, toys, electronic gadgets, and other personal items.

Some teachers may have a “Sharing Day” and will inform you of their policies on what may be brought to school.

LUNCH AND SNACKS

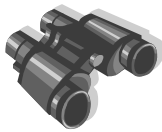


Each full-day student is to bring a nutritious lunch to school as TCS does not provide a hot lunch service. Full-day and preschool students are to bring healthy snacks to school as directed by their teachers. Please do not send messy food items to school or sending high sugar items to school. We also ask that you refrain from sending any lunches or food containing peanut butter or nuts of any kind to school, out of consideration for health risk it presents to other students who have a severe allergy to nuts.

Milk may be ordered weekly for snack and lunch. A milk order form is sent home each Tuesday, and is to be returned by 9:00 a.m. on Thursday with the correct amount of money for the milk ordered. **No late milk orders will be accepted.**

On the first and third Fridays of each month, the PTFA provides plain cheese or pepperoni Pizza slices at lunch for a cost of \$1 per slice. All pizza order forms and money must be in by 9:00 a.m. on the Thursday of those weeks. **No late pizza orders will be accepted.**

Parents are responsible for advising the school in writing at registration time of any food allergies of which the staff should be aware, and any special precautions necessary.



FIELD TRIPS & SPECIAL EVENTS

To extend curriculum objectives, various field trips and special events will be planned throughout the year. Information on these events is given through class newsletters and the Trinity Christian School Weekly Update. Very often we welcome parent chaperones. If a parent agrees to chaperone, it is understood that he or she will assist the staff in supervising the children. [Note: Hours spent by parents will be credited as volunteer hours towards the Parent Service Plan. See pages 20-23.] Permission slips will be sent home with students prior to each field trip. Approved drivers for field trips are covered under the school's insurance policy.

Adults driving for a field trip are required to provide a photocopy of their automobile insurance card and drivers license to the office

CELEBRATIONS



Birthdays and Parties

Birthday's and special parties are important events in the life of a child. If you are planning a party at home, please send invitations through the mail. Class lists are available to all parents at the beginning of school for that purpose. **DO NOT** pass out invitations in school as this inevitably creates hard feelings.

If you would like to celebrate your child's birthday in school by sending in a treat, please contact your child's teacher to plan the best way for that to happen.

Thanksgiving, Christmas, Valentine's Day, and Easter are usually celebrated in each classroom. Every effort is to be made to emphasize the Christian beliefs and values connected with these holidays. We do not support the commercialization of their meaning by displaying "Santa Claus", "Easter Bunnies" and similar symbols. Halloween is not celebrated at TCS.

HEALTH



Health and Immunization records must be submitted for your child by the first day of school.

First Aid and Emergencies

Each year parents are asked to update the “emergency contact records” on file at school for their child. It is very important that this information remain current. Should parents be needed, proper names, addresses and telephone numbers are essential. It is especially important for parents who work outside the home to provide their work telephone numbers. In the event of an accident or emergency, the school will attempt to reach a parent or guardian by phone so that he or she can decide what action or treatment is appropriate for the child. In the event of a serious emergency, ambulance transportation to the hospital will be provided. Please make sure that the pediatrician’s phone number is on your enrollment application form.

Accident Reports

The administrative assistant will file accident reports on any accident that occurs on school property or to or from school on the bus. This report is kept on file in the school.

Illness Policy

Parents are requested to keep their child home from school if he or she has a fever or contagious illness. This is not only for the benefit of the sick child, but also for the safety of the other children and staff at school who come in contact with him or her. A child who reports to the health office with a fever or other medical complaint (e.g., vomiting, diarrhea, coughing spasms, or signs of conjunctivitis or other contagious disease) will remain there until a parent or person on the emergency contact form is notified and makes plans to pick the child up from school.

Guidelines for Keeping Your Child Home

Please do not send your child to school if he/she is ill. Students must be kept at home if they exhibit any of the following:

- Any communicable disease (chicken pox, Pink eye, strep throat, head lice or ringworm) until treated or resolved **and no longer contagious.**
- A temperature of 100° Fahrenheit or more.
- Excessive discharge from nose or eyes, cough, sore throat, earache, nausea or vomiting.

MEDICATION AT SCHOOL

All student medications should be taken at home, although there are certain situations and conditions that require medications to be given during school hours. The decision to undertake the administration of any medication will be at the discretion of the school administration. The school does not employ a full-time nurse, therefore it cannot undertake to give medication by injection, administer a complicated regimen of medication, perform tests, or calculate and adjust doses of medication.

Medications that have been accepted as being administered from the school office must be accompanied by a completed permission form listed below:

NON-PRESCRIPTION MEDICATION FORM: This refers to items that can be purchased over the counter including: (acetaminophen, aspirin, cough medicine, antihistamines, ibuprofen, etc.) These must be brought to school in the original container with form signed by the parent/guardian.

PRESCRIPTION MEDICATION FORM: This form must be signed by a physician and a parent /legal guardian. The medication prescribed by the physician must be in its original container labeled by the pharmacy.

SELF-ADMINISTERED MEDICATION FORM: This form must be signed by a physician, and a parent/legal guardian for a student to receive or have in his/her possession a self-administered medication. (E.g. asthma medication, epinephrine injections) The medication must be in its original container labeled by the pharmacy.

HEAD LICE

The school has a **no nit or live lice policy**. Students suspected of having head lice will be checked by the nurse if available or by a staff person. Evidence of lice will require that the student be sent home. Rechecks when the child returns are mandatory.

Other communicable diseases should be discussed with the nurse or principal.

TRANSPORTATION



Kindergarten through Grade Eight Bus Transportation

All students who are residents of SAU-29 (Keene School District) are entitled to busing by First Student Transportation. Scheduling is arranged on an individual basis with First Student Transportation. Please note the dates on Trinity's School calendar when buses are not running to Keene Schools and will not be sent to Trinity Christian School. Busing questions and concerns should be addressed to First Student Transportation at 352-2303 or the school Principal.

Keene School Bus Policy:

- 1.) The bus driver is in charge of the school bus and shall have the authority to maintain discipline as a teacher in a classroom.
- 2.) Pupils are expected to be on time at designated bus stops. Schedules do not allow waiting for late students. Parents must provide advanced written permission for students to be left off at any other stop other than their regular destination.
- 3.) Students must be seated while the bus is in motion. Loud talking, physical and/or verbal abuse of others and improper language will not be tolerated. Soda bottles, gum, radios and dangerous instruments or harmful substances as judged by the driver are prohibited. Students are expected to go to the rear of the bus when boarding unless assigned a front seat by the driver. The rear door is to be used only in emergencies. Violations of #3 will be reported and disciplinary action will be taken.
- 4.) Repeated violations of these rules will result in suspension from riding the bus.

The above rules are essential for the safety and well-being of all who ride Keene School District buses.

Below are actions for bus rule infractions:

- 1.) First refusal to comply - written warning with copy sent to parents.
- 2.) Second offense - five (5) day suspension from riding the bus.
- 3.) Third offense -indefinite suspension from riding the bus.
- 4.) Fourth violation--suspension from riding the bus for the remainder of the school year.

EXTRACURRICULAR ACTIVITIES

At times throughout the year, extracurricular activities may be conducted at school. Students are under the supervision of the advisors of such activities. Parents are to pick their children up promptly at the close of any after-school practice or meetings.

GRIEVANCE PROCEDURE

Trinity Christian School follows the principles outlined in Matthew 18:15-17. If a student or parent has a concern to raise, he or she should bring it directly to the person involved in a kind and constructive manner. Parents with questions about classroom activities or assignments should call the school and ask to speak directly to the classroom teacher. If a parent is not satisfied with the communication with the teacher, he or she may consult the principal for assistance. If a resolution has not been achieved, the parent may contact the school board chairperson. The TCS staff and board are committed to the spiritual and academic nurture of each child enrolled and will work toward the peaceful resolution of all matters.

APPEAL

Every teacher and staff person strives to do their best to exemplify fairness in their dealings with students and parents. If you have a disagreement with a teacher that you have been unable to resolve, you may appeal the teacher's decision to the school principal. If you have a disagreement with the school principal that you have been unable to resolve, you may appeal the decision to the School Board.

LOITERING

In order to assure a safe and secure environment at TCS, loitering is not permitted in the building, office area or on the grounds. Volunteers and guests are to sign in upon entry. Upon completion of volunteer tasks, individuals are expected to sign out and leave the building.

SUPPORT SERVICES

The individual development of each child is very important to our staff. At times a teacher or parent/guardian may find that a child is having repeated speech, learning, or behavior difficulties. The teacher and Principal may recommend that testing be obtained to determine the specific source of an on-going problem. Unfortunately, Trinity Christian School is not able to offer extensive diagnostic services, but we do have a good working relationship with the public school system. By law, the public schools must provide evaluation and/or special services to children from their home school districts. Our staff will refer a child to his/her respective district as needed with the parent's permission. Parents and legal guardians may also refer their child directly.

ELECTRONICS

The use of cell phones, pagers, electronic games are not permitted between the hours of 8:30 and 3:00 PM. Students who bring these to school for use outside of the school day MUST keep these electronics in their backpacks. Trinity is not responsible for property damage or theft.

TELEPHONE USE

Trinity teachers and students are busy during the school day attending to the process of Christian education. They are unavailable to answer the phone except for emergency situations. If you would like to talk to a teacher, please leave a message in the school office. The office staff will contact the teacher and your call will be returned at the earliest possible time. If you would like to talk to your student, please leave a message in the school office. School office staff will make sure that your child receives the message. Only in Emergency situations will a call to a student or teacher be put through.

TEXTBOOKS/LIBRARY BOOKS

Textbooks are the property of Trinity Christian School and are loaned to the students on a yearly basis. If lost or damaged, parents will be asked to pay for their repair or replacement.

Students from Kindergarten through grade 8 have an opportunity to visit the library weekly and check out books. These library books are the property of Trinity Christian School. Students are responsible for the books that they check out of the library. . If lost or damaged, parents will be asked to pay for their repair or replacement.

TUITION AND FEES

Tuition and fees are listed on the TCS Rate Card. Parents are required to remain current with all tuition payments and required fees. Payments that are more than sixty days in arrears will result in the discontinued enrollment of the student. All tuition payments are made to SMART Tuition Plan through direct withdrawal, with the exception of lump sum tuition payments which are paid before the first day of school.

VOLUNTEERS / PARENT SERVICE PLAN

Trinity parents are asked to participate in the education of their children by volunteering 20 hours for a dual parent household or 10 hours for a single parent household. See specific volunteer activities on pages 30-32.

VISITORS

Parents

Trinity encourages and welcomes parents to visit our classrooms. Parent visitors are asked to sign in and wear a visitor badge.

New Students

New students and their parents will be given tours of the facility including the classrooms while school is in session. These tours will provide new parents with an awareness of how our classrooms operate while being minimally disruptive to the learning process.

Shadowing

Prospective students may ask to spend a day or part of a day shadowing in a classroom. This may be arranged through the school office in conjunction with the classroom teacher/s involved with notice of at least one week.

PTFA

Trinity sponsors a Parent-Teacher-Friends organization. The mission of the PTFA is as follows:

Trinity Christian School PTFA exists to promote leadership, and teamwork amongst parents, teachers, and students. We provide avenues of communication and support for the school and its families. We develop events and activities that raise parental awareness, and promote family unity. We serve the Lord and each other as fellow members of the Body of Christ.

We welcome and encourage all Trinity parents and friends to become involved in this very important auxiliary organization.

WHOLE SCHOOL EVENTS

Trinity sponsors several whole-school events throughout the year for students in K-8. A Christmas Worship, Spring into the Arts, and a Whole School Musical are typical events that take place during the school year. Trinity also asks all students to attend one Sunday service during National Lutheran Schools Week in March to thank Trinity Lutheran Church for sponsoring and generously supporting our school. ALL TRINITY STUDENTS in K-8 are expected to attend these whole school events.

TRINITY CHRISTIAN SCHOOL

A Ministry of Trinity Lutheran Church
100 Maple Avenue Keene, NH 03431
603 352-9403 Fax 603 358-3405
www.trinitylutherankeene.org

Dear Trinity Parent,

We at Trinity believe that a school whose parents are actively involved in the educational process of their children is a stronger, more positive school. We believe that students attending schools where their parents are active supporters do better academically and socially. Parent involvement in school is both good for the school and good for the students.

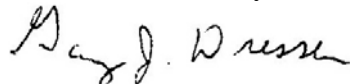
Trinity Christian School tuition does not cover the cost of educating your child. Even the full tuition rate does not cover the cost of operating this school, nor is that rate even close to the tax dollars the public schools have to educate each child. We make up the difference in two ways. The first is through the strong and unwavering financial support of Trinity Lutheran Church, the second is through the dedication and efforts of our parents. While many parents naturally volunteer at their child's school, we have established a parent service plan at Trinity so that the important work of the school is shared equally. We want to avoid a common situation that schools often face where a small group of parents are burdened with all the volunteering.

The Parent Service Plan we have developed is one that would ask for single parent families to donate 10 hours in and around the school, and dual parent families to donate 20 hours in support of the school. The plan provides for parents of all circumstances. Suggestions for service include items that are done during the school day, and also include a significant number of volunteer activities that can be completed outside of school hours. Parents simply need to have the teacher, or group leader sign off on their service hours and these will be credited to their account.

One way to quickly earn volunteer hours is by recommending other families to come to Trinity. We know that the best way to advertise Trinity Christian School is through word of mouth. Happy and excited parents and students are our best ambassadors. If you are pleased with the education your children are receiving, you are our very best spokesmen in the community. Any family who recommends a new family that enrolls their children at Trinity will receive *full credit* for their volunteer hours. Parents may also earn 5 volunteer hours for recommending Trinity to a family who comes to the school for more information and a tour. Parents may also earn volunteer hours by attending PTFA meetings. The dates for these meetings will be forthcoming. A list of other suggested volunteer activities in the "Parent Service Plan" brochure. This list is not intended to be a limiting list. If you have any other ideas for service, please talk to your child's teacher or principal and your suggestions may be included. In order to be fair to all families we realize that small number of parents might find these requirements impossible to manage. For those parents we would require a \$300 donation per family in lieu of volunteering.

With parents, teachers, administrator, and board working together, Trinity Christian School will grow and develop into an outstanding school of excellence for all families desiring a Christian education for their children. We value your support towards that end.

In His Service and yours,



Gary J. Dresser, Principal

GUIDELINES FOR PARENTS SERVICE HOURS

Parent involvement is of the utmost importance in creating a Christian School of Excellence at Trinity. Children learn more effectively when their parents are an integral part of their learning process. Again in our 2011-2012 school year Trinity Christian School requires 10 service hours per parent and 20 service hours for a two parent household. Throughout the school year, numerous opportunities are available inside and outside of the classroom to fulfill the service hour request. We hope you will see your service hours as more of an opportunity to get involved with your child(ren)'s education, rather than another obligation and imposition on your time.

Miss Hoffmann and Mrs. Cooper will assist with the task of tracking parent hours, and submitting reports to the school. All records are kept in a family file located in the school office. Parent Service Forms are available in the school office.

IT IS THE RESPONSIBILITY OF EACH PARENT TO KEEP TRACK OF THEIR OWN VOLUNTEER HOURS.

You need to simply fill out a parent service form for each activity you complete, listing the task, the hours spend on the task, and a signature of the individual responsible for the event or activity. Responsible signers may include teachers, PTFA officers, administrators, and office staff. As each form is completed, parents file the form in their own family file located in the main school office.

1. Attending school events which you volunteer in some capacity earns parent service hours.

What does earn parent service hours?

If you as a room parent volunteer to help at a classroom party or field trip. You would claim the number of hours you worked at the party or field trip.

What does not earn parent service hours

Bringing in cake and treats for your child's birthday in the classroom.

2. Attending School-Sponsored Meetings and Events does earn parent service hours:
 - A) PTFA Meetings
 - B) Trinity work parties
 - C) Teacher requested activities
 - D) Attending Special Plays or Services hosted by the School.
 - E) Participating in the PTFA's "TCS Day" at Friendly's

What does not earn parent service hours?

- A) School Open House
- B) Parent/Teacher Conferences

3. Working at Fundraising Events does earn parent service hours:
Example: Working at the PTFA Book Fair does earn parent service hours
Purchasing items from the PTFA Book Fair does not.

Field Trip Volunteer:

You may be asked by your child's teacher to be responsible for several children on a field trip. Each hour of the field trip is counted as a service hour.

Parents choosing to attend a field trip without being given teacher approved responsibilities are not credited with parent service hours.

Overnight Field Trips count as follows:

1 night	=	6 hours
2 or more nights	=	12 hours

No more than 12 parent service hours will be given for any single field trip.

HERE ARE SOME OTHER OPPORTUNITIES FOR SERVICE AT TRINITY

Volunteering in the classroom: Each hour of Volunteer Time is Credited to Your Parent Service Hours.

- A) Being a room Mother/Father (helping with class parties, etc.)
- B) Organizing and decorating classroom
- C) Making copies for the teacher
- D) Creating bulletin boards
- E) Working lunch or recess duty
- F) Reading to young students
- G) Separating and collating math curriculum
- H) Cutting for Preschool
- I) Filing
- J) Preparing Phonics, Reading, Science and Math Center Activities (On or Off Campus)
- K) Assembling Prefabricated Science Manipulatives
- L) Grading Papers
- M) Planning Parties (autumn, winter, Valentines, End of Year, etc.)
- N) Washing and/or fixing toys or school furniture
- O) Labeling
- P) Making telephone calls
- Q) Driving for field trips
- R) Helping with class rewards
- S) Making Flyers

Volunteering in the Office:

- A) Copying
- B) Answering telephones
- C) Cleaning/straightening offices
- D) Filing
- E) Assisting with special mailings and projects
- F) Decorating windows
- G) Copying, collating, stapling and distributing weekly newsletter
- H) Assist with clothing rack

Volunteering for Lunch:

- A) Helping prepare food
- B) Cleaning tables and chairs
- C) Ordering (special) lunches
- D) Cleaning kitchen
- E) Organizing Lunchroom help

Volunteering in the Media Center:

- A) Picking up books from the classrooms
- B) Using computer to check-in books
- C) Putting books away on proper shelves
- D) Cleaning book cases
- E) Making copies
- F) Entering new books into system
- G) Helping children find books
- H) Assisting children in computer research

Volunteering for Music Programs:

- A) Sewing costumes
- B) Set Designing
- C) Helping with Christmas program
- D) Helping with Spring program
- E) Helping create, copy and fold special event programs

Volunteering for PTFA Events: Working at any of the PTFA events earns parent service hours.

- A) Helping in organization of all PTFA projects
- B) Making telephone calls to encourage volunteering
- C) Collecting rewards, prizes, etc.
- D) Creating, typing, copying and distributing notices
- E) Cutting out labels: This activity can be done from home. Trinity collects labels from several manufacturers. They need to be cut and processed in a special way. Each hour spent is credited to your parent service hours.

Trinity Christian School announces a new scholarship program for the 2011-2012 school year called “**The Proverbs 22:6 / TCS Loyalty Scholarship.**”

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

We know how important a Christian education is to the youth and families of our school and the region. We also know that the cost of tuition can be daunting for even those parents solidly committed to raising their children in the nurture and admonition of the Lord. The leadership of Trinity Lutheran Church and Trinity Christian School, along with the amazing generosity of our major donor acknowledges this and are committed to helping all families desiring a Christian education for their children. We have developed the **Proverbs 22:6 / TCS Loyalty Scholarship** as an additional help for parents beyond the scholarship programs that are already in place.

The **Proverbs 22:6 / TCS Loyalty scholarship** will be extended to Trinity Christian School students in Second Grade and Sixth Grade. Tuition for those two grades will be **paid in full** by scholarship funds for those students who have attended Trinity Christian School for the previous **two full consecutive** years. That means, a student entering the Second Grade next year who has attended TCS in Kindergarten and First Grade will be eligible for this scholarship. Students entering Sixth Grade who have attended TCS in Fourth and Fifth grade will be eligible for this scholarship. In this way we hope to encourage parents and families who are committed to sending their children to TCS through 8th grade.

Students attending grades other than grade 2 and 6, and those who will be enrolled in grades 2 and 6 and have not attended the prior two years will still be eligible for our regular scholarship program. It is important also to know that the **Proverbs 22: 6 / TCS Loyalty scholarship** is intended to be a yearly scholarship; something parents can look forward to in the years to come.

We thank and praise the Lord for the amazing financial support He continues to provide Trinity Christian School. We ask for His continued grace and favor as we seek to grow His kingdom at Trinity! If you have any questions about this new scholarship, please call the school office

STAFF MEMBERS

Preschool 3 Yr. Olds 2-Day Teacher Lisa Allard
Preschool 3 Yr. Olds Aide Sarah Sawyer
Preschool/Pre-K Teacher Kathy Dresser
Preschool/Pre-K Aide AM..... Kristy Miller
Preschool/Pre-K Aide PM..... Christine Murtaugh
Kindergarten Teacher..... Patricia Cobb
Kindergarten Aide..... Christine Fusaro
First Grade Teacher AnnMarie Riendeau
Second Grade Teacher Kassia Lent
Third Grade Teacher Debbie Acosta
Fourth Grade Teacher..... Vicky Robinson
Fifth/Sixth Grade Homeroom Teacher..... Jessica Johnson
Seventh/Eighth Grade Homeroom Teacher Beth LaChance
Middle School 5th-8th Language Arts/Social Studies Jessica Johnson
Middle School 5th – 8th Math/ScienceBeth LaChance / Raleigh Clark
Art..... Jane Burdett
Physical Education Pamela Graves
Music..... Lisa Goodwin
Spanish Gloria Hayden
Media Specialist Laura Pierce
Church Administrative Assistant..... Sharon Cooper
School Administrative Assistant Susan Hoffmann
Principal..... Gary Dresser

School Permission Forms

- Student Absence/Arrival/Dismissal Form This form needs to be signed and returned as needed. Additional copies are available in the school office.
- Student Extended Absence Form This form needs to be submitted to the office for approval at least 1 week in advance of expected absence.
- Prescription Medication Permission Form Please sign and return form when your Child needs to take medication during the school day.
- School Medicine Permission Form Please sign and return form if you grant permission for your child to receive one when needed.
- Sports Permission/Release Form This form needs to be signed and returned before student's involvement in a particular sport.
- Photographic Consent Form Please sign and return this form.



Student Absence / Arrival / Dismissal Form

Student's name: _____

Grade: _____

FULL-DAY ABSENCES:

FULL-DAY ABSENCE(S) Date(s): _____

LATE ARRIVALS/EARLY DISMISSALS:

LATE ARRIVAL after 8:30 AM
Date: ____/____/____ Approx. Arrival time: _____

EARLY DISMISSAL before 3:00 PM
Date: ____/____/____ Approx. Dismissal time: _____

WILL RETURN @ approximately: _____

EXPLANATION:

- Illness Medical/Dental Appointment
- Family Emergency Vacation/Day Trip
- Injury Other _____

Signature of Parent/Guardian: _____

For Office Use Only

Date submitted to the office: ____/____/____

Administrator's Approval: _____ / ____/____

Excused Not Excused



Student Extended Absence Form

Student's name: _____

Grade: _____

FULL-DAY ABSENCES:

This form is to be submitted to the office for approval at least *one week in advance of expected absence.*

FULL-DAY ABSENCE(S) Date(s): _____

WILL RETURN TO SCHOOL ON: _____

EXPLANATION

WILL RETURN TO SCHOOL ON

- Medical Reason
- Family Emergency
- Vacation/Day Trip
- OTHER: _____

Signature of Parent/Guardian: _____

For Office Use Only

Date submitted to the office: ____/____/____

Administrator's Approval: _____ / ____/____

Excused Not Excused



Prescription Medication Permission Form

Dear Parent:

All medication to be administered at school must comply with the following school policies:

1. All medication must be in its original container and appropriately labeled by the pharmacy or physician. You may request that the pharmacy supply an extra labeled medicine containing for the school.
2. Medication must be kept in the school office. (If the medication is to be self-administered, please use the *Self-Administered Medication Authorization Form* instead.)
3. This form needs to be completed, signed by a parent and physician, and return to the school office. All authorizations expire at the end of the school year. Your physician may fax this form to Trinity Christian School at (603) 358-3405.

Student's name: _____ Grade: _____

Physician: _____ Phone number: _____

Address: _____

I hereby give the aforementioned doctor my permission to release information to TCS concerning medication(s) prescribed for my child to be taken at school.

PHYSICIAN'S ORDER:

Medication: _____

Reason for Giving: _____

Dosage/Directions: _____

Time/Frequency: _____

Reason for Medication: _____

Possible side effects: _____

Beginning Date: ____/____/____ Ending Date: ____/____/____

Physician's signature: _____ Date: ____/____/____

OFFICE USE ONLY Date Order Received: ____/____/____ Initials of School Official: _____

School Medicine Permission Form

**This form must be returned to the school.
NO MEDICINE WILL BE GIVEN WITHOUT THIS FORM.**

Dear Parent:

If you want your child to receive medicine when they are not feeling well at school, please fill out one form for your family. Please fill in the box below with the names of your children, grade dosage per child, and quantity of that dosage (see example).

I hereby grant the school permission to give my child the following medicines [check off those granted permission to receive]:

- Acetaminophen (i.e. Tylenol Meltaway 80 mg)*
- Children's Pepto Bismol
- Tums
- Sore Throat Lozenges
- Cough Drops

to be administered at school in the doses related to the child's age and weight shown on the medicine label or as stated by the parent.

1. All Medication will be kept in the school office.
2. *If the student requires Acetaminophen frequently, a *Prescription Medication Permission Form* should be used.

Student	Grade	Weight	Age	Dosage (160 mg, 325 mg., 500 mg.)	Quantity
Example: Jane Doe	6 th			160 mg.	1

Student	Grade	Weight	Age	Dosage (160 mg, 325 mg., 500 mg.)	Quantity

Signature of Parent/Guardian: _____ Date: ____/____/____



Photographic Consent Form

I hereby authorize and give full consent to Trinity Christian School to publish and copyright all photographs in which my child appears while enrolled as a student in any and all programs of Trinity Christian School. I further agree that Trinity Christian School may transfer of use these photographs on their website, in school brochures, newsletters, year book, posters, displays, slide shows, videotapes, and like publications.

Additionally, I agree that use of a photograph or photographs does not constitute in any manner a waiver of Trinity Christian School's policies, program, or rules, nor does continued use constitute an agreement to continue the child's enrollment.

I am the parent and/or guardian of: _____

I hereby approve the foregoing and consent to use the photographs subject to the terms mentioned above. I affirm that I have the legal right to issue such consent.

Parent signature: _____ Date: _____



Sports Permission/Release Form

Student's name: _____ Grade: _____

Sport(s) involved in: **Soccer** **Basketball** **Wrestling**

I hereby consent to have the above named student participate in the sport(s) listed above at home or away from the school grounds. I assume all risks associated with participation in the sport, including but not limited to: falls, contact with other participants, the effects of weather, traffic, and other reasonable risk conditions associated with the sport.

In the event of an emergency, the Trinity Christian School coaches are authorized to take necessary steps to see that medical care is given for any injury, accident, or acute illness and to call an emergency ambulance, if necessary, in case I am not immediately available. Any qualified physician called by Trinity Christian School may treat and do whatever is necessary for the health and well-being of my child.

This authorization is granted only if I cannot be reached and a reasonable effort has been made to do so. I agree to accept responsibility for the cost of above medical services. If normal supervision and precautions have taken place, I will not hold Trinity Christian School liable to any injuries, and expenses related to injuries, that may occur.

Father/Guardian (please print): _____
Home Telephone: () _____ Work Telephone: () _____
Address: _____

Mother/Guardian (please print): _____
Home Telephone: () _____ Work Telephone: () _____
Address: _____

Family Physician (please print): _____ Telephone: () _____
Pre-existing conditions (e.g.: allergies, chronic illnesses, etc.) _____

Emergency contact #1: _____ Telephone: () _____
Relationship to student: _____

Emergency contact #2: _____ Telephone: () _____
Relationship to student: _____

Signature of Parent/Guardian: _____ Date: ____/____/____